



# AGENDA

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## MAYOR AND CABINET

**Date: WEDNESDAY, 20 JUNE 2012 at 6.00 pm, or upon the rising of Mayor & Cabinet Contracts, whichever is the later.**

**Committee Rooms 1 & 2  
Civic Suite  
Lewisham Town Hall  
London SE6 4RU**

**Enquiries to: Kevin Flaherty 0208 3149327  
Telephone: 0208 314 9327 (direct line)  
Email: kevin.flaherty@lewisham.gov.uk**

### **MEMBERS**

|                          |     |
|--------------------------|-----|
| Mayor Sir Steve Bullock  | (L) |
| Councillor Chris Best    | (L) |
| Councillor Janet Daby    | (L) |
| Councillor Damien Egan   | (L) |
| Councillor Helen Klier   | (L) |
| Councillor Paul Maslin   | (L) |
| Councillor Joan Millbank | (L) |
| Councillor Crada Onuegbu | (L) |
| Councillor Alan Smith    | (L) |
| Councillor Susan Wise    | (L) |

**Members are summoned to attend this meeting**

**Barry Quirk  
Chief Executive  
Lewisham Town Hall  
Catford  
London SE6 4RU  
Date: June 12 2012**



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

## ORDER OF BUSINESS – PART 1 AGENDA

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22.

Building Schools for the Future Sydenham School Stage 1 Approval



The public are welcome to attend our Committee meetings, however, occasionally, committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

# Agenda Item 1

| MAYOR AND CABINET   |                           |                    |
|---------------------|---------------------------|--------------------|
| <b>Report Title</b> | Declarations of Interests |                    |
| <b>Key Decision</b> |                           | Item No. 1         |
| <b>Ward</b>         |                           |                    |
| <b>Contributors</b> | Chief Executive           |                    |
| <b>Class</b>        | Part 1                    | Date: June 20 2012 |

## **Declaration of interests**

Members are asked to declare any personal interest they have in any item on the agenda.

## **Personal interests**

There are two types of personal interest :-

- (a) an interest which you must enter in the Register of Members' Interests\*
- (b) an interest where the wellbeing or financial position of you, (or a "relevant person") is likely to be affected by a matter more than it would affect the majority of inhabitants of the ward or electoral division affected by the decision.

\*Full details of registerable interests appear on the Council's website.

("Relevant" person includes you, a member of your family, a close associate, and their employer, a firm in which they are a partner, a company where they are a director, any body in which they have securities with a nominal value of £25,000 and (i) any body of which they are a member, or in a position of general control or management to which they were appointed or nominated by the Council, and (ii) any body exercising functions of a public nature, or directed to charitable purposes or one of whose principal purpose includes the influence of public opinion or policy, including any trade union or political party) where they hold a position of general management or control,

If you have a personal interest you must declare the nature and extent of it before the matter is discussed or as soon as it becomes apparent, except in limited circumstances. Even if the interest is in the Register of Interests, you must declare it in meetings where matters relating to it are under discussion, unless an exemption applies.

## **Exemptions to the need to declare personal interest to the meeting**

You do not need to declare a personal interest where it arises solely from membership of, or position of control or management on:

- (a) any other body to which you were appointed or nominated by the Council
- (b) any other body exercising functions of a public nature.

In these exceptional cases, unless your interest is also prejudicial, you only need to declare your interest if and when you speak on the matter .



### **Sensitive information**

If the entry of a personal interest in the Register of Interests would lead to the disclosure of information whose availability for inspection creates or is likely to create a serious risk of violence to you or a person living with you, the interest need not be entered in the Register of Interests, provided the Monitoring Officer accepts that the information is sensitive. Where this is the case, if such an interest arises at a meeting, it must be declared but you need not disclose the sensitive information.

### **Prejudicial interests**

Your personal interest will also be prejudicial if all of the following conditions are met:

- (a) it does not fall into an exempt category (see below)
- (b) the matter affects either your financial interests or relates to regulatory matters - the determining of any consent, approval, licence, permission or registration
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest so significant that it is likely to prejudice your judgement of the public interest.

### **Categories exempt from being prejudicial interest**

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)

### **Effect of having a prejudicial interest**

If your personal interest is also prejudicial, you must not speak on the matter. Subject to the exception below, you must leave the room when it is being discussed and not seek to influence the decision improperly in any way.

### **Exception**

The exception to this general rule applies to allow a member to act as a community advocate notwithstanding the existence of a prejudicial interest. It only applies where members of the public also have a right to attend to make representation, give evidence or answer questions about the matter. Where this is the case, the member with a prejudicial interest may also attend the meeting for that purpose. However the member must still declare the prejudicial interest, and must leave the room once they have finished making representations, or when the meeting decides they have finished, if that is earlier. The member cannot vote on the matter, nor remain in the public gallery to observe the vote.

## **Prejudicial interests and overview and scrutiny**

In addition, members also have a prejudicial interest in any matter before an Overview and Scrutiny body where the business relates to a decision by the Executive or by a committee or sub committee of the Council if at the time the decision was made the member was on the Executive/Council committee or sub-committee and was present when the decision was taken. In short, members are not allowed to scrutinise decisions to which they were party.

# Agenda Item 2

| MAYOR AND CABINET   |                 |                    |
|---------------------|-----------------|--------------------|
| <b>Report Title</b> | Minutes         |                    |
| <b>Key Decision</b> |                 | Item No.2          |
| <b>Ward</b>         |                 |                    |
| <b>Contributors</b> | Chief Executive |                    |
| <b>Class</b>        | Part 1          | Date: June 20 2012 |

**Recommendation**

It is recommended that the minutes of that part of the meeting of the Mayor and Cabinet which were open to the press and public, held on May 30 2012 be approved. (copy attached).

## **LONDON BOROUGH OF LEWISHAM**

MINUTES of that part of the meeting of the MAYOR AND CABINET, which was open to the press and public, held on WEDNESDAY, 30 MAY 2012 at LEWISHAM TOWN HALL, CATFORD, SE6 4RU at 6.06 p.m.

### **Present**

The Mayor (Sir Steve Bullock)(Chair); Councillors Smith (Deputy Mayor), Councillors Best, Daby, Egan, Klier, Millbank, Onuegbu and Wise.

Apologies for absence were received from Councillor Maslin.

### **Also Present**

Councillors Fletcher, Mallory, Maines and John Paschoud.

### **Minute No.**

### **Action**

1. **Declarations of Interests** (page  
  
Councillor Susan Wise declared a personal interest in Item 9 as a Trustee and Chair of Sydenham Gardens.  
  
Councillor Alan Smith declared a personal interest in Item 9 as a Council nominated Director of Groundwork London.
2. **Minutes**  
  
RESOLVED that the minutes of that part of the meeting of the Mayor and Cabinet, which was open to the press and public held on May 9 2012, be confirmed and signed.
3. **Scrutiny Matters**  
  
No items had been raised.  
  
RESOLVED that the report be noted.
4. **Outstanding References to Select Committees** (page  
  
The Mayor received a report on issues which had previously been considered that awaited the responses requested from Directorates.  
  
RESOLVED that the report be received.
5. **Early Years Centres** (page

Minute No.

Action

The item was introduced by the Cabinet Member for Children and Young People, Councillor Helen Klier and by a representative of the Executive Director for Children & Young People.

The Mayor was next addressed by Maggie Bergin, an Honor Oak parent and Tabitha Bonney, a Ladywell parent. They made a Powerpoint presentation asking that the nurseries be saved by entering into a mutualised format. Laura Edwards, a Rushey Green parent, then spoke in favour of a mutual option for that nursery and requested that the process be extended from 3 months to 6 months. She further claimed that the figures produced by officers did not reflect a realistic situation, as demand had been artificially suppressed owing to the closure proposal.

In response, the Mayor thanked the parents and staff for their professional presentations and the helpful documentation they had produced in support of their proposals. He agreed that 3 months was a challenging target but stated he did not expect a finished product in that timeframe; rather it was a starting point from which future options could be assessed. He noted the Council had experience of broadly similar undertakings when it had been involved with the setting up of community libraries. He concurred with advice from Councillor Millbank that a viable business case was required with a sustainable model based on fees and that equity was necessary with existing community nurseries which had seen their levels of public funding diminish. The Mayor noted the wide divergence between officers and parents/staff in terms of the numbers involved and he concluded independent professional advice, funded by the Council, should be provided to all the parties involved. The advisor would be jointly appointed.

RESOLVED That

(i) the feedback from the consultations that have taken place with staff and parents at The Early Years Centres (Ladywell, Rushey Green and Honor Oak) indicating an interest in exploring mutual and social enterprise models for the future running of the centres be noted;

(ii) parents and staff be given three months to explore the feasibility of developing mutual and/or social enterprise models for the future running of the centres and that officers bring back a further report in October which will

ED CYP

Minute No.

Action

assess the feasibility of different models and recommend whether to proceed with these or to consult on closure;

(iii) officers take immediate action to bring down the costs of the Early Years Centres by reducing staffing costs through a reduction in staff numbers using the Council's management of change procedures and by increasing the fees from September 2012 in line with inflation; ED CYP

(iv) the resource base for children with complex needs at Ladywell be maintained and that officers consider if any enlargement is required; and that officers commence a procurement exercise to secure a third party provider. ED CYP

(v) an independent professional adviser be funded and appointed in consultation with parents and staff to assist in the assessment of any proposed mutual and social enterprise models. ED CYP

6. Changes to Right to Buy Scheme (page

The report was introduced by the Cabinet Member for Customer Services, Councillor Susan Wise, who pointed out paragraph 12.4 should show the Council would retain a 25% share of 0.5 million rather than 30.5 million.

RESOLVED That

(i) A Retention Agreement be entered into with the Department of Communities and Local Government relating to the use of Right to Buy receipts for replacement affordable housing; ED Customer

(ii) authority be delegated to the Executive Director for Customer Services and Executive Director for Resources & Regeneration to sign the Retention Agreement with the Department of Communities and Local Government; ED Customer  
ED Res & Reg

(iii) authority be delegated to the Executive Director for Resources & Regeneration to manage and report the use of receipts to Mayor & Cabinet and the Department of Communities and Local Government in accordance with the ED Res & Reg

Minute No.

Action

Retention Agreement;

(iv) subsequent decisions in relation to the use of receipts for particular affordable housing schemes be made in accordance with the Mayoral Scheme of Delegation.

ED Customer  
ED Res & Reg

7. Parking Response to Lee Green Assembly (page

Councillor Jim Mallory, the Chair of the Lee Green Assembly, thanked the Mayor for the very positive response.

RESOLVED That

(i) a 1 hour visitor permit be implemented in response to Lee Green Assembly and Sustainable Development Select Committee recommendations;

ED Customer

(ii) a transparent financial statement of the parking service accounts be provided in response to Lee Green Assembly and Sustainable Development Select Committee recommendations;

ED Customer

(iii) the remaining recommendations made by the Lee Green Assembly and Sustainable Development Select Committee be addressed in a review of the Council's existing parking policy; and

ED Customer

(iv) the timetable for the review set out in paragraph 7.2 be approved.

ED Customer

8. Integrated Transport - Bakerloo Extension Referral SDSC (page)

RESOLVED That

(i) the views of the Sustainable Development Select Committee as set out be noted;

(ii) the Executive Director for Resources and Regeneration be asked to prepare a response to the Committee's views.

ED Res & Reg

9. Voluntary Sector Review Referral SSCSC (page

Minute No.

Action

RESOLVED

That

(i) the views of the Safer & Stronger Communities Select Committee as set out be noted;

(ii) the Executive Director for Community Services be asked to prepare a response to the Committee's views.

ED Community

10. Comments of Sustainable Development Select Committee on the Financial Exclusion Review (page

RESOLVED

That

(i) the views of the Sustainable Development Select Committee as set out be noted;

(ii) the Executive Director for Customer Services and the Executive Director for Resources and Regeneration be asked to prepare a response to the Committee's views.

ED Customer  
ED Res & Reg

11. Exclusion of the Press and Public

RESOLVED

that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 4 and 5 of Part 1 of Schedule 12(A) of the Act, as amended by the Local Authorities (Executive Arrangements) (Access to information) (Amendments) (England) Regulations 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

The following is a summary of the items considered in the closed part of the meeting:

12. Housing Issues (page

In relation to the final recommendation, the Mayor asked that owing to the potentially innovative nature of the proposal, he be given regular detailed updates on progress made.



Minute No.

Action

RESOLVED

That

(i) In light of recent changes to housing finance and the background information contained in this report, ownership be retained of the following properties;

ED Customer

- 128 Albyn Rd SE8;
- 58 Ashmead Rd SE4;
- 81 Etta St SE8;
- 58 Friendly St SE8;
- 72 Friendly St SE8;
- 61 Lampmead Rd SE12;
- 7 Angus St, SE14.

(ii) authority be delegated to Executive Director for Customer Services to arrange a survey of 7 Angus St SE14, as the property has not been in use for housing, and if a business case can be made, transfer this asset from Community Services to Customer Services and retain it for use as housing (to be managed by Lewisham Homes);

ED Customer

(iii) works to the properties should be undertaken up to a stated amount and note that this will result in the reduction in the budget of another housing programme (such as Decent Homes, Disabled Facilities Grants, Private Sector Housing Assistance);

ED Customer

(iv) authority be delegated to the Executive Director for Resources & Regeneration, in consultation with the Executive Director for Customer Services, to effect the budget change required;

ED Customer  
ED Res & Reg

(v) a capital receipt estimated at £1.6m will be not be forthcoming as a result of this decision, and therefore will not become available for capital investment in the borough;

ED Res & Reg

(vi) authority be delegated to the Executive Director for Customer Services to develop a self build/training opportunity to be attached to one or more of the properties.

ED Customer

13. Removal of Governor (page

Minute No.

Action

- This item was deferred to the June 20 2012 meeting.
14. Lewisham Gateway Proposed Loan (page
- The report was introduced by the Deputy Mayor, Councillor Alan Smith, who said the recommendations would be subject to Council approval.
- RESOLVED That
- (i) a Loan be granted to Lewisham Gateway Development Limited on the terms outlined in this report; and ED Res & Reg
  - (ii) authority be delegated to the Executive Director for Resources & Regeneration, in consultation with the Director of Regeneration and Asset Management, Head of Asset Strategy and Development (interim) and the Head of Law, to negotiate and agree the final terms of the Loan and all associated documentation, and any necessary amendments to the Development Agreement and Landowners' Agreement, to enable the Lewisham Gateway development scheme to proceed. ED Res & Reg

The meeting ended at 7.35pm.

Chair

# Agenda Item 3

| MAYOR and CABINET   |   |                    |
|---------------------|---|--------------------|
| <b>Report Title</b> | Report Back On Matters Raised By The Overview And Scrutiny Business Panel |                    |
| <b>Key Decision</b> | No  | Item No. –         |
| <b>Ward</b>         |   |                    |
| <b>Contributors</b> | Head of Business and Committee  |                    |
| <b>Class</b>        | Open  | Date: June 20 2012 |

## Purpose of Report

To report back on any matters raised by the Overview & Scrutiny Business Panel following their consideration of the decisions made by the Mayor on May 30 2012.

# Agenda Item 4

| MAYOR & CABINET     |   |                    |
|---------------------|---|--------------------|
| <b>Report Title</b> | Outstanding References to Select Committees |                    |
| <b>Key Decision</b> | No  | Item No.           |
| <b>Ward</b>         |   |                    |
| <b>Contributors</b> | Head of Business and Committee              |                    |
| <b>Class</b>        | Part 1                                      | Date: 20 June 2012 |

## 1. Purpose of Report

To report on items previously reported to the Mayor for response by directorates and to indicate the likely future reporting date.

## 2. Recommendation

That the reporting dates of the item shown in the table below be noted.

| Report Title   | Responding Author            | Date Considered by Mayor & Cabinet | Scheduled Reporting Date | Slippage since last report |
|--|------------------------------|------------------------------------|--------------------------|----------------------------|
| Comments of the Healthier Communities Select Committee on the implications of the Health and Social Care Bill. | ED Community Services        | October 26 2011                    | June 20 2012             | No                         |
| Matters referred by the Healthier Communities Select Committee – Review of Premature Mortality                 | ED Community Services (lead) | April 11 2012                      | July 11 2012             | No                         |
| Comments of Sustainable Development Select Committee Integrated Transport - Bakerloo Extension                 | ED Resources & Regeneration  | May 30 2012                        | September 12 2012        | No                         |

|  |  |             |                   |    |
|--|--|-------------|-------------------|----|
| Comments of Safer Stronger Communities Select Committee on Community and Voluntary Sector Review | ED Community                             | May 30 2012 | September 12 2012 | No |
| Comments of Sustainable Development Select Committee on the Financial Exclusion Review           | ED Resources & Regeneration/ ED Customer | May 30 2012 | September 12 2012 | No |

**BACKGROUND PAPERS and AUTHOR**

Mayor & Cabinet minutes, October 26 2011, April 11 2012 and May 30 2012 available from Kevin Flaherty 0208 314 9327.

# Agenda Item 5

|  |   |   |
|--|---|---|
| <b>Chief Officer Confirmation of Report Submission</b> |   |   |
| <b>Cabinet Member Confirmation of Briefing</b>         |   |   |
| <b>Report for: Mayor</b>                               |   |   |
| <b>Mayor and Cabinet</b>                               |   | X   |
| <b>Mayor and Cabinet (Contracts)</b>                   |   |   |
| <b>Executive Director</b>                              |   |   |
| <b>Information</b> <input type="checkbox"/>            | <b>Part 1</b> <input checked="" type="checkbox"/> | <b>Part 2</b> <input type="checkbox"/>                  |
|  |   | <b>Key Decision</b> <input checked="" type="checkbox"/> |

|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |   |
|------------------------|---|
| <b>Title of Report</b> | The future of Crossways Sixth Form – Consultation Proposals |
|------------------------|---|

|                             |            |                   |
|-----------------------------|------------|-------------------|
| <b>Originator of Report</b> | Sue Tipler | <b>Ext. 46142</b> |
|-----------------------------|------------|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | √   |    |
| Legal Comments from the Head of Law                      | √   |    |
| Crime & Disorder Implications                            |     | X  |
| Environmental Implications                               |     | X  |
| Equality Implications/Impact Assessment (as appropriate) | √   |    |
| Confirmed Adherence to Budget & Policy Framework         |     |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Helen Khin* Executive Member

Date: 8<sup>th</sup> June 2012

Signed: *KteSle* Executive Director

Date : 8<sup>th</sup> June 2012

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |  |          |                            |
|--------------------------|--|----------|----------------------------|
| <b>Report Title</b>      | The Future of Crossways Sixth Form – Consultation Proposals  |          |                            |
| <b>Key Decision</b>      | Yes  | Item No. |                            |
| <b>Ward</b>              | All  |          |                            |
| <b>Contributors</b>      | Executive Director for Children and Young People<br>Executive Director of Resources<br>Head of Law |          |                            |
| <b>Class</b>             | Open   | Date:    | 20 <sup>th</sup> June 2012 |

### **Reason for Urgency**

This matter has not been included in the Council's Forward Plan. However, the decision must be taken by such a date that it is impracticable to defer it until after it has been included in the next Forward Plan and until the start of the period to which the next Forward Plan relates. The reason for this is that consultation is due to commence prior to the start of the school holidays and deferring the report until included in the next forward will prevent this from occurring.

In accordance with the provisions of Regulation 15 Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, written notice has been given to the Chair of the Business Panel in writing and made publicly available by posting at the Town Hall for 5 clear days.

#### **1. Summary**

This report sets out proposals and framework to consult on the closure of Crossways Sixth Form in order for Christ the King Sixth Form College, an outstanding, over-subscribed provider, to expand their post-16 provision on to the site.

The consultation is designed both to inform discussion by interested stakeholders within Lewisham, and to allow individuals and groups to report their views.

#### **2. Purpose**

This proposal aims to safeguard the education and hence the life opportunities for the current and future students on the Crossways Sixth Form site.

### **3. Recommendations**

- 3.1 That the Mayor instructs officers to undertake consultation on the closure of Crossways Sixth Form and the expansion of Christ the King Sixth Form College provision on to the site.
- 3.2 That the outcomes of the consultation be brought back to the Mayor and Cabinet.

### **4. Policy Context**

- 4.1 The report is consistent with the Council's policy framework. The Council's priorities include a commitment to "young people's achievement and involvement: raising educational attainment and improving facilities for young people through partnership working". This is a proposal to consult on the potential for current and future students on Crossways Sixth Form site to benefit from the proven expertise of an outstanding provider.
- 4.2 It supports the delivery of Lewisham's Children & Young People's Plan (CYPP), which sets out the Council's vision for improving outcomes for all children and young people by improving their achievement and involvement, inspiring and supporting them to fulfil their potential, and in so doing reducing the achievement gap between our most disadvantaged pupils and their peers.
- 4.3 The CYPP describes how partnership agencies working with children, young people and their families will support the delivery of the borough's priorities for the wider community which are set out in Lewisham's Sustainable Community Strategy 2008-2020, and, in particular in relation to this report, its priority *Ambitious and Achieving* – where people are inspired and supported to achieve their potential.
- 4.4 The proposals support the Council's Corporate Strategy commitment to raise educational attainment and improving facilities for young people through partnership working.

### **5. Background**

- 5.1 The Local Authority has had increasing concerns about the long term sustainability of Crossways Sixth Form and how it could secure the future of high quality post-16 provision on the site. These concerns are focused on its financial viability, set against a backdrop of declining numbers together with the capacity of the school to improve outcomes rapidly.
- 5.2 Despite the best combined efforts of the school leadership, governors and Local Authority, the school has been unable to demonstrate the rapid and sustained improvements needed to secure its own future as a stand-alone institution.



- 5.3 The original concept of Crossways Sixth Form working with a consortium of four secondary schools started well but was not sustained, with the schools variously developing in their own ways and with students choosing to study elsewhere. This has contributed to the recruitment issues faced by the school and further brought into question the sustainability of Crossways as a stand-alone institution.
- 5.4 The Local Authority and Governing Body of Crossways Sixth Form have agreed that action is needed with the proposal that an outstanding, over-subscribed provider should expand on to the site.
- 5.5 Christ the King Sixth Form College has been identified as an appropriate outstanding provider and there have been exploratory discussions about their expansion on to the Crossways Sixth Form site subject to consultation.

## **6. Need for Change**

- 6.1 The school was inspected by Ofsted and placed in a category of 'Notice to Improve' in November 2009.
- 6.2 The Local Authority moved the school into a Local Authority Category 4a and set up a School Improvement Partnership Board in November 2009. Significant external support was put into place to support the pace of improvement.
- 6.3 The school was removed from a category of concern by Ofsted in February 2011. The School Improvement Partnership Board agreed that the school should continue to receive external support, until the school was securely 'good' in all areas.
- 6.4 Whilst recognising the achievement of the school to come out of an Ofsted category and acknowledging the many pressures facing the institution, the Local Authority became increasingly concerned about the long-term sustainability of the institution.
- 6.5 At a governing body meeting on 20<sup>th</sup> October 2011 the Local Authority highlighted questions about the long term sustainability of the school, which although interlinked, are defined by the following areas:
- Standards were not rising rapidly enough to ensure good and outstanding outcomes.
  - Student numbers have been declining with Crossways Sixth Form still not a school of choice.
  - School finances were under pressure through lack of numbers. Crossways Sixth Form has the capacity to take 700 students and had a 2011/12 target based on 650. However numbers on roll in January 2012 stood at 543.

- 6.6 Questions over the sustainability of the improvements that had taken place were initially raised in October 2011 by the School Improvement Advisor and substantiated in March 2012. The significant challenges facing the school were affecting the capacity of the school to bring about the necessary improvement to attract a significant number of students to the school in a short period of time.
- 6.7 Discussions have been held with the Governing Body over the long term future of the institution and on 3<sup>rd</sup> May the Governing Body passed a unanimous resolution agreeing to work with the Authority to identify an outstanding, over-subscribed provider to extend their provision onto the Crossways Sixth Form site, with Crossways Sixth Form closing. The Governing Body was keen to acknowledge the commitment and hard work of the current leadership to support the students who are currently on roll. On 30<sup>th</sup> May the Governing Body reaffirmed this resolution to include their agreement to pursue discussions with Christ the King College and to support the local authority in this process. (Appendix 1).

## **7. Proposed Direction**

7.1 Much time, expertise and resources have been invested to build the capacity of the school to raise standards and the quality of provision, but the problems are deep rooted and varied and the impact of these initiatives has not been sufficient. A fresh approach is therefore needed.

7.2 The expansion of an outstanding over-subscribed provider onto the Crossways Sixth Form site would:

- Immediately give access to in-depth expertise and experience to support improved outcomes.
- Provide an opportunity to address falling numbers on roll.
- Provide the vehicle to become provision of choice.

Conditions would be placed on such a provider to ensure that:

- Provision must include lower level courses as well as good access programmes leading to higher level provision.
- Admission arrangements must ensure that Lewisham students will get good access to provision.

7.3 It is proposed that Christ the King College should be the provider to expand onto the Crossways site. Reasons include:

- The success and popularity of their provision: with 800 places in Year 12, they receive 3,000 applications each year.
- Their strong track record in securing excellent results and ensuring that students progress to higher education.

- They have a strong track record in Level 1 and 2 provision as well as in higher level provision.
- They can provide access courses to enable students to proceed on to higher level programmes
- They have strong experience of taking and supporting more vulnerable young people and securing their success
- They have very successfully carried out a similar exercise (taking over St Luke's in Sidcup) and have experience of TUPE and other processes required.

7.4 Although Christ the King is a Catholic College, their ethos is based on mutual respect and community building and the College is committed to taking young people from all faiths and none. Of their current intake fewer than 50% of students are Catholic.

7.5 Currently 43% of students come from Lewisham. However, the College has indicated that its admissions policy would extend to add more partner schools (particularly Conisborough College) and would ensure that all Lewisham students would gain priority status which, just as with their partner schools, secures them a guaranteed interview. As indicated, currently they have over 3000 applicants for 800 places (1600 places at the college overall). The College is therefore confident that it will fill the Crossways Sixth Form site to capacity.

## **8. Progression**

8.1 Having briefed the Chair and Vice Chair of Governors at Christ the King College, the Principal and Local Authority met with the Governing Body of Crossways Sixth Form on 17<sup>th</sup> May. They agreed to progress with Christ the King College and were reassured around provision and support for vulnerable students, while still expressing concern to ensure that such students would gain places at the expanded Christ the King provision.

8.2 On 22<sup>nd</sup> May the Governing Body of Christ the King College agreed that they would support the discussions on the proposal.

8.3 The Principal of Christ the King College met with staff at both Christ the King College and Crossways Sixth Form to answer questions about the potential process. Preliminary discussions have also been held with Unions.

8.4 Christ the King College have commissioned an independent a 'Due Diligence' assessment in conjunction with the Local Authority. Discussions have also been held with the Education Funding Agency (EFA) to explore the funding implications if the proposal were to go ahead. On 14<sup>th</sup> June, the Christ the King Governing Body will consider further their position on the

proposal in the light of the Due Diligence findings and the EFA discussion. An oral report will be given at the Mayor and Cabinet meeting on the outcome of the Christ the King Governing Body meeting.

## **9. Consultation Arrangements**

- 9.1 The Local Authority will undertake to consult with all interested parties, including but not limited to:
- students and their families at Crossways Sixth Form;
  - governing bodies, teachers and other staff of Crossways Sixth Form and of any other school that may be affected;
  - any local authority likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;
  - families of any pupils at any other school who may be affected by the proposals;
  - trade unions who represent staff at the school and at any other schools who may be affected by the proposal;
  - Education Funding Agency;
  - council members and local Members of Parliament;
  - Diocesan Boards of Education;
  - such other persons as appear to be appropriate
- 9.2 Consultation will commence on 4 July 2012 and will allow for sufficient consideration and analysis of consultation responses prior to a further report to Mayor and Cabinet.
- 9.3 If, having considered the report on the consultation and subject to Christ the King College's proposed expansion onto the site, the Mayor agrees to the publication of statutory proposals to close Crossways Sixth Form, a further six week statutory period will enable the submission of representations.

## **10. Safeguarding continuity**

- 10.1 For current and prospective students at Crossways Sixth Form the proposal provides reassurance that there will be no impact on their learning outcomes. Current, applied for and offered courses will be guaranteed until the end of these students study on the Crossways Sixth Form site.

## **11. Financial implications**

### **Current budget**

- 11.1 Crossways had a deficit at 31 March 2012 of £284k. The strategy at that time indicated that the school budget would be on track to balance. However, this was dependant on a growth in numbers which has not materialised.

- 11.2 Initial recruitment numbers for September 2012 suggested a further decline.
- 11.3 Savings have been taken from the non-pay headings which had already been reduced in the previous financial year. While progress has been made to keep the expenditure in line with the budget this year some of these budgets are indicating they could be overspent in 2012/13 unless management action is taken.
- 11.4 The budget plan for 2012/13 does not have a contingency and there must be a real risk that not all of the savings proposed will materialise. Further, some members of staff still need to go through the single status process and this may lead to increased ongoing costs as well as one-off costs of back pay.
- 11.5 Crossways in 2011/12 achieved a reduced deficit. The budget for 2012/13 continues to be increasingly challenging.

#### **Treatment of Deficit on Transfer**

- 11.6 This proposal will involve a 'technical' closure of Crossways Sixth Form. At this point the Local Authority will pick up the costs of the deficit from the Dedicated Schools Grant.

#### **Other Issues**

- 11.7 It is likely that the Transfer of Undertakings (Protection of Employment) regulations (TUPE) will apply to staff at Crossways. Details of any measures considered necessary to propose either by the Local Authority or the new provider in relation to the staff transfer will be the subject of communication at the appropriate time. As in any exercise of this kind, all efforts will be made to avoid redundancies but no guarantees can be given.
- 11.8 The new provider is already a scheduled body of the pension fund and there may be an additional burden on the pension fund as a result.
- 11.9 Crossways currently has a series of contracts for goods and services which may not continue past any proposed date of closure and these need to be identified and any early termination costs established.

#### **Capital Financial Implications**

- 11.10 The Council holds the freehold of the Crossways site. It is anticipated that a lease would need to be agreed. The terms of the lease will need to provide that the property may only be used for the provision of educational services by the new provider. In the event that the property ceased to be used for this purpose, the Council would be entitled to forfeit the lease.

## **12. Legal implications**

- 12.1 The Human Rights Act 1998 safeguards the rights of children in the Borough to educational provision, which the Council is empowered to provide in accordance with its duties under domestic legislation.
- 12.2 Section 14 of the Education Act 1996 obliges each local authority to ensure that there are sufficient primary and secondary schools available for its area i.e. the London Borough of Lewisham, although there is no requirement that those places should be exclusively in the area. The Authority is not itself obliged to provide all the schools required, but to secure that they are available.
- 12.3 In exercising its responsibilities under section 14 of the Education Act 1996 a local authority must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice.
- 12.4 The Education and Inspections Act 2006 places requirements on Authorities to make their significant strategic decisions concerning the number and variety of school places in their localities against two overriding criteria:
- to secure schools likely to maximise student potential and achievement;
  - to secure diversity and choice in the range of school places on offer.
- 12.5 Section 15 of the Education and Inspections Act 2006 provides that where a local authority of a maintained school proposes to discontinue the school, it must publish proposals. Before publishing proposals to discontinue a maintained school the local authority must consult with such persons as are statutorily prescribed and such other persons as appears to the local authority to be appropriate.
- 12.6 The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 provides that proposals to discontinue a maintained school have to be published, and there must be a period of six weeks for representations before a decision is made.
- 12.7 If the Local Authority fails to decide proposals within 2 months of the end of the representation period the Local Authority must forward proposals and any received representations (i.e. not withdrawn in writing) to the Schools Adjudicator for decision within one week of the end of the two month period.
- 12.8 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 12.9 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 12.10 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 12.11 The Equality and Human Rights Commission (EHRC) issued guides in January 2011 providing an overview of the new equality duty, including the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides can be found at:  
<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>
- 12.12 The EHRC guides do not have legal standing, unlike the statutory Code of Practice on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the public sector equality duty as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.
- 12.14 In deciding whether to agree the recommendations in this report, the Mayor must be satisfied that to do so is a reasonable exercise of his discretion on a consideration of all relevant matters and disregarding irrelevancies and having regard to all guidance that he is statutorily required to consider.

### **13. Crime and Disorder Implications**

There are no crime and disorder implications.

### **14. Equalities Implications**

- 14.1 There will be benefits from improved educational opportunities for students in the area. A full Equalities Impact Assessment will be conducted and attached to any subsequent report on the consultation to the Mayor.

## **15. Environmental Implications**

There are no environmental implications.

## **16. Conclusion**

- 16.1 The proposals aim to improve the education and hence the life opportunities for students at Crossways Sixth Form.
- 16.2 Concern over the long term sustainability of Crossways Sixth Form has grown based on declining numbers, financial viability and capacity to improve outcomes rapidly.
- 16.3 To address these issues the Governing Body supports the Local Authority's proposal that an outstanding, over-subscribed provider expands their post-16 provision onto the site.
- 16.4 Christ the King College has been identified as the outstanding provider and their Governing Body has agreed to enter into discussions about their expansion onto the Crossways Sixth Form site. An oral report on the outcomes of the Christ the King 14<sup>th</sup> June Governing Body meeting will be given at the Mayor and Cabinet meeting.
- 16.5 Crossways Sixth Form would close to allow Christ the King College to expand onto the site and broad consultation of stakeholders will take place on this closure.
- 16.6 The outcomes of the consultation will be brought back to Mayor and Cabinet for decision.
- 16.7 Should the decision be taken to proceed to a statutory notice on the proposed closure of Crossways Sixth Form this will trigger a further 6 week period for the submission of representations from individuals and organisations to express their views about the proposal.
- 16.8 The earliest any new arrangements could begin would be December 2012.

## **Background Documents**

- Appendix 1: Letter from Crossways Sixth Form Chair of Governors



If there are any queries on this report please contact, Sue Tipler, Head of Standards and Achievements, on extension 46142, [sue.tipler@lewisham.gov.uk](mailto:sue.tipler@lewisham.gov.uk)

## **APPENDIX 1**

Frankie Sulke  
Executive Director for Children and Young People  
London Borough of Lewisham  
Floor 3  
1 Laurence House  
Catford Road  
SE6 4RU

June 7<sup>th</sup> 2012

Dear Frankie

I write on behalf of the Crossways Governing Body to inform you that at our Full Governing Body Meeting held on Thursday 31<sup>st</sup> May 2012, a resolution was passed confirming our commitment to work with and support the Local Authority in closing Crossways and expanding Christ the King Sixth Form provision on to the Crossways site.

Yours sincerely



Sue O'Neill  
Chair of Governors

|   |                                 |                                     |
|---|---------------------------------|-------------------------------------|
| Chief Officer Confirmation of Report Submission |                                 |                                     |
| Cabinet Member Confirmation of Briefing         |                                 |                                     |
| Report for: Mayor                               |                                 | <input type="checkbox"/>            |
| Mayor and Cabinet                               |                                 | <input checked="" type="checkbox"/> |
| <b>Mayor and Cabinet (Contracts)</b>            |                                 | <input type="checkbox"/>            |
| <b>Executive Director</b>                       |                                 | <input type="checkbox"/>            |
| Information <input type="checkbox"/>            | Part 1 <input type="checkbox"/> | Part 2 <input type="checkbox"/>     |
| Key Decision                                    |                                 | <input type="checkbox"/>            |

|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |  |
|------------------------|--|
| <b>Title of Report</b> | Proposal to open a Sixth Form at Addey and Stanhope School from September 2013 |
|------------------------|--|

|                             |                 |                      |
|-----------------------------|-----------------|----------------------|
| <b>Originator of Report</b> | Chris Threlfall | <b>Ext.</b><br>49971 |
|-----------------------------|-----------------|----------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | X   |    |
| Legal Comments from the Head of Law                      | X   |    |
| Crime & Disorder Implications                            | X   |    |
| Environmental Implications                               | X   |    |
| Equality Implications/Impact Assessment (as appropriate) | X   |    |
| Confirmed Adherence to Budget & Policy Framework         | X   |    |
| Risk Assessment Comments (as appropriate)                | X   |    |
| Reason for Urgency (as appropriate)                      | X   |    |

Signed:  Executive Member

Date: 11<sup>th</sup> June 2012

Signed:  Executive Director

Date 11<sup>th</sup> June 2012

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |   |                    |
|--------------------------|---|--------------------|
| <b>Report Title</b>      | Proposal to open a Sixth Form at Addey and Stanhope School from September 2013                      |                    |
| <b>Key Decision</b>      | Yes   | Item No.           |
| <b>Ward</b>              | All   |                    |
| <b>Contributors</b>      | Executive Director for Children and Young People<br>Executive Director for Resources<br>Head of Law |                    |
| <b>Class</b>             | Part 1  | Date: 20 June 2012 |

## **1. Summary**

- 1.1 This report describes the Addey and Stanhope statutory proposal to open a Sixth Form from September 2013, and recommends that the Mayor agree to the proposal. It details the processes followed in the consultation, and the responses of the Local Authority and others to the proposal. The report goes on to set out the factors for the Mayor as ‘decision maker’ to consider in relation to Addey and Stanhope setting up a Sixth Form, with commentary on these, and the financial and legal implications.

## **2. Purpose**

- 2.1 The purpose of this report is for the Mayor to consider the proposal to expand Addey and Stanhope Secondary School by adding a Sixth Form from September 2013.

## **3. Recommendations**

- 3.1 That the Mayor notes that there were no responses to the statutory notice published by the Governing Body of Addey and Stanhope School on 26<sup>th</sup> April 2012.
- 3.2 That the Mayor agrees to the proposal to expand Addey and Stanhope School by adding a sixth form from September 2013.

## **4. Policy Context**

- 4.1 The report is consistent with the Council’s policy framework. It supports the delivery of the Sustainable Community Strategy priority *Ambitious and Achieving* – where people are inspired and supported to achieve their potential and the Council priority to improve young people’s achievement and involvement.

- 4.2 In particular, the report supports the delivery of Lewisham’s Children & Young People’s Plan (CYPP), which sets out the Council’s vision for improving outcomes for all children and young people by improving their achievement and involvement, inspiring and supporting them to fulfil their potential, developing community leadership, and providing facilities and activities to produce active, healthy citizens, and in so doing reduce the achievement gap between our most disadvantaged pupils and their peers.
- 4.3 The Statutory Guidance *Funding Arrangements for 16–19 Education and Training* sets out the duties of the Local Authority to act as champion of young people’s learning by identifying quality issues and gaps in provision for persons who are over compulsory school age but under 19.

## **5. Background**

- 5.1 Addey and Stanhope is a secondary voluntary aided school with a diverse population on a small site in Deptford with a published admissions limit of 120 per cohort (600). Currently it has 597 students on roll.
- 5.2 Addey and Stanhope was formerly a member of a five school “soft” federation. Addey and Stanhope, Deptford Green, Crofton (now Prendergast Ladywell Fields College), and Catford High (now Conisborough College), as 11-16 institutions fed into Crossways Academy (now Crossways Sixth Form) at 16-19. With the change in status of Crofton, the partnership was reduced to four members.
- 5.3 During 2010-11 Addey and Stanhope School, Deptford Green School and Crossways Sixth Form consulted on forming a trust together with a “hard” federation – The Goldsmiths Education Partnership. Because of the geographical focus of the proposed trust in Deptford/New Cross, Catford High School (now Conisborough College) left the soft federation. Following consultation the decision was made by Goldsmiths not to proceed further with the proposal.
- 5.4 Due to the Goldsmiths proposal not proceeding, during 2010-11 Addey and Stanhope School and Deptford Green School considered a collaborative sixth form offer to help meet the progression needs of their own KS4 students and also to increase the appeal to parents applying to secondary schools. At this stage both schools believed that, working through partnership but remaining autonomous, this would be an opportunity for a broader curriculum offer for Addey and Stanhope and Deptford Green sixth form students. Subsequently Addey and Stanhope decided not to put forward its proposal for a sixth form before the completion of its ‘BSF’ refurbishment in September 2012.
- 5.5 In July 2011 the Mayor and Cabinet approved the proposal to add a Sixth Form to Deptford Green School from September 2012.

## **6. The Addey and Stanhope School statutory proposal**

- 6.1 Addey and Stanhope School submitted its statutory proposal to add a Sixth Form on 26<sup>th</sup> April 2012. The statutory proposal and consultation letter are attached as Appendices 1 and 2.

***The post-16 population***

- 6.2 The capacity of the 11-16 school is 600. Addey and Stanhope proposes to add to this number a sixth form capacity of 200 students. The sixth form will reach a maximum size of 200 students as indicated in the table below:

|                    |                                |
|--------------------|--------------------------------|
| <b>2013 – 2014</b> | 66 - Year 12                   |
| <b>2014 – 2015</b> | 100 - Year 12<br>66 in Year 13 |
| <b>2015 – 2016</b> | 100 - Year 12<br>100 - Year 13 |

- 6.3 The revenue funding for the proposed Sixth Form is an agreed allocation based on the national funding rate in the first and second years of delivery, and then a move on to a lagged approach where funding is given for the previous year's numbers. This has been confirmed with Addey and Stanhope School by the Education Funding Agency.
- 6.4 Research carried out by Addey and Stanhope indicates that the sixth form cohort would be drawn mainly from Addey and Stanhope students and the school indicates that there is already a popular proposed option for current year 10 students and parents. The sixth form would aim to enable internal progression as well as attract a comprehensive cohort of learners from the surrounding community, including those of high ability.
- 6.5 The Addey and Stanhope proposal is to offer students an institution which will meet their needs for an academically excellent education in a small school environment. The school argues that some of its students who want to stay in Lewisham are sometimes not able to gain a place in sixth form with a similar ethos to the one it is proposing to develop at Addey and Stanhope School. The school also wants to ensure that students and their families are not economically disadvantaged by travel costs.
- 6.6 In 2011 the top five destination post-16 institutions for Addey and Stanhope School were Prendergast Hilly Fields College (18%), Lewisham College (17%), Christ the King RC College (10%), City of Westminster College (9%) and St Francis Xavier (8%). For the last four years an average of 67 (53%) of an average cohort of 120 Addey and Stanhope learners has progressed to these top five destination institutions. However, it is evident that year 11 leavers travel as far as Richmond to Dartford for post-16 study. The learners who normally progress to these institutions would be a target for the sixth form recruitment. A full 2011 post-16 destinations table is set out below:

| <b>Lewisham</b>                      |               | <b>Out of Borough</b>                  |          |
|--------------------------------------|---------------|--|----------|
| Christ the King Sixth Form College   | 12 (10%)      | Bacons College                         | 5 (4%)   |
| Crossways Sixth Form                 | 5 (4%)        | Beths Grammar School for Boys          | 1 (1%)   |
| Forest Hill School                   | 3 (2%)        | Blackheath Bluecoat C of E School      | 2 (2%)   |
| Haberdasher's Aske's Hatcham College | 4 (3%)        | BRIT School of Performing Arts         | 2 (2%)   |
| Lewisham College                     | 18 (17%)      | Christ the King: St Mary's 6th Form    | 1 (1%)   |
| Prendergast Hilly Fields College     | 19 (18%)      | City and Islington College             | 1 (1%)   |
| <b>Unknown</b>                       | <b>1 (1%)</b> | City Of Westminster College            | 11 (9%)  |
|                                      |               | Coulsdon Sixth Form College            | 1 (1%)   |
|                                      |               | Croydon College                        | 4 (4%)   |
|                                      |               | Dunraven School                        | 1 (1%)   |
|                                      |               | Educated in West London Partnership    | 1 (1%)   |
|                                      |               | Educated outside East London           | 1 (1%)   |
|                                      |               | Greenwich Community College            | 1 (1%)   |
|                                      |               | Harris Academy Falconwood              | 1 (1%)   |
|                                      |               | Kemnal Technology College              | 1 (1%)   |
|                                      |               | London College of Beauty Therapy       | 1 (1%)   |
|                                      |               | NESCOT - North East Surrey             | 1 (1%)   |
|                                      |               | Richmond upon Thames College           | 1 (1%)   |
|                                      |               | Shooters Hill Post 16 Campus           | 2 (2%)   |
|                                      |               | South Thames College                   | 1 (1%)   |
|                                      |               | Southwark College - Bermondsey         | 1 (1%)   |
|                                      |               | St Charles Catholic Sixth Form College | 1 (1%)   |
|                                      |               | St Francis Xavier College              | 9 (8%)   |
|                                      |               | Westminster Kingsway College           | 2 (2%)   |
| Studying In-Borough                  | 61 (53%)      | Studying Out of Borough                | 53 (46%) |

### **Accommodation**

- 6.7 The proposal states that the Sixth Form accommodation would be on site as a result of the conversion of the existing gym. The current BSF programme will enable this through expanding the current PE facilities, as well as allowing the Sixth Form to have specialist facilities for science and technology. The Governing body has secured funds for half of the cost and has secured the additional monies from the Local Coordinated Voluntary Aided Programme (LCVAP). The total forecasted cost of the Sixth Form accommodation is £679,680.
- 6.8 The Lewisham LCVAP Group has considered the proposal for Addey and Stanhope to receive £350,000 from this funding stream for the proposed Sixth Form accommodation. The proposal has been agreed in principle by the group and the local authority and meets the requirements for funding in 2012/13. The local authority submitted the bid to Central Government by the due date and the

DFE has intimated that the school's project plan to secure the allocation will be approved and we are awaiting formal confirmation.

### **Standards**

- 6.9 The proposal describes how Addey and Stanhope plans a Sixth Form which would be small, high achieving, and academically excellent. It is intended to be the natural destination for its more able students and would build on the continued academic improvement in Addey and Stanhope over the last five years.
- 6.10 A technology specialism in a proposed new Sixth Form building, with already available excellent IT facilities, would support high standards and a progressive approach to educational delivery.

### **Curriculum**

- 6.11 Addey and Stanhope states that it intends to meet a need raised by their students and their families to provide a small academic sixth form on site which will have the same ethos, family atmosphere and high academic standards as the current school. Addey and Stanhope proposes to offer a predominantly Level 3 curriculum with an academic core of popular and successful subjects at KS4. Appropriate progression pathways would be derived from the school's technology specialism and effective partnerships established with Lewisham College to deliver the BTEC Engineering / STEM A Level pathway. The School proposes a pastoral core of enrichment, personal development, preparation for university or the world of work and careers information advice and guidance. Students would also be offered GCSE maths and English retakes for 5 hours per week to ensure that students are able to retake and pass the GCSE examination at the earliest possible opportunity. Addey and Stanhope aims to develop the whole learner by offering the Duke of Edinburgh Award and Global Perspectives to each learner.
- 6.12 The school plans to work in partnership with two other Lewisham institutions to enable the delivery of the curriculum. These are Lewisham College and Haberdashers' Aske's Hatcham College.
- 6.13 Addey and Stanhope confirms that it has already established excellent links with Lewisham College for the delivery of the Engineering double award GCSE (awarded the runner up prize in the Rolls Royce Curriculum by the Specialist Schools Trust). A member of staff from the school has been responsible for its delivery, and the school has used the technical expertise and the workshop environments of Lewisham College. The Addey and Stanhope proposal states that Lewisham College wishes to expand Engineering at Levels 2 to 3 in collaboration with the school.
- 6.14 The proposal describes how Addey and Stanhope has engaged in a number planning meetings with Haberdashers' Aske's Hatcham College and has established a commitment to collaborate to provide a broad and balanced curriculum. Addey and Stanhope indicates that Haberdashers' Aske's Hatcham College is particularly interested in its technology specialism and Haberdashers' Aske's subject offer is wide ranging from Level 2 to Level 3.

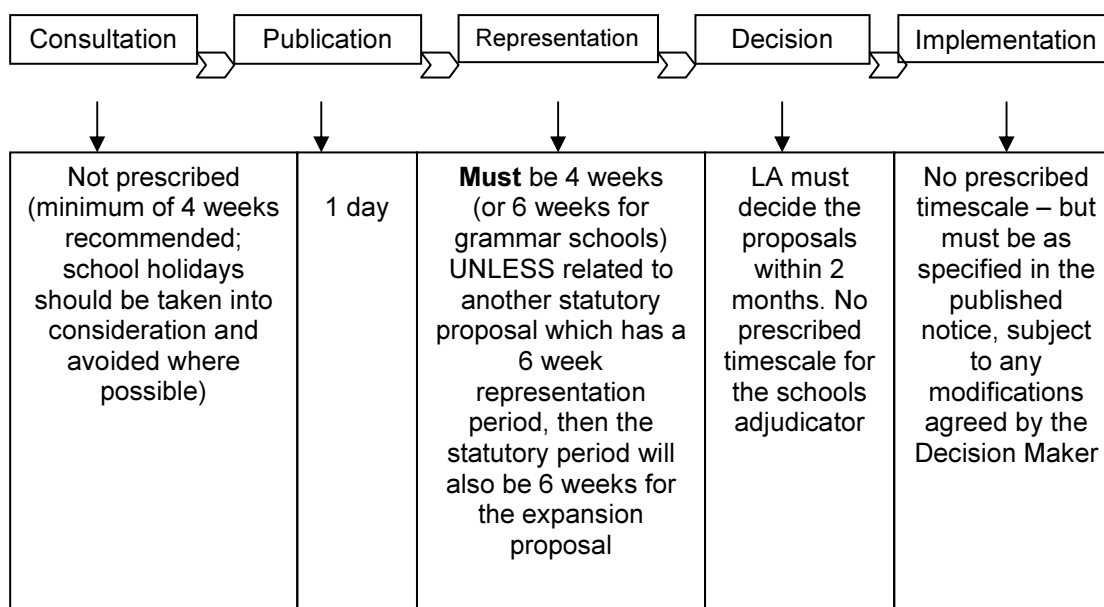


## Staffing

- 6.15 The school has consulted with staff throughout the process and reports that staff are very supportive of the sixth form proposals. It is the school's intention that Continuing Professional Development takes place to ensure that there are at least two members of staff fully trained to teach each course to guarantee continuity of teaching. In order to ensure this standard, the school has planned to have an agreed curriculum in place by the end of this academic year. The focus of Continuing Professional Development in 2012 – 2013 will be preparation and training for teaching at sixth form level.

## 7. The consultation process

- 7.1 The Governing Body of Addey and Stanhope School undertook the statutory consultation process to add a sixth form for September 2013.
- 7.2 The consultation process was carried out in line with Statutory Guidance<sup>1</sup>. Proposals must take into account that from 2013 all young people will be required to continue in some form of education or training post-16. The government is increasing the minimum age at which young people can leave learning in two stages, to the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015. The statutory proposal and consultation letter are attached as Appendices 1 and 2.
- 7.3 There are five statutory stages for a statutory proposal for an excepted expansion:



- 7.4 Prior to the consultation process, the Lewisham Policy and Programme Steering Group of the Lewisham 14-19 Forum considered the proposal (6<sup>th</sup> March 2012) as did the full Forum itself (7<sup>th</sup> February 2012). Members of both

<sup>1</sup> Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009).

groups, representing senior staff in Lewisham secondary schools and colleges, were very supportive of the proposal to consult, and considered that the proposed collaboration with Lewisham College and Haberdashers' Aske's Hatcham College would help to meet the needs of the Borough, its learners and the labour market. Members advised that Addey and Stanhope should take into account the high degree of competition between providers of post-16 Level 3 courses when coming to a decision on whether to take forward its proposal, and in particular the need to provide courses which would meet the demand from parents and students. The Policy and Programme Steering Group also agreed that the focus of the proposal on Level 3 courses, and any resultant impact on recruitment to other Lewisham institutions, was unlikely to be significant enough to be considered a bar to its support for the proposal.

- 7.5 A public consultation exercise commenced on 23<sup>rd</sup> March 2012 on the proposal to add a sixth form to Addey and Stanhope School. This was published on the school website along with a consultation response form. The closing date for responding to the consultation was 26<sup>th</sup> April 2012.
- 7.6 Details of the proposals and invitations to respond were sent to all current Addey and Stanhope parents / carers, current staff, all Lewisham Secondary Schools, all Lewisham Special schools, all Lewisham PRUs, all Lewisham post-16 providers, all Lewisham primary schools, Greenwich and Southwark primary schools within a 2 mile radius of Addey and Stanhope school, Children and Young People Teams at Southwark, Greenwich and Lewisham Local Authority, Lewisham MPs and Lewisham Local Councillors.
- 7.7 Stakeholder information sharing / meetings were held with parents of Addey and Stanhope students, Lewisham Secondary Heads meeting, Addey and Stanhope Governors Meetings, in the Newsletter, Policy and Programme Steering Group and the 14–19 Strategic Forum (both part of the 14-19 Partnership).
- 7.8 As a result of the consultation responses, the Addey and Stanhope governing body agreed to issue a public notice to add a sixth form to Addey and Stanhope School. On 26<sup>th</sup> April 2012, the governing body published a statutory notice (in accordance with the School Organisation (Prescribed Alterations)(England) Regulations 2007 (SI:2007 - 1289) (as amended). The notice was displayed at Addey and Stanhope and was published in the South London Press and the Lewisham Mercury. The statutory representation period ended on 26<sup>th</sup> May 2012. There was no response to the Addey and Stanhope notice which is attached as Appendix 5.

## **8. Responses to the Addey and Stanhope consultation**

- 8.1 Numbers of responses by category:

| Category of Respondent      | Numbers | For | Against | Not sure/<br>Mixed |
|-----------------------------|---------|-----|---------|--------------------|
| Parent/Carer                | 1       | 1   | 0       | 0                  |
| School staff                | 0       | 0   | 0       | 0                  |
| Headteachers / Principals   | 1       | 1   | 0       | 0                  |
| Local Community / Governors | 1       | 0   | 0       | 1                  |
| Local Authority             | 1       | 1   | 0       | 0                  |
| Other – EFA                 | 0       | 0   | 0       | 1                  |
| Total                       | 4       | 3   | 0       | 1                  |

- 8.2 Overall three responses were in favour, one not sure/mixed and none against. Most responses were received from the local community in Lewisham. The majority of responses to the consultation were in favour of the Addey and Stanhope sixth form addition. One requested further information which was represented as a mixed view, and the Addey and Stanhope Head teacher and governing body has addressed each request.

### **The Local Authority Response**

- 8.3 The Local Authority responded positively to the statutory proposal, offering some observations for consideration by the governing body. These included advising that, in considering whether to pursue their proposal, the governors should consider challenges that Addey and Stanhope School might face in adding a sixth form in the current economic and educational climate.
- 8.4 The Authority's response is included in this report as Appendix 5. The identified issues relate to the following:

#### ***The demands for post-16 provision Addey and Stanhope School and in the borough, taking into account students' needs and wishes and the needs of employers***

- 8.5 The Local Authority's analysis of current provision to meet the needs of its post-16 learners shows that there is over supply at Level 3, and under supply at Levels 1 and 2. The Local Authority recommended that Addey and Stanhope Governors should take account of the proposal's focus predominantly on increasing the supply of academic Level 3 places whilst making at least a modest contribution to addressing Lewisham's analysis of need at Level 2.
- 8.6 Currently the proportion of year 11 learners in each of Addey and Stanhope's attainment bands is matched by appropriate post-16 destinations. This suggests that Addey and Stanhope is providing appropriate information, advice and guidance (IAG) for its year 11 leavers. The Local Authority recommended that when promoting the Sixth Form, it would nevertheless be important to ensure that impartial IAG continues in the light of evidence of large numbers of learners in London dropping out of Level 3 courses at 17, in part because of inappropriate IAG from their home institution aimed at their retention.
- 8.7 The Local Authority also stated that governors should also be aware that the school's first year sixth form target of 66 academic level 3 learners, more than half of the total 2011 year 11 cohort, is high, and higher still in Year 2. Post-16 demand in Lewisham and south-east London will not rise until around 2021, and, prior to this, competition will continue to grow.

***The extent to which Addey and Stanhope plans for post-16 development are financially viable***

- 8.8 The Local Authority emphasised to governors the importance of ensuring adequate reserves when Sixth Form revenue is based on a 'lagged learner numbers' funding regime (this approach is based on the number of learners participating in the previous year and has removed the need for detailed individual provider dialogue around allocations).

**Responses from other stakeholders**

- 8.9 The Head teacher of Sydenham School supported the proposal and she stated that it was clear that a lot of research done in the development and that Lewisham students would only benefit; with fewer students going out of borough. She also expressed interest in the development and possible success of the engineering curriculum and in the partnerships with Lewisham College and Haberdashers' Aske's Hatcham College.
- 8.10 A parent, Jennifer Robinson, contacted the Head teacher of Addey and Stanhope in support of the proposal and offered to deliver careers advice in the sixth form.
- 8.11 Councillor Paul Bell raised a question about the equalities analysis assessment of the proposal on Crossways Sixth Form. This has been carried out by the Local authority and is attached as appendix 7.

**9. Addey and Stanhope replies to consultation responses**

**Reply to the Local Authority**

- 9.1 The Head teacher from Addey and Stanhope School thanked the local authority for its response to the proposal to open a sixth form. The reply acknowledged the duty of the Local Authority to ensure sufficient, appropriate post 16 places and to support the improvement of the quality education and training of the young people aged 16-19.
- 9.2 The reply highlighted that with rising attainment at key stage 4, many of its students would be suitable to join a high achieving and academically excellent sixth form which we are planning to develop. Many parents were interested in their children progressing on to the sixth form because they knew and trusted the school to achieve the best for their children.
- 9.3 The reply also referred to the matter of high quality IAG, stating that the school was very aware of the need to ensure this is a very important aspect of the provision in the sixth form. This would form a central part of the core curriculum and discussions were already underway to ensure a coherent approach from the lower school.
- 9.4 The reply confirmed that a relatively small number of Level 3 courses was planned, which would be likely to be attractive to sixth formers, would allow them access to the top universities and would link well with each other. The courses had been thoroughly discussed with Governors who have some specialist knowledge and had been slightly amended in the light of these discussions.

- 9.5 On the issue of recruitment of Level 3 students the Local Authority's anxieties were noted in relation to the school's ability to retain a large proportion of its current student population. The school planned to have a Head of sixth form in place for September 2012 and had discussed a very detailed marketing campaign. This would not be enough to ensure the school recruits its target numbers, but there was a lot of interest from the current year 10 and the school had started the discussion of the sixth form with the rest of the cohort. The school believed convincing a critical mass would put the school in a good position to recruit the numbers needed to support an academically and financially viable sixth form.
- 9.6 The reply accepted that the proposal would not contribute to the borough wide need for more Foundation and Level 1 provision. The school felt that there was first class provision elsewhere in the borough and it could replicate this quality in a very small sixth form.
- 9.7 The school was re-assured that there were no anticipated issues with the acceptance of the LCVAP bid by central government. Governors had ensured that the school had the rest of the monies required to develop the accommodation and that the school would receive adequate revenue in the future in the light of the lagged learner numbers. The school had also had a preliminary discussion with an officer from the local authority about the financial risk.
- 9.8 The reply thanked the Local Authority for its support for this initiative, and indicated its belief that the proposal would improve the progression pathways for its students as well as strengthening the teaching and learning from 11-16.

**Reply to Carolyn Unsted, Head teacher of Sydenham School**

- 9.9 Addey and Stanhope thanked the Headteacher of Sydenham School for her positive response to the consultation and the offer of SFH6 staff support. The reply also stated that fewer students are leaving the borough for post-16 education, and acknowledged the interest in Addey and Stanhope's proposal to offer BTEC Engineering at Level 2 and 3.

**Reply to Jennifer Robinson**

- 9.10 The reply thanked Jennifer Robinson for her ideas on how the pastoral core curriculum could be enriched, and for her ideas on developing a school magazine. Jennifer's comments would be passed to the Head of Sixth Form once appointed.

**Reply to Councillor Paul Bell**

- 9.11 The reply thanked Councillor Paul Bell for his interest in the proposal and explained that the impact assessment is carried out by the Local Authority and would be presented to the Mayor and Cabinet at the meeting at which the proposal would be considered.

**10. Factors to be considered by decision makers**

- 10.1 In accordance with the legislative requirements the Mayor is asked to decide on the statutory proposal having regard to the guidance contained in the 'decision making' guidance and which is Appendix 6 of this report. The decision of the

Mayor on the proposal to add a sixth form to Addey and Stanhope School must be taken in accordance with the School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (SI:2007 No. 1289) (as amended) and the Mayor must have regard to the Secretary of State's guidance in reaching a decision on the proposal. Before considering the merits of the proposal, the Mayor must be satisfied that the following elements have been either complied with or considered:

- 10.2 **Comprehensive information** – The Mayor must be certain that the information required is available to make a decision.

**Commentary:** *All the information, as specified in the Secretary of State's guidance, is contained in this report.*

- 10.3 **Does the published notice comply with statutory requirements?**

**Commentary:** *The statutory notice complies with The School Organisation (Prescribed Alterations)(England) Regulations 2007 (SI:2007 - 1289) (as amended)). The Addey and Stanhope Governing Body published a statutory notice in accordance with using the DfE's 'notice builder tool'.*

- 10.4 **Has the Statutory Consultation Been Carried Out Prior to the Publication of the Notice?**

**Commentary:** *The statutory consultation was carried out in accordance with the Secretary of State's statutory guidance on consultation. The consultation process allowed respondents four weeks in which to reply. Full details of the consultation process are contained in the guidance which is Appendix 6 of this report.*

*Copies of consultation documents were sent to all stakeholders likely to be affected by the proposal, including parents, staff, governors and local residents as well as other stakeholders specified in the DfE statutory guidance. The consultation documents were available on the School's website.*

- 10.5 **Decision on the quality of the Consultation** - The guidance states that, 'If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can decide the proposals'.

**Commentary** - *The consultation process was planned and delivered by Addey and Stanhope School Governing Body, in line with the Council's own guidelines on consultation and in accordance with DCSF (DfE) guidance, "the Education and Inspections Act 2006 (EIA 2006)" and "The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (Amended)."*

*The process will enable the Mayor and Cabinet to consider the views of stakeholders in the consultation process and in the widest and most transparent manner. All care has been taken to ensure no one was omitted from this process.*

- 10.6 **Are the Proposals Related to Other Published Proposals?**

**Commentary** – *There are no related published proposals.*

- 10.7 **Effect On Standards And School Improvement** – the statutory guidance states that the Government wishes to see a dynamic school system in which:
- the best schools are able to expand and spread their ethos and success

**Commentary:** *As a Specialist Technology School, Addey and Stanhope has made a significant contribution to the improvement of standards of teaching and learning in Lewisham. KS4 attainment has been at or above the national average over the last 3 years and is judged by Ofsted to be Good. In the Ofsted 2010-11 subject survey inspection programme: design and technology (D&T) the overall effectiveness of Design and Technology at the school is good.*

*5 A\*-C grades including English and maths*

|                           | 2008/9 | 2009/10 | 2010/11 |
|---------------------------|--------|---------|---------|
| <i>Addey and Stanhope</i> | 59%    | 55%     | 68%     |
| <i>National</i>           | 49.8%  | 53.1%   | 58.2%   |

10.8 **Standards** - The Government wishes to encourage changes to local school provision which will boost standards and opportunities for young people, whilst matching school place supply as closely as possible to pupils' and parents' needs and wishes.

**Commentary:** *Young people should choose the provision at post-16 that best suits their needs, irrespective of the Local Authority within which the institution is situated. In the context of this policy of student-led choice, the Local Authority has:*

- *a statutory duty to ensure sufficiency of appropriate post-16 places;*
- *a particular duty to have regard to, amongst other things, the quality of the education and training and may challenge where this is poor or inadequate.*

*The proposal should be considered in relation to the current and future need and demand for post-16 places, and how well these are being met, not only within Lewisham but within a sub-regional South London context. Lewisham and the south-east generally need more Foundation Learning and Level 2 post-16 provision, and there is an over supply of Level 3 provision as recognised by the EFA.*

*Addey and Stanhope has worked closely with the Lewisham 14-19 Partnership to consider the needs of local students in this age group and to support the Local Authority to deliver its statutory duties. The proposal takes into account the Lewisham statement of priorities for the post-16 curriculum. This includes:*

- *Increase the breadth of Lewisham provision for vulnerable groups - LLDD, NEETs, teenage parents, and offenders.*
- *Increase breadth of Apprenticeship provision available in Lewisham.*
- *Increase number of learners accessing Apprenticeship provision.*
- *Increase the breadth of Level 1 provision.*
- *Support planning across 'Travel to Learn' areas of London (residents).*
- *Develop appropriate sector specific vocational provision that enables young people to progress into employment, Further or Higher Education (Level 2-3).*

*66% of Addey and Stanhope Year 11 leavers are ready for Level 3 study. 25% of leavers are below level 2, and 3% below level 1. In addition, as a result of achieving a vocational qualification (generally BTECs), some Addey and Stanhope leavers tend to achieve Level 2 which does not include English and maths.*

*However, it is not the expectation that an 11-18 institution should make an appropriate Sixth Form offer to all its students at 16. Many wish to, and do, move on to other institutions which provide the course they need at the appropriate level. In this respect, whilst it does not reflect the proportion of need at 16 for Level 1 and 2 courses at Addey and Stanhope, in its 25% Level 2 and vocational offers the proposal makes a sound prospective contribution to meeting Level 2 and vocational shortages across the Borough.*

*Addey and Stanhope will need to continue to work with the 14-19 Partnership to keep its curriculum offer closely under review to ensure it supplies an appropriate balance of course levels to meet learner needs across the Borough as well as its own post-16 demand.*

- 10.9 **Diversity** - Decision Makers should consider how proposals will contribute to local diversity. They should consider the range of schools in the relevant area of the Local Authority and whether the expansion of the school will meet the aspirations of parents, help raise local standards and narrow attainment gaps. **Commentary:** *Adding a sixth form at Addey and Stanhope School meets the duty of local authorities to a statutory duty to ensure sufficiency of appropriate post-16 places.*

**Post 16 recruitment**

*In 2011 116 (c.50%) Addey and Stanhope year 11 students went on to study at post-16 within Lewisham, and (c.50%) progressed outside. Addey and Stanhope aims to recruit up to up to 100 students per cohort, mainly through internal progression, with the majority undertaking Level 3 academic and vocational courses.*

*Currently the top five destination post-16 institutions for Addey and Stanhope in 2011 are Prendergast Hill Fields College (16%), Lewisham College (15%), Christ the King RC College (12%), City of Westminster College (9%) and St Francis Xavier (7%). For the last four years an average of 67 (53%) of an average cohort of 120 Addey and Stanhope learners has progressed to these top five destination institutions. It is evident that year 11 leavers travel as far as Richmond to Dartford for post-16 study.*

*The supply of academic Level 3 places is currently very competitive in Lewisham and the sub-region, and competition is likely to increase as many existing 11-18 schools are trying to stimulate further demand in their own institutions. Addey and Stanhope's target recruitment is ambitious in this context, although the technology specialism enhanced by the BSF proposed the state of the art IT facilities and small school ethos offer may be a recruitment incentive. Also its demand analysis (learner and parent (including prospective year 6) preference) predicts an initial demand for 66 mainly level 3 and 2 places from within Addey and Stanhope. If year 11 learners are to consider Addey and Stanhope as a sixth form preferred choice, based on current attainment, over 80 learners would be appropriate for study level 2 and 3 study at the school.*

*There is proven evidence of a large number of learners already dropping out of Level 3 courses at 17 in Lewisham and the region because of inappropriate Information, Advice and Guidance aimed at their retention by their home institution. However, the IYSS (integrated youth support service database) indicates 2011 year 11 leavers at each level is showing that 50% are now*



studying AS Levels, 3% vocational level 3, 27% level 2, 8% level 1 and other courses and 8% unknowns. The proportion of learners in each attainment band is matched by appropriate post-16 course type destinations. This would therefore imply that Addey and Stanhope is providing appropriate IAG for their year 11 leavers and it is important that this continues when promoting of its own Sixth Form.

**Impact on the local area**

Within the locality of Addey and School there are other post-16 providers: Within the Haberdashers’ Federation, Haberdashers’ Aske’s Hatcham College offers mainly Level 3 academic courses; the current Crossways Sixth Form offers Level 2 and Level 3 provision to learners, many of whom on entry have a relatively low points score at KS4; Lewisham College offers vocational programmes at Levels 1, 2, 3 and access provision; and Christ the King offers academic Level 3 courses, and Level 2 (for further details see “impact of the proposal on top five destination institutions” below). Elsewhere on this Mayor and Cabinet agenda is a report recommending an extension to Christ the King provision which will encompass access, Level 2 and Level 3 courses.

Addey and Stanhope Sixth Form proposes to offer existing learners and young people from the local area a diverse curriculum offer at Levels 2 and 3.

**Impact of the proposal on top five destination institutions**

**Crossways Sixth Form**

Elsewhere on this Mayor and Cabinet agenda proposals are made to secure a positive future for post-16 provision on the Crossways Sixth Form site. The proposals are likely significantly to strengthen recruitment. The data below sets out the position for Crossways as it currently stands.

**Crossways learners – student roll (Y12 and Y13)**

|             | <b>2007<br/>/8</b> | <b>2008<br/>/9</b> | <b>2009<br/>/10</b> | <b>Jan<br/>2011</b> | <b>2011/12<br/>Target</b> | <b>Jan<br/>2012</b> | <b>Feb 2012</b> |
|-------------|--------------------|--------------------|---------------------|---------------------|---------------------------|---------------------|-----------------|
| <b>Roll</b> | 675                | 569                | 629                 | 584                 | 650                       | 518                 | 508             |

Although reducing over the last four years, Crossways has drawn the majority of its Lewisham schools’ intake from the schools within the original Crossways “soft” federation, Addey and Stanhope, Conisborough College and Deptford Green.

**Crossways Intake of year 12 learners from Lewisham schools**

|   | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|---|-------------|-------------|-------------|-------------|
| <b>Addey and Stanhope</b>                   | 16          | 51          | 13          | 5           |
| <b>Bonus Pastor</b>                         | 1           | 1           | 0           | 3           |
| <b>Conisborough College</b>                 | 40          | 60          | 44          | 44          |
| <b>Deptford Green</b>                       | 39          | 68          | 28          | 54          |
| <b>Forest Hill</b>                          | 7           | 1           | 4           | 11          |
| <b>Haberdashers' Aske's Hatcham College</b> | 0           | 0           | 1           | 4           |
| <b>Haberdashers' Aske's Knights Academy</b> | 5           | 0           | 6           | 8           |
| <b>Prendergast Hilly Fields College</b>     | 0           | 1           | 0           | 2           |
| <b>Prendergast Ladywell Fields College</b>  | 28          | 14          | 8           | 31          |
| <b>Sedgehill School</b>                     | 9           | 2           | 8           | 14          |
| <b>St Matthew Academy</b>                   | 8           | 0           | 0           | 0           |
| <b>Sydenham School</b>                      | 5           | 5           | 0           | 7           |
| <b>Trinity Church of England School</b>     | 7           | 4           | 2           | 7           |

*For 2011/12 these schools will still provide the largest potential intake along with other smaller numbers from other Lewisham and Southwark schools. However, with the year on year decline in progression of learners from Addey and Stanhope to Crossways, the new Sixth Form is unlikely to have a significant impact on learner numbers at Crossways as it currently stands. However, if the proposal elsewhere on this Mayor and Cabinet agenda is agreed, and the Crossways site becomes part of Christ the King College, a greater number of Addey and Stanhope learners may be attracted to apply for Christ the King..*

**Prendergast Hilly Fields College**

*In 2011 there was a significant increase in the number of Addey and Stanhope learners who progressed to Prendergast Hilly Fields College. The college offers A Levels, level 3 BTECs and level 2 BTECs. In September 2012 Prendergast Hilly Fields College will extend its provision by opening an Arts Studio on its sister site at Prendergast Ladywell Fields College. Level 3 displacement to a new Addey and Stanhope 6<sup>th</sup> Form might not be significant if high achieving learners still continue to wish to progress to Prendergast Hilly Fields College because of its track record, reputation and popularity. This may have implications for the recruitment assumptions in the Addey and Stanhope proposal that they retain students who would previously have gone to Prendergast Hilly Fields College.*

**Christ the King (CTK)**

*For the last four years an average of c.13 Addey and Stanhope learners (mainly Level 3s) have progressed to CTK. CTK offers level 3 general and applied A levels, level 3 BTECs, level 2 BTECs as well as access provision. Taking into account the proposed expansion of CTK, as with Prendergast, Level 3 displacement might not be significant if learners continue still to wish to progress to CTK because of its track record, reputation and popularity. This may have implications for the recruitment assumptions in the Addey and Stanhope proposal that they retain students who would previously have gone to CTK or, with the proposed expansion, those who might have previously opted*

to go to Crossways Sixth Form and might consider CTK as an possible alternative.

### **Lewisham College**

*For the last four years an average of 23 Addey and Stanhope learners have progressed to Lewisham College. Lewisham offers level 3 BTECs, level 2 and Foundation learning provision. The offer of Level 3 and level 2 Engineering and Foundation Learning will attract learners from Addey and Stanhope and can only complement the Addey and Stanhope proposal. This proposal is likely to therefore have minimal impact.*

### **St Francis Xavier College**

*A small number of Addey and Stanhope students progress to St Francis Xavier College. This proposal is likely to therefore have minimal impact.*

- 10.10 **Equal Opportunity Issues** - the Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed. Similarly there needs to be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

**Commentary:** *An EAA has been conducted with regard to this proposal and is attached to the report as Appendix 7.*

- 10.11 **Need For Places - Addition of post-16 provision by “high performing” schools** - There should be a strong presumption in favour of the approval of proposals for a new post-16 provision where:

- the school is a high performing specialist school that has opted for an applied learning specialism; or
- the school, whether specialist or not, meets the DCSF criteria for ‘high performing’ and does not require capital support.

**Commentary:** *Addey and Stanhope is a specialist Technology School. KS4 attainment at Addey and Stanhope has been at or above the national average over the last 3 years and is judged by Ofsted in 2012 to be good. In the Ofsted 2010-11 subject survey inspection programme: design and technology (D&T) the overall effectiveness of Design and Technology at the school is good.*

- 10.12 **View of interested parties** - The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example, that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there needs to be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

**Commentary:** *A small number of responses were offered. Overall three consultation responses were in favour, one not sure/mixed and none against. Most responses (two) were received from the local community, one was in favour and with one not sure/mixed. The Lewisham 14-19 Schools Forum and its Policy and Programme Steering Group agree to the proposal.*

*The school's 2012 Ofsted report indicated that a very large majority of parents and carers think that behaviour at the school is good and that their children are safe there.*

*Although the consultation process focused on a wide stakeholder audience the small number of respondents offered, despite being positive, a limited view of the local community's views.*

## **11. Financial Implications**

### **Revenue**

- 11.1 New post-16 provision can be delivered by any approved provider and is funded on a lagged learner number basis. New post-16 providers will get an agreed allocation in their first and second years of delivery and then move on to a lagged approach as all other providers. There is no start up or growth funding available to new post-16 provision. It is expected that the initial funding will cover staffing costs. The post-16 funding to Addey and Stanhope will be allocated in the following way:

|   |   |
|---|---|
| Year one – starting point one-third of long-term capacity | 66.6 learners based on long-term capacity of 200  |
| Year two – double lagged numbers in year 1                | Based on year one enrolment - if Addey and Stanhope enrol 100 learners then funding will be for 200 |
| Year three – fully lagged                                 | Based on year two enrolment   |

- 11.2 The revenue funding of the sixth form provision would be from the Education Funding Agency and would not attract funding from the Dedicated Schools Grant and would not represent any call upon the general fund resources of the council.

### **Capital Financial Implications**

- 11.3 The proposal describes that the Sixth Form accommodation would be on site with the conversion of the existing gym. The current BSF programme will expand the PE facilities and allow the Sixth Form to have specialist facilities for science and technology. Addey and Stanhope and the Governing body have secured funds for half of the cost and have requested from LCVAP the additional monies. The total forecasted cost of the Sixth Form accommodation is £679,680.

The Lewisham LCVAP Group has considered the proposal for Addey and Stanhope to receive £350,000 from this funding stream for the proposed Sixth Form accommodation. The proposal has been endorsed by the Local Authority and meets the requirements for funding in 2012/13. The Local Authority submitted the bid to Central Government by the required submission date. The DFE has intimated that the school's project plan to secure the allocation will be approved and we are awaiting formal confirmation.

11.4 Further, post-16 capacity provision is the responsibility of the EFA which would need to be approached for any capital provision outside that provided by the newly rebuilt school.

## 12. Legal Implications

12.1 The Guidance<sup>2</sup> for expanding a maintained mainstream school by adding a sixth form sets out the statutory and non-statutory requirements for alteration of upper age limit:

12.1.1 Local Authorities are under a statutory duty to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They must also ensure that there are sufficient schools in their area, promote diversity and increase parental choice.

12.1.2 Expansion proposals are required when there is an addition of a sixth form from the proposers (LAs and school governing bodies) by a year or more.

12.1.3 There are five statutory stages to a proposal: consultation, publication, representation, decision and implementation.

12.1.4 Decision on proposals are taken by the Local Authority (Decision makers) and there is an appeals process.

12.1.5 Factors that are to be considered by Decision Makers are: effects on standards and school improvement; school characteristics; need for places; funding and land; special education needs provision; and other issues.

12.1.6 Any additional 16-19 provision where there is parental and student demand is governed by the *Apprenticeships, Skills, Children and Learning Act 2009* and includes criteria: need for local collaboration; viability of existing post-16 providers in the local areas; and the improvement of standards.

12.1.7 There is a strong presumption in favour of approval where: the school is a high performing specialist school or meets the Department for Education criteria for 'high performing'; operates in partnership with other local providers; proposal are within the local 14-19 delivery plan; and there is a standard Schools Admissions Code.

12.1.8 The detail of these factors are set out in the Guidance and particular attention should also be paid to funding and land.

12.2 The Human Rights Act 1998 safeguards the rights of children in the Borough to educational provision, which the Council is empowered to provide in accordance with its duties under domestic legislation.

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<sup>2</sup> The guide provides information on the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009). The relevant provisions of the EIA 2006 came into effect on 25 May 2007

12.3 Section 14 of the Education Act 1996 obliges each local authority to ensure that there are sufficient primary and secondary schools available for its area i.e. the London Borough of Lewisham, although there is no requirement that those places should be exclusively in the area. The Authority is not itself obliged to provide all the schools required, but to secure that they are available.

12.4 In exercising its responsibilities under section 14 of the Education Act 1996 a local authority must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice.

The Education and Inspections Act 2006 places requirements on Authorities to make their significant strategic decisions concerning the number and variety of school places in their localities against two overriding criteria:

- to secure schools likely to maximise student potential and achievement;
- to secure diversity and choice in the range of school places on offer.

Section 19 of the Education and Inspections Act 2006 provides that where a local authority or the governing body of a maintained school proposes to make a prescribed alteration to a maintained school and it is permitted to make that alteration, it must publish proposals.

12.5 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 provides that proposed enlargements of school premises which would increase the capacity of the school by more than 30 pupils and by 25% or 200 pupils ( whichever is the lesser), or changes to the age limit of a school are prescribed alterations which means that statutory proposals have to be published, and there must be a period of four weeks for representations before a decision is made.

12.6 If the Local Authority fails to decide proposals within 2 months of the end of the representation period the Local Authority must forward proposals and any received representations (i.e. not withdrawn in writing) to the Schools Adjudicator for decision within one week of the end of the two month period.

12.7 The Mayor, before making any decision regarding the expansion of a school or the change in the age range, must ensure that capital funding is in place, interested parties have been consulted, the statutory notice is published and there has been a four week period for representation.

12.8 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

12.9 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected
- characteristic and those who do not.

- foster good relations between people who share a protected characteristic and those who do not.

12.10 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

12.11 The Equality and Human Rights Commission (EHRC) issued guides in January 2011 providing an overview of the new equality duty, including the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides can be found at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>

12.12 The EHRC guides do not have legal standing , unlike the statutory Code of Practice on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the public sector equality duty as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.

12.13 As set out in this report, in reaching a decision on the proposed establishment of a Sixth Form at Addey and Stanhope, the Mayor must have regard to statutory guidance prepared by the Secretary of State. The relevant section of the Guidance is Appendix 6 to this report.

### **13. Crime and disorder**

13.1 There are no direct crime and disorder implications arising from this report.

### **14. Equalities**

14.1 An Equalities Analysis Assessment (EAA) has been completed for the addition of a sixth form to Addey and Stanhope School attached as Appendix 7. In common with all aspects of education in Lewisham, close equalities monitoring will take place to assess the impact of proposal upon admissions to other local school and post-16 providers. Also careful monitoring will take place to calculate the impact of the disproportionate gender mix of learners currently on roll on future admissions.

## **15. Environmental implications**

- 15.1 There are no direct implications arising from this report as the proposal for the addition of a sixth form to Addey School is an Sixth Form Build would involve the conversion of the existing gym.

## **16. Conclusions**

- 16.1 Overall, out of the small number of four, three responses were in favour of the proposal, with none against. Although concerns have been raised in particular about the school entering a very competitive market for Level 3 provision, Addey and Stanhope will continue to be supported by the local authority and the Lewisham 14-19 Partnership in developing and fulfilling its vision for the future, and, in so doing, meeting the needs of Lewisham learners. In the context of national policy to encourage new providers into the market the Mayor is therefore recommended to agree to Addey and Stanhope acquiring a Sixth Form from September 2012.

## **17. Background documents**

- Appendix 1: Addey and Stanhope statutory proposal
- Appendix 2: Addey and Stanhope consultation letter
- Appendix 3 Local Authority response to consultation
- Appendix 4: Addey and Stanhope Statutory Notice
- Appendix 5: Statutory Guidance
- Appendix 6: Equalities Analysis Assessment (EAA)

For further information on this report, please contact Chris Threlfall, Head of School Infrastructure, on extension 49971

[Chris.threlfall@lewisham.gov.uk](mailto:Chris.threlfall@lewisham.gov.uk)



**Appendix 1: Addey and Stanhope Statutory Proposal**

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

**Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):**

**In respect of a Governing Body Proposal: School and governing body's details**

1. The name, address and category of the school for which the governing body are publishing the proposals.

Addey & Stanhope School  
472 New Cross Road  
London, SE14 6TJ

**In respect of an LEA Proposal: School and local education authority details**

1. The name, address and category of the school.

n/a

**Implementation and any proposed stages for implementation**

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

Adding a Sixth form from September 2013. Consultation, proposal and notice January – May 2012.

**Objections and comments**

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
  - (b) the address of the authority to which objections or comments should be sent.

By 26<sup>th</sup> April 2012

Frankie Sulke, Director of Children and Young People Services, 3rd Floor,  
Laurence House, 1 Catford Road, London, SE6 4RU

## Appendix 1

### Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

Adding a sixth form

### School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The capacity of the school is 600. We are planning to add an additional sixth form with 100 students per year cohort. Thus the total capacity of the school will be 800.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The school has a capacity of 120 per year group in years 7 – 11 and is always oversubscribed. The proposed number for admittance to the sixth form is 100 students in each year group but in the first year, we proposed to admit 66 students taking the roll number to 666 students in September 2013.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

See part b above

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

See 5b

## Appendix 1

### Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

This proposal will be implemented by the Governing body of Addey and Stanhope School with a final decision on adding a sixth form being made by the Lewisham Mayor and Cabinet on the 30<sup>th</sup> May 2012.

### Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

n/a

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

n/a

### Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

(b) the arrangements for safeguarding the welfare of children at the school;

n/a

(c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

## Appendix 1

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

### Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

n/a

- (b) the distance between the proposed and current site;

n/a

- (c) the reason for the choice of proposed site;

n/a

- (d) the accessibility of the proposed site or sites;

n/a

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

n/a

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

n/a

## Appendix 1

### Objectives

10. The objectives of the proposals.

Opening a sixth form.

### Consultation

11. Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
  - (b) minutes of all public consultation meetings;
  - (c) the views of the persons consulted;
  - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
  - (e) copies of all consultation documents and a statement on how these documents were made available.

Copies of the complete proposal can be obtained from:

**[www.as.lewisham.sch.uk](http://www.as.lewisham.sch.uk)**

**or from Dympna Lennon, Deputy Headteacher, on 020 8305 6100.**

Initial consultation documents have been sent to:

All current parents

All current staff

All Lewisham Secondary Schools

All Lewisham Special schools

All Lewisham PRUs

All Lewisham Post-16 providers

All Lewisham Primary schools

Greenwich and Southwark Primary schools within a 2 mile radius of Addey and Stanhope school

Children and Young People Teams at Southwark, Greenwich and Lewisham Local Authority

Lewisham MPs, and Lewisham local Councillors

Notes from public consultations that have taken place with the following groups are also available on the website:

Parents evenings

Secondary Heads meeting

Governor Meeting minutes

Newsletter

Policy and Programme Steering Group (part of the 14-19 Partnership) Minutes provided).

14 – 19 Strategic Forum (part of the 14-19 Partnership)

### Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

Revenue

## Appendix 1

The school is setting up the sixth form under the new funding regime and will be able to organise the curriculum in line with the reduced funding available to sixth forms. The governing body has set up a sub-committee to consider this issue and develop a sixth form budget.

Initial calculations completed with the aid of the local authority indicate that based on the indicative numbers and the current funding allocation, revenue will be

Year 1: £297,000 (200 full capacity x £4,500 x 1/3 of funding)

Year 2: £594,000 (200 full capacity x £4,500 x 2/3 of funding)

Year 3: £900,000 (200 full capacity x £4,500 x 3/3 of funding)

This takes into account lagged numbers on the basis that capacity of the sixth form will be 200 students.

The school has adequate resources to fund any set up costs.

**13.** A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

The proposal describes that the Sixth Form accommodation would be onsite with the conversion of the existing gym. The current BSF programme will expand the PE facilities and allow the Sixth Form to have specialist facilities for science and technology. Addey and Stanhope and the Governing body have secured funds for half of the cost and have requested from LCVAP the additional monies. The total forecasted cost of the Sixth Form accommodation is £679,680.

LCVAP has considered the proposal for Addey and Stanhope to receive £350,000 from this funding stream for the proposed Sixth Form accommodation. The proposal has been endorsed by the Local Authority and meets the requirements for funding in 2012/13. The Local Authority has submitted the bid to Central Government for sign off which is expected to happen within the next month or so.

The Local Authority does not anticipate issues with this proposal being accepted by Central Government. It is as well to note that the school might therefore receive £315k approx as they are required to pay their own deposit.

### Age range

**14.** Where the proposals relate to a change in age range, the current age range for the school.

11 – 16 currently (11-19 as a result of the proposal)

## Appendix 1

### Early years provision

**15.** Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

n/a

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

- (c) evidence of parental demand for additional provision of early years provision;

n/a

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

### Changes to sixth form provision

**16.** (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;  
(ii) increase participation in education or training; and  
(iii) expand the range of educational or training opportunities  
for 16-19 year olds in the area;

The intention is to fully prepare students for university and further education and training as well as the world of work by supporting student's academic and personal development. We will provide a taught curriculum for the vast majority of the timetable as we believe our students enjoy and will make most progress with the type of provision. However we will also encourage students to develop interest and experiences across a wide range of activities to develop the cultural capital of all students as we feel this is vital to enable them to access the top universities.

The rationale for opening a sixth form at Addey and Stanhope School is drawn from our analysis of the past five years destination data for our students. This shows that former students are travelling to sixth form provision as far apart as Richmond in the west to Dartford in the east to access a relatively small range of courses. Located on the borders of Greenwich and Southwark means that we are perfectly poised to be able to accommodate the students from those boroughs who attend Addeys at ages from 11 - 16.

Students who attend other 6<sup>th</sup> form / FE colleges appear to have a relatively high dropout rate post 16 even though they enter with appropriate GCSEs. Students who return to visit the school often comment that they wish that there was a sixth form in Addeys as they miss the family atmosphere, the fact that all staff know their strengths and weaknesses and the determination that they do as well as they possibly can. We, and they, are ambitious for their success and are keen to support their academic progress.

We know there is an identified need nationally for additional sixth form places and as the school leaving age is raised and Lewisham students improve their outcomes at GCSE level we believe there will be more demand for places at 6<sup>th</sup> form level.

We also want students to have a choice to study in Lewisham at an institution which will meet their needs for an academically excellent education in a small school environment. We know that some of our students who want to stay in Lewisham are sometimes not able to gain a place in sixth forms with a similar ethos to the one we are intending to develop at Addeys. We want to ensure that students and their families are not economically disadvantaged by travel costs.

In discussion with other 6<sup>th</sup> form providers it has become clear that establishing a 6<sup>th</sup> form has a very positive impact 11-16. Aspirations are raised, and staff plan student achievement from 11-18. We have consulted staff throughout this process who are very supportive of our sixth form proposals. It is our intention that Continuing Professional Development takes place to ensure that there are at least two members of staff fully trained to teach each course, so we guarantee that there is continuity of teaching.

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

Lewisham Local Authority is working closely with all providers and partners responsible for 16-19 education and training arrangements to enable the delivery of its statutory functions.

Addey and Stanhope school has worked closely with Lewisham 14-19



partnership to establish the needs of local students in this age group and to support the LA to deliver the statutory duties:

- a) Co-operate with each other.
- b) Provide for local needs, confirm success and progression routes for all Lewisham young people within the London context and what is right for London learners.
- c) Raise the participation age to 18 by 2015.

This will support the Lewisham statement of priorities which will include:

- Increase the breadth of Lewisham provision for vulnerable groups – LLDD, NEETs, teenage parents, offenders.
- Increase breadth of Apprenticeship provision available in Lewisham.
- Increase number of learners accessing Apprenticeship provision.
- Increase the breadth of Level 2 provision.
- Support the proposal for the growth of post 16 places in Lewisham.
- Support a coherent Lewisham approach to support and impartial Information, Advice and Guidance for all young people.
- Support planning across 'Travel to Learn' areas of London (residents).
- Develop appropriate sector specific vocational provision that enables young people to progress into employment, Further or Higher Education (Level 2-3).

We will continue to work closely with the Lewisham 14-19 partnership throughout this process.

(c) Evidence —

(i) of the local collaboration in drawing up the proposals; and

(ii) that the proposals are likely to lead to higher standards and better progression at the school;

The Headteacher has undertaken a series of meetings with local schools and with the local authority in addition to the consultation process outlined in this document.

The school is working with the 14-19 partnership and our proposals for the new 6<sup>th</sup> form are drawn up in light of “Lewisham’s Statement of Priorities”.

(d) The proposed number of sixth form places to be provided.

100 learners per cohort so:

66 in September 2013 – year 12

166 in September 2014 – year 12 and year 13

200 in September 2015 – year 12 and year 13

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

Analysis of Year 11 (2011)

Attainment:

## Appendix 1

There were 118 students in the cohort

- 3% completed Year 11 ready for study at level 1
- 25% completed Year 11 ready for study at level 2
- 5% complete Year 11 ready for study at Level 3 but without a GCSE in English and Maths (A\*-C)
- 66% completed Year 11 ready for study at Level 3.

### Progression

- 40% of the cohort progressed to study post 16 outside Lewisham (Bromley, Croydon, Greenwich and Southwark).
- 57% remained inside Lewisham last year.
- 8% are unknown; NEET or other.
- 11% went onto study at L1.
- 8% onto L2.
- 9% of the cohort went on to study a L3 vocational course.
- 64% went on to study at AS/A2 level.
- It would appear from this analysis that some of our Year 11 leavers although ready for L2 actual went on to Level 1 or Level 3 provision. This raises an issue around the right Information Advice and Guidance for those young people in the destination institutions. As part of our provision at KS4 and also our progression arrangements at KS4/ KS5 we would ensure that the students made appropriate choices which would mean that the drop out rate would be minimal.

We are aware that post-16 demand in Lewisham and south-east London will not rise until around 2021, and, prior to this, competition will continue to grow.

Although the proposal does not contribute to meeting the borough-wide need for more Level 1 provision, it makes a contribution to addressing Lewisham's analysis of need for vocational learning and at Level 2.

### Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

- (b) any additional specialist features will be provided;

n/a

- (c) the proposed numbers of pupils for which the provision is to be made;

n/a

## Appendix 1

(d) details of how the provision will be funded;

n/a

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

(g) the location of the provision if it is not to be established on the existing site of the school;

n/a

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

**19.** Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

n/a

(b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

(c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

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n/a

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

**20.** Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

n/a

### Sex of pupils

**21.** Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area;

n/a

- (b) evidence of local demand for single-sex education; and

n/a

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

**22.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

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- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

- (b) evidence of local demand for single-sex education.

n/a

### Extended services

**23.** If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

n/a

### Need or demand for additional places

**24.** If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

#### Progression

- 40% of the cohort progressed to study post 16 outside Lewisham (Bromley, Croydon, Greenwich and Southwark).
- 57% remained inside Lewisham last year.
- 8% are unknown; NEET or other.
- 11% went onto study at L1.
- 8% onto L2.
- 9% of the cohort went on to study a L3 vocational course.
- 64% went on to study at AS/A2 level.

It would appear from this analysis that some of our Year 11 leavers although ready for L2 actual went on to Level 1 or Level 3 provision. This raises an issue around the right Information Advice and Guidance for those young people in the destination institutions. As part of our provision at KS4 and also our progression arrangements at KS4/ KS5 we would ensure that the students made appropriate choices which would mean that the drop out rate would be minimal.

We are aware that post-16 demand in Lewisham and south-east London will not rise until around 2021, and, prior to this, competition will continue to grow.

Although the proposal does not contribute to meeting the borough-wide need for more Level 1 provision, it makes a contribution to addressing Lewisham's analysis of need for vocational learning and at Level 2.

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- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

n/a

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

### Rationale

The rationale for opening a sixth form at Addey & Stanhope School is drawn from our analysis of the past five years destination data for our students. This shows that former students are travelling to sixth form provision as far apart as Richmond in the west to Dartford in the east to access a relatively small range of courses. Located on the borders of Greenwich and Southwark means that we are perfectly poised to be able to accommodate the students from those boroughs who attend Addeys at ages from 11 - 16.

Students who attend other 6<sup>th</sup> form / FE colleges appear to have a relatively high dropout rate post 16 even though they enter with appropriate GCSEs. Students who return to visit the school often comment that they wish that there was a sixth form in Addeys as they miss the family atmosphere, the fact that all staff know their strengths and weaknesses and the determination that they do as well as they possibly can. We, and they, are ambitious for their success and are keen to support their academic progress.

We know there is an identified need nationally for additional sixth form places and as the school leaving age is raised and Lewisham students improve their outcomes at GCSE level we believe there will be more demand for places at 6<sup>th</sup> form level.

We also want students to have a choice to study in Lewisham at an institution which will meet their needs for an academically excellent education in a small school environment. We know that some of our students who want to stay in Lewisham are sometimes not able to gain a place in sixth forms with a similar ethos to the one we are intending to develop at Addeys. We want to ensure that students and their families are not economically disadvantaged by travel costs.

Having spoken to our students and their parents, there is a clear demand to provide a sixth form education in Addeys. Many prospective Year 6 parents have queried whether we have plans to open a sixth form on site. Our intention with this proposal is to meet a need raised by our students and their families to provide a small academic sixth form on site which will have the same ethos, family atmosphere and high academic standards as the current school.

## Appendix 1

**25.** If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

n/a

- (b) a statement on the local capacity to accommodate displaced pupils.

n/a

### **Expansion of successful and popular schools**

**25A.** (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

n/a

### **Proposals to enlarge the school - determining whether statutory proposals are required**

**Text from Prescribed Alteration Regs, including proposed amendments (in bold):**

#### **Enlargement to premises**

**1.** —(1) An enlargement of the premises of the school which would increase the capacity of the school by—

(a) more than 30 pupils; and

(b) by 25% or 200 pupils (whichever is the lesser).

(2) Subject to sub-paragraph (3) in this paragraph—

"an enlargement" of the premises of a school includes—

(a) the proposed enlargement; and

(b) any enlargements made in the 5 years preceding the date when the new enlargement will be made, excluding any temporary enlargements

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where it is anticipated the enlargement will be in place for less than 3 years; and

(c) the making permanent of any temporary enlargement.

(3) Where there have been any enlargements for which proposals have been published and approved under section 28 of SSFA 1998 or section 19 of the Act ("approved proposal"), **in the five years preceding the date when the new enlargement will be made, an enlargement only includes those made after the latest approved proposals.**

Answer each question in turn, except where directed to a later question (i.e. according to answer given).

**If no physical enlargement of the premises is being undertaken, go straight to Question 5 below.**

1. Does the school expect to revert to its existing physical capacity within three years ie. is this a Temporary Increase?

**If Yes go to 7      If No go to 2**

2. For the purposes of answering questions 3 & 4, look back to the most recent of the following (ignoring any Temporary Increases):

a) the date up to 5 years prior to the date the current enlargement is proposed to be implemented OR

b) the date when the school opened OR

c) the date when any previous statutory proposal to enlarge the premises of the school was implemented.

Using the net capacity figures at either a, b or c (whichever is the most recent event and ignoring any Temporary Increases), **Go to 3**

3. Will the capacity of the school be increased by 30 or more pupils?

**If Yes go to 4      If No go to 5**

4. Will the capacity be increased by 25% or at least 200 pupils (whichever is the lesser)?

**If Yes go to 6      If No go to 5**

5. Will the school's admission number be increased?

**If Yes go to the School Admissions Code**

<http://www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf>



If No go to **7**

**6.** Prescribed alteration proposals **must be** published for **an enlargement** to the premises of the school.

**IF THE PROPOSAL ALSO REQUIRES AN INCREASE TO THE PUPIL ADMISSION NUMBER (PAN), RETURN TO QUESTION 5.**

**IF NOT. END.**

**7.** Prescribed alteration proposals do **not** need to be published for **an enlargement** to the premises of the school.

**IF THE PROPOSAL ALSO REQUIRES AN INCREASE TO THE PUPIL ADMISSION NUMBER (PAN), RETURN TO QUESTION 5.**

**IF NOT. END.**

**Appendix 2: Addey and Stanhope consultation letter**

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**Head Teacher** Ann Potter

23.3.12.

Dear

Addey and Stanhope School intend to open a sixth form in September 2013. This letter outlines the vision and rationale, as well as practical arrangements to support this development. The Governors, staff, parents / carers and students are fully behind the proposal [see appendix 1 on consultation procedure – details on website]. This letter indicates the start of a 4 week consultation process starting on 26<sup>th</sup> March 2012 and concluding on 26<sup>th</sup> April 2012.

Vision

The vision is one of a small, high achieving, and academically excellent sixth form. It is intended to be the natural destination for our more able students and will build on the continued academic improvement in Addey's over the last five years. Whilst the sixth form will meet the needs of many of our students it will not replicate the excellent curriculum provision in colleges such as Lewisham.

The sixth form will reach a maximum size of 200 students and these students will form the pinnacle of student leadership within the school. We will primarily recruit from Addey's students; however we will also admit students from other schools who want to join the Addey's family. This will take place through local area advertising through posters and through Facebook postcode targeting as the catchment area for Addeys is less than 1,600 meters. All information will be included on the school's website. The sixth form will be based on the current site and will operate as part of the whole school rather than as a separate entity.

The intention is to fully prepare students for university and further education and training as well as the world of work by supporting student's academic and personal development. We will provide a taught curriculum for the vast majority of the timetable as we believe our students enjoy and will make most progress with the type of provision. However we will also encourage students to develop interest and experiences across a wide range of activities to develop the cultural capital of all students as we feel this is vital to enable them to access the top universities.

It is intended that the sixth form will make full use of the superb IT facilities we will have as a result of our BSF project. This to prepare them for the experience they will have at university or

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Addey & Stanhope School Sixth Form Proposal

at work. IT will be an integral part of all teaching as every student in the school will use their own laptop in every appropriate lesson

### Rationale

The rationale for opening a sixth form at Addey & Stanhope School is drawn from our analysis of the past five years destination data for our students. This shows that former students are travelling to sixth form provision as far apart as Richmond in the west to Dartford in the east to access a relatively small range of courses. Located on the borders of Greenwich and Southwark means that we are perfectly poised to be able to accommodate the students from those boroughs who attend Addeys at ages 11 - 16.

Students who attend other 6<sup>th</sup> form / FE colleges appear to have a relatively high dropout rate post 16 even though they enter with appropriate GCSEs. Students who return to visit the school often comment that they wish that there was a sixth form in Addeys as they miss the family atmosphere, the fact that all staff know their strengths and weaknesses and the determination that they do as well as they possibly can. We, and they, are ambitious for their success and are keen to support their academic progress.

We know there is an identified need nationally for additional sixth form places and as the school leaving age is raised and Lewisham students improve their outcomes at GCSE level we believe there will be more demand for places at 6<sup>th</sup> form level.

We also want students to have a choice to study in Lewisham at an institution which will meet their needs for an academically excellent education in a small school environment. We know that some of our students who want to stay in Lewisham are sometimes not able to gain a place in sixth form with a similar ethos to the one we are intending to develop at Addeys. We want to ensure that students and their families are not economically disadvantaged by travel costs. We have excellent local transport links, based on the junction of Lewisham, Greenwich and Southwark. We will focus on schools in our local area that do not currently have sixth form provision on their site. We recognise that importance of impartial careers advice and guidance for students. Our NEET figures are very low which indicates that our personalised approach to IAG works well. We will prepare students in Years 10 + 11 through skills building for the demands of an academic curriculum at sixth form level.

In discussion with other 6<sup>th</sup> form providers it has become clear that establishing a 6<sup>th</sup> form has a very positive impact 11-16. Aspirations are raised, and staff plan student achievement from 11-18. We have consulted staff throughout this process who are very supportive of our sixth form proposals. It is our intention that Continuing Professional Development takes place to ensure that there are at least two members of staff fully trained to teach each course, so we guarantee that there is continuity of teaching. In order to ensure this standard, we plan to have agreed our curriculum by the end of this academic year. The focus of Continuing Professional Development in 2012 – 2013 will be preparation and training for teaching at sixth form level.

### Analysis of Year 11 (2011)

#### Attainment:

- There were 118 students in the cohort
- 3% completed Year 11 ready for study at level 1
- 25% completed Year 11 ready for study at level 2
- 5% complete Year 11 ready for study at Level 3 but without a GCSE in English and Maths (A\*-C)
- 66% completed Year 11 ready for study at Level 3.

#### Progression

- 40% of the cohort progressed to study post 16 outside Lewisham [Bromley, Croydon, Greenwich and Southwark]
- 57% remained inside Lewisham last year.
- 8% are unknown; NEET or other,
- 11% went onto study at L1
- 8% onto L2
- 9% of the cohort went on to study a L3 vocational course
- 64% went on to study at AS/A2 level.
- It would appear from this analysis that some of our Year 11 leavers although ready for L2 actual went on to Level 1 or Level 3 provision. This raises an issue around the right Information Advice and Guidance for those young people in the destination institutions. As part of our provision at KS4 and also our progression arrangements at KS4/ KS5 we would ensure that the students made appropriate choices which would mean that the dropout rate would be minimal.

#### The projected number of students:

- 2013 - 2014: 60 students in Year 12
- 2014 – 2015: 160 students, 100 in Year 12 and 60 in Year 13
- 2015 – 2016: 200 students, 100 in both Years 12 +13

The maximum size of the sixth form will be 200 students. As a small school, we need to ensure that we do not expand at sixth form level to a level which makes it difficult to maintain the ethos of a small, academically excellent family school,

#### Curriculum Offer – details on the website

- Academic Curriculum:
- Core Pastoral Curriculum

#### Partnerships:

A key aspect to this proposal will be the use of partnerships to ensure that we can successfully deliver both the academic and extended curriculum. Our proposed partners are:

#### Lewisham College

- This is to support the delivery of the BTEC Engineering programme. Addey & Stanhope has built a successful partnership with Lewisham College for the successful delivery of GCSE Engineering. Whilst our staff deliver the curriculum, it is taught at Lewisham

College so that students are technically supported by skilled technicians and also use up to date equipment in a suitable engineering environment,

- An issue which has arisen is the lack of a career pathway for students who wish to continue to study engineering. Students currently have to travel to West London or to Bromley. We are aware of the Government's interest in developing engineering as a career in the UK. After consulting with a number of universities it is clear there is a need to provide an academically challenging route for students so that they can pursue this course at university. We have been involved in discussion with Lewisham College for 14 months and amended our Key Stage 4 curriculum to prepare students who may wish to study engineering at university. As a result we now deliver BTEC engineering L2 to our current Year 10 students who would be the first L3 BTEC students in this proposed partnership with Lewisham College. We understand that if students were successful in this route and combined this with A2 subjects such as maths it would enable them to get into the top universities for engineering.

#### Haberdashers' Aske's Hatcham College (HAHC)

- Initial discussions have taken place with Declan Jones, Principal of HAHC and there is a provisional agreement to collaborate on a broader sixth form curriculum delivery at both Addey & Stanhope School and at HAHC. We recognise that our curriculum offer will be enhanced as a result of the collaboration due to the excellent provision at HAHC. However HAHC is also keen to support their curriculum delivery in areas where we have a level of expertise such as the subjects in our technology specialism. They are particularly keen to collaborate on design technology subjects and they are fully aware that we have excellent results in DT subjects. The proposal is to work on an "entente cordiale" basis. By this we mean that there will be no formal partnership established but an agreement to ensure that students at both schools receive a broader curriculum offer.

#### Accommodation

- The school will develop the sixth form accommodation on the existing site. Under the BSF programme the school has expanded the PE facilities to include a 3 court sports hall and a multi usage games area. They will also have access to the main hall and the playground. This means that the PE department will no longer have a need for the existing gym. We plan to convert this into a 2 storey sixth form area. As well as providing a common room, small tutorial rooms and offices it will also provide a number of general classrooms. These will not only provide accommodation for sixth form but also for 11-16 students.
- The sixth form will use the specialist accommodation in subjects such as science and technology but will also been encouraged to use the new Learning Resources Centre which the support the ethos we want to create in that facility.
- The school and governing body have the resources to fund approximately half the estimated cost of the building through trusts and grants and have asked LCVAP for the additional monies. The LCVAP group have indicated that they are sympathetic and a final decision will be taken soon.

#### Revenue

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Addey & Stanhope School Sixth Form Proposal

- The school is setting up the sixth form under the new funding regime and will be able to organise the curriculum in line with the reduced funding available to sixth forms. The governing body has set up a sub-committee to consider this issue and develop a sixth form budget. The Local Authority Finance team are attending meetings.
- Initial calculations completed with the aid of the local authority indicate that based on the indicative numbers and the current funding allocation, revenue will be  
Year 1: £297,000 (200 full capacity x £4,500 x 1/3 of funding)  
Year 2: £594,000 (200 full capacity x £4,500 x 2/3 of funding)  
Year 3: £900,000 (200 full capacity x £4,500 x 3/3 of funding)

This takes into account lagged numbers on the basis that capacity of the sixth form will be 200 students.

- The school has adequate resources to fund any set up costs.

#### Meeting the needs of Addeys students

- Staff carried out research visits to several sixth forms. This covered a variety of providers including those who offer the International Baccalaureate, as well as traditional A level providers. This has allowed us to gain information about curriculum offer and delivery models. Colleagues also shared marketing plans. Having spoken to our students and their parents, there is a clear demand to provide a sixth form education in Addeys. This provision will be mainly Level 3 with some level 2 provision, if there is demand for it from our students. Many prospective Year 6 parents have queried whether we have plans to open a sixth form on site. Our intention with this proposal is to meet a need raised by our students and their families to provide a small academic sixth form on site which will have the same ethos, family atmosphere and high academic standards as the current school.

Additional information is available on the website.

If you have any other further queries please do not hesitate to contact me.

Please send any response to Dympna Lennon (Deputy Headteacher) either at the school or by email to [dlennon@as.lewisham.sch.uk](mailto:dlennon@as.lewisham.sch.uk) by 26<sup>th</sup> April 2012.

With all best wishes



Ann Potter  
Headteacher

## Appendix 1.

### Consultation procedure

- 1.1 The procedure has been as follows
  - 1.1.1 Request from staff to build on success by opening a sixth form Autumn Term 2010
  - 1.1.2 Discussion at SLT and governors Spring Term 2011
  - 1.1.3 Consideration given to working with Deptford Green as a joint sixth form. Spring Term 2011
  - 1.1.4 Sixth form working group established with 4 members of staff February 2011
  - 1.1.5 Research Visits to Sixth Form providers - ongoing since March 2011
  - 1.1.6 Further discussion with staff Spring and Summer term 2011
  - 1.1.7 Visioning document produced - May 2011
  - 1.1.8 Presentation to Governors - June 2011
  - 1.1.9 Meetings with the Local Authority May 2011 ongoing
  - 1.1.10 Three governors' subcommittees established to further investigate the viability of establishing a sixth form. These are in the areas of Accommodation, Curriculum & Finance. A member of the SLT allocated to work with each team. June 2011 onwards
  - 1.1.11 Research carried out with Years 11, 10 & 9 students on their opinions about a potential sixth form in Addeys. June & July 2011
  - 1.1.12 Research visitors and meetings with Universities – June 2011 ongoing
  - 1.1.13 SLT discussion of final provision November 2011
  - 1.1.14 Agreement at Governors Meeting to pursue the proposal November 2011
- 1.2 The **outcome** of the work to date is that the school wishes to proceed with the opening of a sixth form in September 2013
  - 1.2.1 This will be for 60 students maximum in the first year
  - 1.2.2 The long term intention is to have a maximum of 100 students in each year group
  - 1.2.3 Specialist provision will be built from the existing gym – please see detail on page 4
  - 1.2.4 The curriculum will be mainly a level 3 provision of A levels and 2 BTECs with students able to retake GCSE Maths and English until they achieve a minimum of a C grade pass
- 1.3 The **recommendation** is that the leadership and the Governors agree to open a sixth form in Addeys in September 2013

Appendix 2



Section 3 Curriculum

- 3.1 Core Pastoral Curriculum
- 3.2 Core Academic Curriculum
- 3.3 Case Studies
- 3.4 Staffing of the academic Curriculum
- 3.5 Partnerships to deliver the Curriculum
- 3.6 Research on the response of Universities to BTEC qualifications.

3.1 Core/Pastoral Curriculum

A core curriculum for **ALL** students 16-19

**Academic core**

How do we provide opportunities to develop critical thinking, cultural capital, debating skills etc, with a course that has status?

How do we ensure students are equipped academically to compete and apply to any university?

**Pastoral core**

There is definite need to continue to provide  
-sex education  
-drugs + alcohol education  
-healthy lifestyles  
-financial capability

How do we deliver the entitlement to careers information advice and guidance?

What can we offer to enrich the curriculum?

How can we continue to support the learner's personal development?

How can we ensure students are challenged and supported academically and prepared for university life?

How do we continue the school focus on reading?



### 3.2 Core/Academic Curriculum

- 3.2.1 In Year 12 Students will be expected to follow an academic curriculum which is either 4 AS levels or the equivalent of 4 AS levels.
- 3.2.2 In Year 13 Students will be expected to follow an academic curriculum which is either 3 A2 levels or the equivalent of 3 A2 levels.
- 3.2.3 Students will be taught each AS subject for 5 hours per week (compared to a national average of 4 hours per week) This is to try to ensure that students have a higher pass level and at higher grades
- 3.2.4 Students will be taught each A2 subject for 6 hours per week (compared to a national average of 5 hours per week) This is to try to ensure that students have a higher pass level and at higher grades
- 3.2.5 Students will be taught each GCSE subject for 5 hours per week to ensure that students are able to retake and pass the GCSE examination at the earliest possible opportunity.
- 3.2.6 Students will be taught each BTEC for between 10 and 15 hours per week depending on the level of the BTEC

### 3.3

#### **Case Study 1:**

- Anna achieved 7A\* - C grades at GCSE level
- She achieved a C in Maths
- She achieved a B in English
- She is interested in the Humanities areas for future study

Further Questions to determine her curriculum for A level:

- Grades for Humanities subjects at GCSE level

Answer: B in History and A in Geography

Timetable:

| Period (each 60 mins) | Monday    | Tuesday      | Wednesday    | Thursday | Friday       |
|-----------------------|-----------|--------------|--------------|----------|--------------|
| 1                     | English   | History      | Geography    | French   | History      |
| 2                     | History   | Core Studies | English      | French   | Core Studies |
| 3                     | French    | English      | French       | English  | Geography    |
| 4                     | Geography | Geography    | Core Studies | History  | French       |
| 5                     | Geography | Core Studies | Core Studies | History  | English      |

**Case Study 2:**

- Ben achieved 5 A\* - C grades at GCSE level
- He achieved a C in Maths
- He achieved a D in English
- He is interested in the Engineering/Science areas for future study

Further Questions to determine his curriculum for AS level:

- Grades for DT subjects at GCSE level
- Answer: BTEC First Certificate in Engineering at B grade
- Grades for Science subjects at GCSE level
- Answer: Core Science C grade. Applied Science C grade

Timetable:

| Period (each 60 mins) | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1                     | English GCSE             | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering |
| 2                     | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering | English GCSE             | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering |
| 3                     | BTEC Nat Dip Engineering | English GCSE             | BTEC Nat Dip Engineering | English GCSE             | BTEC Nat Dip Engineering |
| 4                     | BTEC Nat Dip Engineering | Core Studies             | Core Studies             | BTEC Nat Dip Engineering | BTEC Nat Dip Engineering |
| 5                     | BTEC Nat Dip Engineering | Core Studies             | Core Studies             | BTEC Nat Dip Engineering | English GCSE             |

**.4 External Partnership for the delivery of Curriculum**

school plans to work in partnership with two other organisations to ensure the delivery of the academic curriculum. These organisations are

3.2.4.1. Lewisham College

school has already established an excellent provision for the delivery of the Engineering GCSE (awarded the runner up in the Rolls Royce Curriculum Award by the Specialist Schools Trust). This provision has been the delivery of a double award in GCSE Engineering. A member of staff from the school has been responsible for the delivery and we have used the technical expertise and the workshops in Lewisham College. The college wishes to expand their provision in Engineering to include Level 3 provision as well as opening up their level 2 provision and have asked the school to be part of this work. Part of this work has been a review of the curriculum in order to ensure that the curriculum best meets the needs of students in this school and also prepares students for university as well as the more traditional apprenticeship routes for engineers. As a result the school has now moved to teach BTEC (Level 2) to the current 10 students and these students are the first potential Year 12 Level 3 students in September 2013. It is envisaged that the sixth model of delivery will be implemented on this practice.

*A. Resources*

### 3.2.4.2 Haberdashers Askes Hatcham College (HAHC)

The school has had a number of meetings with HAHC. There is a commitment to work together to provide a broad and balanced curriculum, the detail of this work will need to be agreed if Governors consent to a sixth form. The initial discussion worked around a quid pro quo system. HAHC are particularly interested in our technology subjects as well as exploring how we work together to further expand the curriculum in the future.

#### **Hatcham Campus Subject Availability:**

1. Art and Design (including Photography)
2. Business Studies (Including Economics)
3. Design and Technology
4. Drama (including Drama and Theatre Studies and BTEC National Award in Performing Arts)
5. English Literature
6. Geography (including World Development)
7. Government and Politics
8. History
9. Information Technology (including BTEC IT (Cisco), and Computing )
10. Mathematics (including Further Mathematics)
11. Media Studies
12. Modern Foreign Languages (including French, German and Spanish)
13. Music (including Music Technology)
14. Philosophy
15. Photography
16. Physical Education
17. Psychology
18. Religious Studies
19. Sciences (including Biology, Chemistry and Physics)
20. Sociology



3.2.5

**BTEC Qualifications:**

- **BTEC Introductory Certificate** - Level 1 qualification, roughly equivalent to 2 GCSEs at D-E grades.
- **BTEC Introductory Diploma** - Level 1 qualification, roughly equivalent to 4 GCSEs at D-F grades or a Foundation GNVQ.
- **BTEC First Certificate** - Level 2 qualification, roughly equivalent to 2 GCSEs at A\* - C grades
- **BTEC First Diploma** - Level 2 qualification, roughly equivalent to 4 GCSEs at A\* - C grades or an Intermediate GNVQ.
- **BTEC National Award** - Level 3 qualification, roughly equivalent to 1 A level.
- **BTEC National Certificate** - Level 3 qualification, roughly equivalent to 2 A levels.
- **BTEC National Diploma** - Level 3 qualification, roughly equivalent to 3 A levels.











Frankie Sulke

Executive Director for Children  
and Young People

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frankie.sulke@lewisham.gov.uk  
Our Ref: G033  
Date: 16 March 2012

Ann Potter  
Headteacher,  
Addey and Stanhope School  
472 New Cross Road  
New Cross  
London SE14

Re: Proposal to establish a 6<sup>th</sup> form at Addey and Stanhope from September 2013

Thank you for the opportunity to comment on your proposal to create a Sixth Form at Addey and Stanhope.

I am sure you will agree that young people should choose the provision at post-16 that best suits their needs, and the Local Authority must consider your proposal in the light of this principle. In the context of student-led choice, Lewisham has statutory duties to ensure sufficient, appropriate post-16 places, and to support the improvement of the quality of the education and training of young people aged 16-19.

I note from your letter the school's desire to offer a small, high achieving, and academically excellent sixth form largely recruited from your own learners and with a maximum of 200 learners. I understand that the proposal has the full support of your governors, staff, parents / carers and learners. The local authority will always support the ambition of schools to create new, high quality provision where there is already a good, supportive track record of student achievement, and when that ambition is likely to succeed.

KS4 attainment at Addey and Stanhope continues to improve and is now above the Lewisham and national averages. This should provide confidence amongst parents and learners currently in the school that, despite being a new provider without a post-16 track record, you can achieve similar levels of success in a new Sixth Form, with the likelihood of an associated positive impact on raising aspirations 11-16.

I understand that prospective year 6 parents have already expressed a positive interest in the proposal for an 11 – 18 school. When also taking into consideration the likely appeal to some learners of continuity in your "family" approach, your strategy to recruit an academic Sixth Form largely from your own learners is therefore soundly based. There may also be the additional benefit of attracting learners who otherwise might suffer economical disadvantage through incurring the costs of travel to post-16 establishments outside Lewisham.

Recruitment from within the school's own population means that pre-16 success can easily be marketed. Currently the proportion of year 11 learners in each of your attainment bands is matched by appropriate post-16 destinations. This suggests that Addey and Stanhope is providing appropriate IAG for your year 11 leavers. When promoting the Sixth Form, it will be nevertheless important to ensure that impartial IAG continues in the light of evidence of large numbers of learners in London dropping out of Level 3 courses at 17 in part because of inappropriate IAG from their home institution aimed at their retention.

A crucial determinant of the success of a Sixth Form will be the extent to which your proposed curriculum offers an appropriate breadth, and quality in meeting the needs of your target students. You have mentioned that the Sixth Form curriculum aims to complement the existing technology specialism, enhanced by the BSF proposed IT facilities, and this is emphasised by the proposal to offer Engineering, Science and IT. As described in your letter, local partnerships with Lewisham College and Haberdashers' Aske's Hatcham College should enable your Sixth Form learners to access a broader and more balanced sixth form curriculum offer than you can deliver alone, provided the practical issues involved in such collaborative arrangements, especially timetabling, can be resolved. For example, there is the opportunity for you to build on your specialist curriculum strengths through joint delivery of the engineering pathway, enhanced by skilled technicians and up to date equipment at Lewisham College. Your letter states that staffing of the Sixth Form will be sourced from confident, successful and experienced level 3 subject teachers. Governors will want to be assured that consistently high quality teaching is pervasive from the start of a Sixth Form.

Despite these largely positive aspects, when considering further the merits of the proposal, governors should nevertheless be aware that your first year target of 60 academic level 3 learners, more than half of the total 2011 year 11 cohort, is very high, and higher still in Year 2. Post-16 demand in Lewisham and south-east London will not rise until around 2021, and, prior to this, competition will continue to grow. The academic level 3 market is already over-supplied with providers with proven credentials (HAHC, Prendergast Hilly Fields, Christ the King and out-borough academic providers). Other schools are trying the same strategy of proposing to retain their pre-16 learners post-16 (eg Southwark Catholic Schools Joint Sixth Form and Deptford Green School). It should be borne in mind that more than anticipated Addey and Stanhope academic learners may want a change at 16 rather than the comfort of continuity at Addey and Stanhope. Significant numbers of this key target group may therefore get sucked away, and external recruitment may not fill the gap.

In general, I am reassured that, if your recruitment to the 6<sup>th</sup> Form is successful, the impact on other Lewisham providers will not be significant. Although in 2012 an average 15 Addey and Stanhope learners progressed to Prendergast Hilly Fields College and Christ the King, both sixth forms are over-subscribed. An average of 23 learners progressed to Lewisham College. College recruitment is unlikely to be affected as most learners require a different programme of study to your proposed curriculum offer. As Crossways has already seen a decline in progression of Addey and Stanhope learners, the proposal is unlikely to have a significant impact on their learner numbers.

However, governors should take into account when reviewing the proposal as it stands that it does not contribute to meeting the borough-wide need for more Foundation Learning and Level 1 provision, whilst making a modest contribution to addressing Lewisham's analysis of need at Level 2.

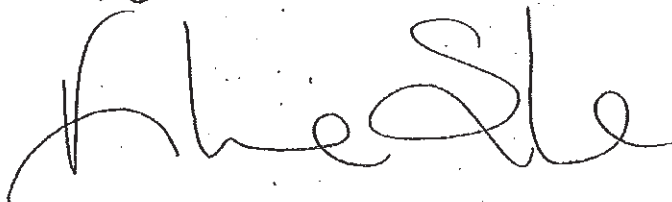
I am aware that the school proposes to develop the Sixth Form accommodation on site, and the necessary capital funding is partly secured, with the aspiration that LCVAP will provide the additional monies. The latter case is advanced and meets the requirements for funding in 2012/13. The Local Authority appointed Quantity Surveyor, who manages and endorses the LCVAP bids, will need to finalise the bid and submit to Central Government for endorsement within the next month. Approval for the bids is normally received in four weeks

of submission. Therefore we do not anticipate any issues with this proposal being accepted as a project by Central Government.

I note that the proposal also considers start up costs and takes into account the reduced revenue funding regime of 'lagged learner numbers' for sixth form programmes. It will be important, therefore, that governors ensure that the school has adequate reserves. The Local Authority will support the Governing Body in evaluating financial risk should it wish to take up this offer.

I am aware that, although the proposal would not fill gaps in provision identified by the Borough's 14-19 Partnership, the Lewisham 14-19 Forum and its Policy and Programme Steering Group have indicated their support for the proposal. Despite the reservations set out above, and pending the outcome of consultation, I am happy to recommend to the Mayor that the Local Authority should also support your ambition to open a Sixth Form.

I hope that these points are helpful to governors in coming to a decision about taking forward your proposal. Be assured that we will be fully supportive in helping the school to plan and implement a future Sixth Form should this be the outcome following your consultation.

Yours ever  


**Frankie Sulke**  
Executive Director for Children & Young People  
frankie.sulke@lewisham.gov.uk



## Appendix 4: Addey and Stanhope Statutory Notice

Proposal to open a sixth form at Addey & Stanhope School.

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that Lewisham intends to make a prescribed alteration to Addey & Stanhope Voluntary aided 472 New Cross Road London SE14 6TJ from 01 September 2013.

The vision is one of a small, high achieving, and academically excellent sixth form. It is intended to be the natural destination for our more able students and will build on the continued academic improvement in Addey & Stanhope School over the last five years. Whilst the sixth form will meet the needs of many of our students it will not replace the excellent curriculum provision in colleges such as Lewisham. The sixth form will reach a maximum size of 200 students and these students will form the pinnacle of student leadership within the school. We will primarily recruit students from Addey & Stanhope School; however we will also admit students from other schools who want to join the Addey & Stanhope family. The sixth form will be based on the current site and will operate as part of the whole school rather than as a separate entity. The intention is to fully prepare students for university and further education and training as well as the world of work by supporting student's academic and personal development. We will provide a taught curriculum for the vast majority of the timetable as we believe our students enjoy and will make most progress with the type of provision. However we will also encourage students to develop interests and experiences across a wide range of activities to develop the cultural capital of all students as we feel this is vital to enable them to access the top universities. It is intended that the sixth form will make full use of the superb IT facilities we will have as a result of our BSF project. This to prepare them for the experience they will have a university or work. IT will be an integral part of all teaching as every student in the school will use their own laptop in every appropriate lesson. **Rationale** The rationale for opening a sixth form at Addey & Stanhope School is drawn from our analysis of the past five years destination data for our students. This shows that form students are travelling to sixth form provision as far apart as Richmond in the west to Dartford in the east to access a relatively small range of courses. Located on the borders of Greenwich and Southwark means that we are perfectly poised to be able to accommodate the students from those boroughs who attend Addey & Stanhope School at ages from 11 – 16. Students who attend other sixth form / FE colleges appear to have a relatively high dropout rate post 16 even though they enter with appropriate GCSE's. Students who return to visit the school often comment that they wish there was a sixth form at Addey & Stanhope School, as they miss the family atmosphere, the fact that all staff know their strengths and weaknesses and the determination that they do as well as they possibly can. We, and they, are ambitious for their success and are keen to support their academic progress.

The current capacity of the school is 600 and the proposed capacity will be 800. The current admission number for the school is 120 and the proposed admission number will be 120.

Governing Body Specific Resolution – The Governing body of Addey & Stanhope School, having carefully considered the matter at a governing body meeting on 28/11/2012, have decided opening a sixth form from September 2013. This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Head Teacher Ms Ann Potter and the Chair of Governors Mr Cliff Hardcastle c/o Addey & Stanhope School.

Within four weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Ms Sulke, Executive Director of Children and Young People, Schools Team 3<sup>rd</sup> Floor Laurence House, London Borough of Lewisham Catford SE6 4RU.

**Appendix 5: The Statutory Guidance**

department for  
**children, schools and families**

# Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form

## A Guide for Local Authorities and Governing Bodies

For further information:

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Mowden Hall  
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Email: [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk)

Website: [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=5](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=5)

Last updated 1 February 2010

# EXPANDING A MAINTAINED MAINSTREAM SCHOOL BY ENLARGING OR ADDING A SIXTH FORM - A GUIDE FOR LOCAL AUTHORITIES AND GOVERNING BODIES

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## INTRODUCTION

### **EXPANDING A MAINTAINED MAINSTREAM SCHOOL BY ENLARGING OR ADDING A SIXTH FORM - A GUIDE FOR LOCAL AUTHORITIES AND GOVERNING BODIES**

**(Covering Enlarging a School and Adding a Sixth Form, also known as 'excepted expansions')**

#### **Introduction (Paragraphs 1-25)**

1. This guide provides information on the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009). For your convenience, a consolidated version of the Prescribed Alteration Regulations and the two sets of Amending Regulations can be found at: [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=29](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=29). The relevant provisions of the EIA 2006 came into effect on 25 May 2007.

2. This guide contains both statutory guidance (i.e. guidance to which local authorities (LAs) and governing bodies have a statutory duty to have regard) and non-statutory guidance, on the process for "expanding" a school. Throughout this guide any reference to "expand" (i.e. or "expanding"/ "expansion"/ "excepted expansion") covers the following "prescribed alterations":

- Enlargement to premises - enlarging the physical capacity of a school; and
- Alteration of upper age limit - raising the school's upper age limit to add a sixth form.

NOTE: For more detailed information on when proposals are required and why 'Increase in number of pupils' (increasing a school's admission number by 27 or more pupils) no longer falls under School Organisation regulations, see paragraphs 11 to 17 below.

Although both "Enlargement" and "Adding a sixth Form" are prescribed alterations, they are dealt with separately from other prescribed alterations, because there are significant differences e.g. who can publish the proposals, the length of the representation period and who can appeal to the schools adjudicator.

Altering the upper age range of a school, other than to add a sixth form e.g. lowering the upper age to remove a sixth form, changing from an infant to a primary school (from 3/5-7 to 3/5-11), or raising the upper age of a middle deemed secondary, also fall under "Alteration of upper age limit" within

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Regulations, but are dealt with in “Making Changes to a Maintained Mainstream School (Other than Expansion, Foundation, Discontinuance & Establishment Proposals)” - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6).

The statutory guidance sections are indicated by shading, the word **must** in bold refers to a requirement in legislation, whilst the word **should** in bold is a recommendation.

3. If you have any comments on the content or layout of this guide, please send these to the School Organisation & Competitions Unit (using the School Organisation website's "Contact Us" facility [\[www.dcsf.gov.uk/schoolorg/contact.cfm\]](http://www.dcsf.gov.uk/schoolorg/contact.cfm) or by email to: [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk)) making sure that you identify the title of the guide and quote the page and paragraph numbers where relevant.

### Who is this Guide for? (Paragraphs 4-5)

4. This guide is for those considering publishing proposals to expand a school under section 19 of EIA 2006, referred to as “proposers” (i.e. the LA or the governing body), those deciding proposals, referred to as the “Decision Maker” (i.e. the LA or the schools adjudicator) and also for information for those affected by proposals for the expansion of a school.

5. Separate guides are available from the School Organisation website for:
- Becoming a Foundation or “Trust” school (changing category to foundation; a foundation school acquiring a foundation (i.e. a Trust); a Trust school acquiring a majority of foundation governors on the governing body) – “Changing School Category to Foundation” and “Trust School Proposals” - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=25](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=25);
  - Opening a new school – “Establishing a new maintained mainstream school” - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=2](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=2);
  - Ceasing to maintain a school – “Closing a Maintained Mainstream School” - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=3](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=3); and
  - Making other prescribed alterations to a maintained school (e.g. change of age range other than adding a sixth form, add SEN, transfer of site) – “Making Changes to a Maintained Mainstream School (Other than Expansion, Foundation, Discontinuance & Establishment Proposals)” - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6).

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### School Organisation Planning Requirements (Paragraphs 6-8)

6. LAs are under a **statutory duty** to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They **must** also ensure that there are sufficient schools in their area, promote diversity and increase parental choice.

7. Parents can make representations about the supply of school places and LAs have a **statutory duty** to respond to these representations. Further statutory guidance on this duty is available in "Duty to Respond to Parental Representations about the Provision of Schools" which is on the School Organisation website at: [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=26](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=26) .

8. Currently, LAs **must** publish a Children and Young People's Plan (CYPP) as the single strategic overarching plan for all services affecting children and young people which also includes reference to strategic planning for school places. It is for LAs, in partnership with other stakeholders, to plan for the provision of places. LAs **should** also explore the scope for collaborating with neighbouring authorities when planning the provision of schools. In particular, LAs are encouraged to work together to consider how to meet the needs of parents seeking a particular type of school for their children in cases where there is insufficient demand for such a school within the area of an individual LA.

Responsibility for CYPPs is passing to The Children's Trust Board for each area and from 1 April 2011 each will be required to have a new 'jointly owned' CYPP in place.

Children's Trusts are the sum total of co-operation arrangements and partnerships between organisations with a role in improving outcomes for children and young people in each area. The Trust is not in itself a separate legal entity; each partner retains its own functions and responsibilities within the partnership framework. However, the Apprenticeships, Skills, Children and Learning Act 2009 strengthens Children's Trusts by requiring all local authorities to have a Children's Trust Board in place by April 2010. It also extends the number of statutory "relevant partners" who will be represented on the Board to include schools (including Academies), colleges, Job Centre Plus and the management committees of short stay schools (formerly PRUs).

In each local authority area the Children's Trust Board will be responsible for preparing and monitoring the implementation of the CYPP. This will give ownership of the plan to the partnership – whereas at present the CYPP is the responsibility of the local authority alone.

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### **The Secretary of State's Role** (Paragraphs 9-10)

9. The Secretary of State has the power to issue guidance to which the Decision Maker **must** have regard when deciding proposals. This should ensure that proposals and consultation responses and representations received from stakeholders are considered in a consistent way and that Ministers' key priorities for raising standards and transforming education are taken into account when decisions are taken. When drawing up their proposals, proposers are strongly advised to look at the factors which the Decision Maker **must** take into account when considering their proposals (see [Stage 4](#)).

10. The Secretary of State does not decide statutory proposals relating to schools, except where proposals have been published by the Learning and Skills Council (LSC)<sup>1</sup> under Section 113A of the Learning and Skills Act 2000 (as inserted by Section 72 of the Education Act 2002), for changes to 16-19 provision in schools. For further information please see guidance "School Organisation Proposals by the Learning and Skills Council" available at: [www.teachernet.gov.uk/docbank/index.cfm?id=4390](http://www.teachernet.gov.uk/docbank/index.cfm?id=4390).

### **When are expansion proposals required?** (Paragraphs 11-17)

11. Schedules 2 and 4 of The School Organisation (Prescribed Alterations to maintained Schools)(England) Regulations 2007 (as amended) set out the alterations that can be made by governing bodies and LAs. The following sets out the changes covered by this guide:

#### Enlargement to premises

12. Statutory proposals are required for a proposed enlargement of the premises of the school which would increase the capacity of the school by **both**:-

- a. more than 30 pupils; **and**
- b. by 25% or 200 pupils (whichever is the lesser).

The capacity of the school is the number of pupil places it can accommodate; it is the responsibility of the LA to assess the net capacity of all maintained mainstream schools in the Authority. The guidance document "Assessing the Net Capacity of Schools" (<http://www.dcsf.gov.uk/netcapacity/>) explains how the net capacity is assessed; by comparison with the number on roll, the net capacity figure can be used to indicate the number of places that are surplus, or additional

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<sup>1</sup> References throughout this document to the LSC only apply up to April 2010. The Apprenticeships, Skills, Children and Learning Act (ASCL) Act 2009 will transfer the responsibilities of the LSC in respect of 16-19 education and training to LAs, supported by the Young People's Learning Agency. This guidance will be revised by April 2010 to take account of these changes.

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places that are needed in a school. If it is divided by the number of year groups, it can indicate the admission number that can generally be accommodated. It will also inform decisions about how capital resources are best deployed.

Examples of when you would and would not need to publish 'enlargement' proposals are as follows:

If you are increasing a 750 net capacity secondary school (5 form of entry - 30 pupils per class, 5 classes per year group, 5 year groups) by 1 form of entry (30x5=150 pupils) = an increase to a net capacity of 900 pupils. **No** proposals would be required, as although the increase is by 'more than 30' pupils, it is less than '200', and also less than '25%' of the current capacity (i.e. by less than 187).

You could increase a 50 net capacity rural primary school by up to 29 pupils **without** having to publish statutory proposals, because although it is by more than '25%' (12), it is still less than 30.

If you were adding 300 places to a school, it is **both** 'more than 30' **and** '200' (it may or may not be more than '25%'), so you **would** need to follow the statutory process to enlarge the school.

If you had a 1 form of entry primary (30x7=210) and increased it by 105 to 1.5 forms of entry (45x7=315), that **is** 'more than 30', less than '200', but **more than** '25%' (52), so again, the statutory process **would** need to be followed to enlarge the school.

13. Proposals may be required for some cumulative expansions and you **must** therefore look back and take into account any other enlargements that were made without the need for statutory proposals. You **must** therefore:-

- add any enlargements made:-
  - o in the 5 year period that precedes the proposed expansion date; or
  - o since the last approved statutory proposal to enlarge the school (within this 5 year period).
- exclude any temporary enlargements (i.e. where the enlargement was in place for less than 3 years); and
- add the making permanent of any temporary enlargement.

This is to ensure that 'creeping enlargements' trigger the statutory process to be undertaken if a school's capacity has previously been enlarged, but not significantly enough to require statutory proposals to be published, but when looking back up to 5 years, the latest enlargement (which may in itself be less

## INTRODUCTION

than 30 pupils and/or by less than 200 pupils or 25%) does trigger the requirement to publish proposals e.g. a primary school with one form of entry slowly increases its capacity:

2006 – school's capacity was 210 (30x7)

2007 – school's capacity was increased to 245 (35x7) – this is an increase of 'more than 30', but less than '25%' (52 pupils), so no proposals were required.

2010 – the school's capacity is to be increased by a further 35 pupils (5 per year group), to 280 (40x7) – if you only looked back to 2007, no proposals would be published, as although it is an increase of 'more than 30', it is less than '25%' (61 pupils) of the school's current 245 capacity. However, looking back 5 years, it is clear that in effect, the school's capacity would have increased by 70 pupils, and therefore the statutory process **must** now be followed.

This ensures that schools wishing to enlarge significantly (whether that be in one go or over a period of 5 years), can only do so after following the statutory process, which includes consulting with anybody that may be affected by the proposals (parents, pupils, local schools etc.).

Where the proposed enlargement proposal will be dependent upon an increase in the school's admission number being agreed (see paragraph 15 below), the enlargement proposal **should** be approved conditionally upon the decision of the schools adjudicator to approve any related change in admission numbers (see paragraph 4.75 (g)).

### Alteration of upper age limit – Addition of a sixth form

(This is not about raising the school leaving age. From 2013 all young people will be required to continue in some form of education or training post-16. We are increasing the minimum age at which young people can leave learning in two stages, to the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015.)

14. **For proposers (LAs and governing bodies) other than governing bodies of community schools**, statutory proposals are required for the alteration of the upper age limit (the highest age of pupils for whom education is normally provided at the school) by a year or more, to provide a new sixth form except where:

- the school is to provide education for pupils over compulsory school age who are repeating a course of education completed before they reach compulsory school age (e.g. re-sitting GCSEs);
- the school is to provide part-time further education for pupils aged over compulsory school age, or full-time further education for persons aged 19 or over (i.e. under section 80(1) of SSFA 1998); or

## INTRODUCTION

- the alteration is a temporary one which will be in place for no more than 2 years.

15. **For governing bodies of community schools**, statutory proposals are required for the alteration of the upper age limit (the highest age of pupils for whom education is normally provided at the school) so as to provide sixth form education except where:

- the school is to provide part-time further education for pupils aged over compulsory school age, or full-time further education for persons aged 19 or over (i.e. under section 80(1) of SSFA 1998).

NOTE: You would need to publish 'addition of a sixth form' proposals if you were changing the upper age range of a school from 16 to 18/19, however, if you were adding a 200 place sixth form to a school, it is **both** more than 30 **and** 200 or more pupils, so you would **also** need to follow the statutory process to enlarge the school.

If you are changing the upper age range of the school in addition to adding a sixth form e.g. changing the age range of a middle deemed secondary school from 8-13 to 11-18, you **should** also refer to the "Making Changes to a Maintained Mainstream School (Other than Expansion, Foundation, Discontinuance & Establishment Proposals)" - [www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=6) – guidance, which covers changing the age range of a school other than by adding a sixth form.

### Increase in number of pupils (now falls under the School Admissions Code)

16. The School Organisation and Governance (Amendment) (England) Regulations 2009, which came into force on 1 September 2009, remove the statutory requirement to publish proposals under school organisation legislation when increasing the number of pupils in any relevant age group<sup>2</sup> to be admitted to a maintained mainstream school by 27 or more, although any corresponding enlargement to the school premises may of course require statutory proposals (see paragraphs 12 and 13 above). Any proposed increase in the admission number **must** now be processed in accordance with the School Admissions Code. Any relevant statutory proposals that were published prior to 1 September 2009 **should** be concluded under the previous statutory process arrangements.

17. Sections 1.20 and 1.21 of The School Admissions Code - explain that if an admission authority wishes to increase a school's published admission number

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<sup>2</sup> A "relevant age group" is defined in law as "an age group in which pupils are or will normally be admitted" to the school in question (section 142 of the School Standards and Framework Act 1998). It may be necessary for a school to have more than one admission number eg. where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number will be required for Year 12 as well as for the main year or years in which children join the lower school, e.g. Year 7.



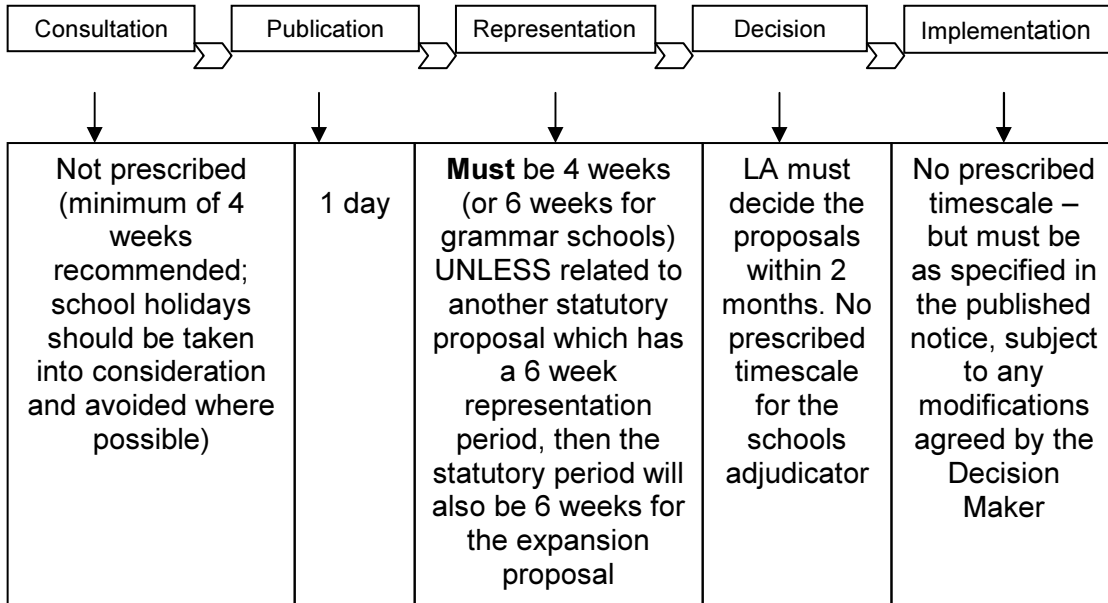
## INTRODUCTION

(PAN), they can propose to do so during the consultation and determination of admission arrangements for all schools in the area, or, if it is after the admission arrangements have been determined, as a result of a major change in circumstance, they **must** refer a variation to the Schools Adjudicator. The School Admissions Code can be viewed in full at:

[www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf](http://www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf).

### Overview of Process (Paragraph 18)

18. There are 5 statutory stages for a statutory proposal for an excepted expansion:



### Who Can Make Proposals to Expand a School? (Paragraph 19)

19. An LA can publish proposals to expand any category (community, voluntary aided, voluntary controlled, foundation (including Trust), community special and foundation special) of maintained school. The governing body of a maintained school may also publish proposals to expand their own school.

### Where to Start? (Paragraph 20)

20. Before commencing formal consultation, the LA or governing body **should** ensure they understand the statutory process that **must** be followed, the factors that are likely to be considered by the Decision Maker and that they have a sufficiently strong case and supporting evidence for their proposals. Published proposals cannot be considered unless the capital funding for their implementation is in place (perhaps conditionally on the proposals being agreed). See 21 below.

## INTRODUCTION

### **Capital Funding** (Paragraphs 21-24)

21. Where proposals require capital resources for their implementation the funding for the proposals **should** be in place when the proposals are decided (see paragraph [4.57](#) of the decision maker's guidance section. Where proposers require capital funding to implement their proposals, they **should** secure this before publishing proposals. For the provision of additional sixth form places, the local LSC **should** be contacted for information on the 16-19 capital fund which it currently administers<sup>3</sup>.

22. In accordance with the Government's position that there **should** be no increase in academic selection, the expansion of grammar schools, and selective places at partially selective schools, are excluded from any capital incentive schemes.

### Other expansions

23. All LAs are allocated capital funding over each spending review period to support their investment in school buildings. Where an LA identifies the need to make changes to local school provision, as part of a Building Schools for the Future (BSF) project, the funding will be provided through the BSF programme. Details of capital funding for the project in respect of all schools will be decided in discussions between the LA, the Department and Partnerships for Schools and will be included in the Final Business Case which the Department agrees. This may include the contribution by the LA (or schools or other stakeholders such as dioceses) to BSF funding of receipts from land made available through school reorganisation. For voluntary aided schools, government funding will normally be at 100% of the approved capital costs.

24. Where capital work is proposed for a community, foundation (including Trust) or voluntary controlled school other than as part of BSF, the proposers **should** secure a capital allocation from the LA. The LA **should** consider how they can prioritise this need in their asset management planning for the formulaic capital funding they receive, and for other resources which are available to them. Similarly proposers in respect of voluntary aided schools will need to get a commitment of grant through the LA, with the rate of grant support normally being 90% of the expenditure. The governing body will be responsible for funding the remaining 10% (unless an LA uses its power to assist).

### **Amalgamations/Mergers** (Paragraph 25)

25. There are two ways to 'merge' or 'amalgamate' two or more existing schools:

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<sup>3</sup> The 16-19 capital fund for 2010-11 is currently under review to ensure best use of funds in the light of current and future demand on the fund.

## INTRODUCTION

a. The LA or GB (depending on school category) can publish proposals to close two (or more) schools and the LA or a proposer other than the LA (e.g. Diocese, faith or parent group, Trust) depending on category, can publish proposals to open a new school, either through a competition (under section 7 of EIA 2006), or after receiving exemption from the Secretary of State\* (under section 10 of the EIA 2006). This results in a new school number being issued for the new school.

b. The LA and/or GB (depending on school category) can publish proposals to close one school (or more) and proposals to enlarge/change the age range/transfer site etc of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its education phase has changed.

\*All section 10 exemption applications are considered on their individual merits. However there is a 'presumption for approval' for infant/junior amalgamations, faith school reorganisations and new schools proposed by proposers other than the LA, because Ministers have indicated, during debates in Parliament, that they may be prepared to give consent to requests under these criteria, for publication of proposals without holding a competition. See Section B of the "Establishing a Maintained Mainstream School" guide for further information ([www.dcsf.gov.uk/schoolorg/guidance.cfm?id=2](http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=2)).

## STAGE 1 - CONSULTATION

### Stage 1 – Consultation (Paragraphs 1.1-1.7)

1.1 The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (“the Regulations”) (as amended) provide that those bringing forward statutory proposals to expand a school **must** consult interested parties, and in doing so **must** have regard to the Secretary of State’s guidance. The statutory guidance for this purpose is contained in paragraphs 1.2 to 1.4 below. Where an LA or governing body carries out any preliminary (informal) consultation to consider a range of options, and/or principles, for a possible reorganisation, this would not be regarded as the statutory (formal) period of consultation as required by regulations. The statutory consultation would need to cover the specific expansion of the school in question.

1.2 The Secretary of State requires those bringing forward proposals to consult all interested parties (see paragraph 1.3 below). In doing so they **should**:

- allow adequate time;
- provide sufficient information for those being consulted to form a considered view on the matters on which they are being consulted;
- make clear how their views can be made known; and
- be able to demonstrate how they have taken into account the views expressed during consultation in reaching any subsequent decision as to the publication of proposals.

1.3 The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) require proposers to consult the following interested parties:

- the governing body of any school which is the subject of proposals (if the LA are publishing proposals);
- the LA that maintains the school (if the governing body is publishing the proposals);
- families of pupils, teachers and other staff at the school;
- any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;
- the governing bodies, teachers and other staff of any other school that may be affected;

## STAGE 1 - CONSULTATION

- families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;
- any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals;
- (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;
- the trustees of the school (if any);
- (if the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council (LSC);
- MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals;
- the local district or parish council where the school that is the subject of the proposals is situated;
- any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises; and
- such other persons as appear to the proposers to be appropriate.

1.4 Under Section 176 of the Education Act 2002 LAs and governing bodies are also under a duty to consult pupils on any proposed changes to local school organisation that may affect them. Guidance on this duty is available on the Teachernet website: [www.publications.teachernet.gov.uk](http://www.publications.teachernet.gov.uk) and is entitled “Pupil Participation Guidance: Working Together – Giving Children and Young People a Say”.

### **Conduct of Consultation** (Paragraphs 1.5-1.7)

1.5 **How** statutory consultation is carried out is not prescribed in regulations and it is for the proposers to determine the nature of the consultation including, for example, whether to hold public meetings. Although regulations do not specify the consultation’s duration, the Department strongly advises that the proposers **should** allow at least 4 weeks for consultation on enlargement proposals. This will allow consultees an opportunity to consider what is being proposed and to

## STAGE 1 - CONSULTATION

submit their comments. Proposers **should** avoid consulting on proposals during school holidays, where possible.

1.6 At the end of the consultation the proposer **should** consider the views expressed during that period before reaching any final decision on whether to publish statutory proposals. Where, in the course of consultation, a new option emerges which the proposer wishes to consider, it will probably be appropriate to consult afresh on this option before proceeding to publish statutory notices.

1.7 If the need for the enlargement or sixth form arises from an area wide reorganisation e.g. as a result of long-term LA planning, any related proposals **should** be consulted on at the same time. Notices for related proposals **should** be published at the same time and specified as “related” so that they are decided together (see paragraph 2.5 ).

Remember:

| <b>Do</b>  | <b>Don't</b>   |
|--|--|
| Consult all interested parties                       | Consult during school holidays (where possible)  |
| Provide sufficient time and sufficient information   | Use language which could be misleading, e.g. We <u>will</u> expand the school – instead, use ‘propose to’. |
| Think about the most appropriate consultation method |  |
| Consider feedback and views                          |  |
| Consider alternative options                         |  |
| Explain the decision making process                  |  |

## STAGE 2 - PUBLICATION

### Stage 2 – Publication (Paragraphs 2.1-2.11)

2.1 LAs can publish expansion proposals for any category of maintained school within the LA. Governing bodies of any category of maintained school can publish proposals to expand their own school. Proposals **should** be published within a reasonable timeframe following consultation so that the proposals are informed by up-to-date feedback. Proposals **should** therefore be published within 12 months of consultation being concluded.

2.2 Proposals **must** contain the information specified in The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). The regulations specify that part of the information (as set out in Regulation 28, Part 2 of Schedules 3 and 5), is published in a statutory notice (see paragraphs 2.3-2.4 below), and the complete proposal (as set out in Part 1 of Schedules 3 and 5), **must** be sent to a range of copy recipients (see paragraphs 2.9-2.10). [Annex A](#) can be used to prepare the complete proposal; the notice builder tool (see paragraph 2.4) can be used to prepare the draft statutory notice.

2.3 A statutory notice containing specified information (as set out in Regulation 28, Part 2 of Schedules 3 and 5) **must** be published in a local newspaper, and also posted at the main entrance to the school (or all the entrances if there is more than one) and at some other conspicuous place in the area served by the school (e.g. the local library, community centre or post office etc). The 'date of publication' is regarded as being the date on which the last of the above conditions is met. Proposers may circulate a notice more widely in order to ensure that all those substantially affected have the opportunity to comment.

NOTE: When publishing a statutory notice to add a sixth form, when completing the section on admission numbers, it may be necessary for a school to have more than one admission number e.g. where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number will be required for Year 12 as well as for the main year or years in which children join the lower school, e.g. Year 7.

Paragraph 1.43 of the School Admissions Code states that an admission number need only be set for a school sixth form when it is a normal point of entry to the school i.e. the school sets out to admit external candidates to its sixth form, rather than just deal with ad-hoc applications. The published admission number **must** relate only to those being admitted to the school for the first time, and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

This means that the admission numbers must not include children transferring from earlier age groups, e.g. if a school has an admission number of 120, of

## STAGE 2 - PUBLICATION

which the majority are expected to continue on into the sixth form, but the sixth form will cater for 150 in Year 12, the admission number for Year 12 would be 30. If all 120 pupils from Year 11 do not continue into the sixth form, the school can accept applications over the 30, from external applicants, to fill the available spaces.

2.4 To help proposers prepare their statutory notice, the School Organisation website includes an online Notice Builder tool which will help ensure that the statutory notice complies with the Regulations and offers an opportunity for the notice to be checked by the School Organisation & Competitions Unit of the DCSF. Proposers are strongly advised to use this facility. The Notice Builder can be found at [www.dcsf.gov.uk/schoolorg](http://www.dcsf.gov.uk/schoolorg). To gain access the proposer needs to register for the “Members’ Area” on the website but this is free of charge. A template for the complete proposal is provided automatically by the Notice Builder when the draft statutory notice is finalised, alternatively the template can be found in “Standard Forms” in the Members’ Area of the website.

### **Related Proposals** (Paragraph 2.5)

2.5 Where proposals are interdependent (linked) they **should** be identified as “related”, either by being published in a single notice or the link to the other proposals made clear in each notice. Where proposals by the LA are “related” to proposals by governing bodies or other proposers (e.g. where an entire area is to be reorganised) the LA and governors or proposers may publish a single notice but this **must** make it clear who is making which proposals, under their respective powers, and there **should** be separate signatures for each relevant section. Where proposals are not “related”, they **should not** be published on the same notice unless the notice makes it very clear that the proposals are not “related”.

### **Implementation date** (Paragraph 2.6)

2.6 There is no maximum limit on the time between the publication of a proposal and its proposed date of implementation but circumstances may change significantly if too long a period elapses. In general, therefore - with the possible exception of BSF or major authority-wide reorganisation proposals which may have to be phased in over a long period – the implementation date for the proposals (stated in the statutory notice) **should** be within 3 years of their publication. Proposers may be expected to show good reason if they propose a longer timescale. If the proposals are approved, they **must** then be implemented by the proposed implementation date, subject to any modifications made by the Decision Maker.

### **Explanatory Note** (Paragraph 2.7)

2.7 If the full effect of the proposals is not apparent to the general public from the statutory notice, it may be supplemented by an explanatory note or



## STAGE 2 - PUBLICATION

background statement, but this **should** be clearly distinguishable from the formal proposals as it does not form a statutory part of the notice. Ideally, whilst complying with regulations, the statutory notice **should** be as concise as possible, so that it is easily understood (this will also help keep publication costs to a minimum), with more detailed information contained in the complete proposal.

### **Invalid Notice** (Paragraph 2.8)

2.8 Where a published notice has not been properly formulated in accordance with the regulations, the notice may be judged invalid and therefore ineligible to be determined by the LA or schools adjudicator. In these circumstances the proposer **should** publish a revised notice making it clear that this replaces the first notice and that the statutory period for representations will run from the publication date of the revised notice (and whether or not any representations already received will still be considered by the Decision Maker). If the issue is very minor, e.g. a typo, a published addendum may suffice, in which case, the representation period would not need to change.

### **Who must be sent copies of proposals?** (Paragraphs 2.9-2.10)

2.9 The proposer **must, within one week of the date of publication**, send a full copy of the complete proposal, to:

- the LA (if the governing body published the proposals);
- the school's governing body (if the LA published the proposals);  
and

**within one week of the receipt of the request**, send a full copy of the complete proposal, to:

- any person who requests a copy; and

if the notice includes "related" proposed school closures, **on the date of publication**:

- if the governing body are the proposers of the school closure(s), they **must** submit a copy of their complete proposal to the LA that maintains the school (it would also be helpful to submit a copy of the statutory notice);
- if the LA are the proposers of the school closure(s), they **must** submit a copy of their complete proposal to the governing body of the school proposed for closure (it would also be helpful to submit a copy of the statutory notice).

## STAGE 2 - PUBLICATION

2.10 The proposers **must** also send to the Secretary of State (i.e. to SOCU, DCSF, Mowden Hall, Darlington DL3 9BG or via email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk)) **within a week of publication**:

- a complete copy of the proposal, excluding all documentation relating to the consultation; and
- a copy of the statutory notice that appeared in the local newspaper, showing the date of publication.

### **Compulsory Purchase Orders** (Paragraph 2.11)

2.11 Where an LA needs to acquire land compulsorily in conjunction with any statutory proposals, the LA **should not** make the compulsory purchase order until proposals have been approved conditionally on the acquisition of the site. The Secretary of State will not consider confirming and sealing an order until proposals have been approved.

## STAGE 3 - REPRESENTATIONS

### **Stage 3 – Representations** (Paragraphs 3.1-3.2)

3.1 Once proposals are published there follows a statutory representation period during which comments on the proposals can be made. These **must** be sent to the LA. Any person can submit representations, which can be objections as well as expressions of support for the proposals. The representation period is the final opportunity for people and organisations to express their views about the proposals and ensure that they will be taken into account by the Decision Maker.

3.2 The representation period is specified in legislation and **must not** be altered e.g. cannot be shortened or extended to fit in with scheduled meetings or to take into account school holidays – meetings will need to be rescheduled and every effort **should** be made to advise stakeholders during the consultation period when the notice is likely to be published. The representation period for statutory notices for enlargements and the addition of a sixth form is prescribed as **4 weeks except** where:

- a. the proposal is “related” to another proposal which has a 6 week representation period, then the excepted expansion proposal **must** also have a **6** week representation period (this is a change introduced by the 2009 Amendment Regulations); or
- b. the proposed change is to a grammar school, where the representation period **must** be **6** weeks.

## STAGE 4 - DECISION

### **Stage 4 – Decision** (Paragraphs 4.1-4.80)

#### **Who Will Decide the Proposals?** (Paragraphs 4.1-4.4)

4.1 Decisions on school organisation proposals are taken by the LA or by the schools adjudicator. In this chapter both are covered by the form of words “Decision Maker” which applies equally to both.

4.2 Section 21 of the EIA 2006 provides for regulations to set out who **must** decide proposals for any prescribed alterations (i.e. including expansions). The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (SI:2007 No. 1289) (as amended) make detailed provision for the consideration of prescribed alteration proposals (see in particular Schedules 3 and 5). Decisions on expansions will be taken by the LA with some rights of appeal to the schools adjudicator. Only if the prescribed alteration proposals are “related” to other proposals that fall to be decided by the schools adjudicator, will the LA not be the decision maker in the first instance.

4.3 If the LA fail to decide proposals within 2 months of the end of the representation period the LA **must** forward proposals, and any received representations (i.e. not withdrawn in writing), to the schools adjudicator for decision. They **must** forward the proposals within one week from the end of the 2 month period.

4.4 The Department does not prescribe the process by which an LA carries out their decision-making function (e.g. full Cabinet or delegation to Cabinet member or officials). This is a matter for the LA to determine but the requirement to have regard to statutory guidance (see paragraph 4.15 below) applies equally to the body or individual that takes the decision.

#### **Who Can Appeal Against an LA Decision?** (Paragraphs 4.5-4.6)

4.5 The following bodies may appeal against an LA decision on school expansion proposals:

- the local Church of England diocese;
- the bishop of the local Roman Catholic diocese;
- the LSC where the school provides education for pupils aged 14 and over;
- the governing body of a community school that is proposed for expansion; and
- the governors and trustees of a foundation (including Trust) or voluntary school that is proposed for expansion.

## STAGE 4 - DECISION

4.6 Any appeals **must** be submitted to the LA within 4 weeks of the notification of the LA's decision. On receipt of an appeal the LA **must** then send the proposals, and the representations received (together with any comments made on these representations by the proposers), to the schools adjudicator within 1 week of the receipt of the appeal. The LA **should** also send a copy of the minutes of the LA's meeting or other record of the decision and any relevant papers. Where the proposals are "related" to other proposals, all the "related" proposals **must** also be sent to the schools adjudicator.

### **Checks on Receipt of Statutory Proposals** (Paragraph 4.7)

4.7 There are 4 key issues which the Decision Maker **should** consider before judging the respective factors and merits of the statutory proposals:

- Is any information missing? If so, the Decision Maker **should** write immediately to the proposer specifying a date by which the information **should** be provided;
- Does the published notice comply with statutory requirements? (see paragraph 4.8 below);
- Has the statutory consultation been carried out prior to the publication of the notice? (see paragraph 4.9 below);
- Are the proposals "related" to other published proposals? (see paragraphs 4.10 to 4.14 below).

### **Does the Published Notice Comply with Statutory Requirements?**

(Paragraph 4.8)

4.8 The Decision Maker **should** consider whether the notice is valid as soon as a copy is received. Where a published notice does not comply with statutory requirements - as set out in The School Organisation (Prescribed Alterations)(England) Regulations 2007 (SI:2007 - 1289) (as amended) - it may be judged invalid and the Decision Maker **should** consider whether they can decide the proposals.

### **Has the Statutory Consultation Been Carried Out Prior to the Publication of the Notice?** (Paragraph 4.9)

4.9 Details of the consultation **must** be included in the proposals. The Decision Maker **should** be satisfied that the consultation meets statutory requirements (see Stage 1 paragraphs [1.2](#)–[1.4](#)). If some parties submit objections on the basis that consultation was not adequate, the Decision Maker may wish to take legal advice on the points raised. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and needs to consider whether they can decide the proposals. Alternatively the Decision

## STAGE 4 - DECISION

Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

### **Are the Proposals Related to Other Published Proposals?** (Paragraphs 4.10-4.14)

4.10 Paragraph 35 of Schedule 3, and Paragraph 35 of Schedule 5, to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) provides that any proposals that are “related” to particular proposals (e.g. for a new school; school closure; prescribed alterations to existing schools i.e. change of age range, acquisition of a Trust, addition of boarding, etc; or proposals by the LSC to deal with inadequate 16-19 provision) **must** be considered together. This does not include proposals that fall outside of School Organisation Prescribed Alteration or Establishment and Discontinuance regulations e.g. removal of a Trust, opening of an Academy, federation proposals. Paragraphs 4.11-4.14 provide statutory guidance on whether proposals **should** be regarded as “related”.

4.11 Generally, proposals **should** be regarded as “related” if they are included on the same notice (unless the notice makes it clear that the proposals are not “related”). Proposals **should** be regarded as “related” if the notice makes a reference to a link to other proposals (published under School Organisation and Trust regulations). If the statutory notices do not confirm a link, but it is clear that a decision on one of the proposals would be likely to directly affect the outcome or consideration of the other, the proposals **should** be regarded as “related”.

4.12 Where proposals are “related”, the decisions **should** be compatible e.g. if one set of proposals is for the removal of provision, and another is for the establishment or enlargement of provision for displaced pupils, both **should** be approved or rejected.

4.13 Where proposals for an expansion of a school are “related” to proposals published by the local LSC<sup>4</sup> which are to be decided by the Secretary of State, the Decision Maker **must** defer taking a decision until the Secretary of State has taken a decision on the LSC proposals. This applies where the proposals before the Decision Maker concern:

- the school that is the subject of the LSC proposals;
- any other secondary school, maintained by the same LA that maintains a school that is the subject of the LSC proposals; or

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<sup>4</sup> References throughout this document to the LSC only apply up to April 2010. The Apprenticeships, Skills, Children and Learning Act (ASCL) Act 2009 will transfer the responsibilities of the LSC in respect of 16-19 education and training to LAs, supported by the Young People's Learning Agency. This guidance will be revised by April 2010 to take account of these changes.

## STAGE 4 - DECISION

- any other secondary school in the same LA area as any FE college which is the subject of the LSC proposals.

4.14 The proposals will be regarded as “related” if their implementation would prevent or undermine effective implementation of the LSC proposals.

### **Statutory Guidance – Factors to be Considered by Decision Makers** (Paragraphs 4.15-4.16)

4.15 Regulation 8 of The Regulations provides that both the LA and schools adjudicator **must** have regard to guidance issued by the Secretary of State when they take a decision on proposals. Paragraphs 4.17 to 4.73 below contain the statutory guidance.

4.16 The following factors **should not** be taken to be exhaustive. Their importance will vary, depending on the type and circumstances of the proposals. All proposals **should** be considered on their individual merits.

### **EFFECT ON STANDARDS AND SCHOOL IMPROVEMENT**

#### **A System Shaped by Parents** (Paragraphs 4.17-4.18)

4.17 The Government's aim, as set out in the Five Year Strategy for Education and Learners and the Schools White Paper Higher Standards, Better Schools For All, is to create a schools system shaped by parents which delivers excellence and equity. In particular, the Government wishes to see a dynamic system in which:

- weak schools that need to be closed are closed quickly and replaced by new ones where necessary; and
- the best schools are able to expand and spread their ethos and success.

4.18 The EIA 2006 amends the Education Act 1996 to place duties on LAs to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools in their areas. In addition, LAs are under a specific duty to respond to representations from parents about the provision of schools, including requests to establish new schools or make changes to existing schools. The Government's aim is to secure a more diverse and dynamic schools system which is shaped by parents. The Decision Maker **should** take into account the extent to which the proposals are consistent with the new duties on LAs.

## STAGE 4 - DECISION

### **Standards** (Paragraphs 4.19-4.20)

4.19 The Government wishes to encourage changes to local school provision which will boost standards and opportunities for young people, whilst matching school place supply as closely as possible to pupils' and parents' needs and wishes.

4.20 Decision Makers **should** be satisfied that proposals for a school expansion will contribute to raising local standards of provision, and will lead to improved attainment for children and young people. They **should** pay particular attention to the effects on groups that tend to under-perform including children from certain ethnic groups, children from deprived backgrounds and children in care, with the aim of narrowing attainment gaps.

### **Diversity** (Paragraphs 4.21-4.23)

4.21 Decision Makers **should** be satisfied that when proposals lead to children (who attend provision recognised by the LA as being reserved for pupils with special educational needs) being displaced, any alternative provision will meet the statutory SEN improvement test (see paragraphs 4.69-4.72).

4.22 The Government's aim is to transform our school system so that every child receives an excellent education – whatever their background and wherever they live. A vital part of the Government's vision is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and acts as a centre of excellence or specialist provision.

4.23 Decision Makers **should** consider how proposals will contribute to local diversity. They **should** consider the range of schools in the relevant area of the LA and whether the expansion of the school will meet the aspirations of parents, help raise local standards and narrow attainment gaps.

### **Every Child Matters** (Paragraph 4.24)

4.24 The Decision Maker **should** consider how proposals will help every child and young person achieve their potential in accordance with "Every Child Matters" principles which are: to be healthy; stay safe; enjoy and achieve; make a positive contribution to the community and society; and achieve economic well-being. This **should** include considering how the school will provide a wide range of extended services, opportunities for personal development, access to academic and applied learning training, measures to address barriers to participation and support for children and young people with particular needs, e.g. looked after children or children with special educational needs (SEN) and disabilities.



## SCHOOL CHARACTERISTICS

### Boarding Provision (Paragraphs 4.25-4.26)

4.25 In making a decision on proposals that include the expansion of boarding provision, the Decision Maker **should** consider whether or not there would be a detrimental effect on the sustainability of boarding at another state maintained boarding school within one hour's travelling distance of the proposed school.

4.26 In making a decision on proposals for expansion of boarding places the Decision Maker **should** consider:-

- a. the extent to which boarding places are over subscribed at the school and any state maintained boarding school within an hour's travelling distance of the school at which the expansion is proposed;
- b. the extent to which the accommodation at the school can provide additional boarding places;
- c. any recommendations made in the previous CSCI/Ofsted reports which would suggest that existing boarding provision in the school failed significantly to meet the National Minimum Standards for Boarding Schools;
- d. the extent to which the school has made appropriate provision to admit other categories of pupils other than those for which it currently caters (e.g. taking pupils of the opposite sex or sixth formers) if they form part of the expansion;
- e. any impact of the expansion on the continuity of education of boarders currently in the school;
- f. the extent to which the expansion of boarding places will help placements of pupils with an identified boarding need; and
- g. the impact of the expansion on a state maintained boarding school within one hour's travelling distance from the school which may be undersubscribed.

## STAGE 4 - DECISION

### **Equal Opportunity Issues** (Paragraphs 4.27)

4.27 The Decision Maker **should** consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example, that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there needs to be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

### **NEED FOR PLACES**

#### **Creating Additional Places** (Paragraphs 4.28-4.30)

4.28 The Decision Maker **should** consider whether there is a need for the expansion and **should** consider the evidence presented for the expansion such as planned housing development or demand for provision. The Decision Maker **should** take into account not only the existence of spare capacity in neighbouring schools, but also the quality and popularity with parents of the schools in which spare capacity exists and evidence of parents' aspirations for places in the school proposed for expansion. The existence of surplus capacity in neighbouring less popular or successful schools **should not** in itself prevent the addition of new places.

4.29 Where the school has a religious character, or follows a particular philosophy, the Decision Maker **should** be satisfied that there is satisfactory evidence of sufficient demand for places for the expanded school to be sustainable.

4.30 Where proposals will add to surplus capacity but there is a strong case for approval on parental preference and standards grounds, the presumption **should** be for approval. The LA in these cases will need to consider parallel action to remove the surplus capacity thereby created.

#### **Expansion of Successful and Popular Schools** (Paragraph 4.31-4.34)

4.31 The Government is committed to ensuring that every parent can choose an excellent school for their child. We have made clear that the wishes of parents **should** be taken into account in planning and managing school estates. Places **should** be allocated where parents want them, and as such, it **should** be easier for successful and popular primary and secondary schools to grow to meet parental demand. For the purposes of this guidance, the Secretary of State is not proposing any single definition of a successful and popular school. It is for the Decision Maker to decide whether a school is successful and popular, however, the following indicators **should** all be taken into account:

- a. the school's performance;

## STAGE 4 - DECISION

- i. in terms of absolute results in key stage assessments and public examinations;
  - ii. by comparison with other schools in similar circumstances (both in the same LA and other LAs);
  - iii. in terms of value added;
  - iv. in terms of improvement over time in key stage results and public examinations.
- b. the numbers of applications for places;
- i. the Decision Maker should also take account of any other relevant evidence put forward by schools.

4.32 The strong presumption is that proposals to expand successful and popular schools **should** be approved. In line with the Government's long standing policy that there **should** be no increase in selection by academic ability, this presumption does not apply to grammar schools or to proposals for the expansion of selective places at partially selective schools.

4.33 The existence of surplus capacity in neighbouring less popular schools **should not** in itself be sufficient to prevent this expansion, but if appropriate, in the light of local concerns, the Decision Maker **should** ask the LA how they plan to tackle any consequences for other schools. The Decision Maker **should** only turn down proposals for successful and popular schools to expand if there is compelling objective evidence that expansion would have a damaging effect on standards overall in an area, which cannot be avoided by LA action.

4.34 Before approving proposals the Decision Maker **should** confirm that the admission arrangements of schools proposed for expansion fully meet the provisions of the School Admissions Code. Although the Decision Maker may not modify proposed admission arrangements, the proposer **should** be informed that proposals with unsatisfactory admission arrangements are unlikely to be approved, and given the opportunity to revise them in line with the Code of Practice. Where the LA, rather than the governing body, is the admissions authority, we will expect the authority to take action to bring the admission arrangements in to line with the School Admissions Code.

### **Travel and Accessibility for All** (Paragraphs 4.35-4.36)

4.35 In considering proposals for the reorganisation of schools, Decision Makers **should** satisfy themselves that accessibility planning has been properly taken into account. Facilities are to be accessible by those concerned, by being located close to those who will use them, and the proposed changes **should not**

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adversely impact on disadvantaged groups.

4.36 In deciding statutory proposals, the Decision Maker **should** bear in mind that proposals **should not** have the effect of unreasonably extending journey times or increasing transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable routes e.g. for walking, cycling etc. The EIA 2006 provides extended free transport rights for low income groups – see Home to School Travel and Transport Guidance ref 00373 – 2007BKT-EN at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications). Proposals **should** also be considered on the basis of how they will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

### **16-19 Provision** (Paragraphs 4.37-4.39)

4.37 The pattern of 16-19 provision differs across the country. Many different configurations of school and college provision deliver effective 14-19 education and training. An effective 14-19 organisation has a number of key features:

- standards and quality: the provision available **should** be of a high standard – as demonstrated by high levels of achievement and good completion rates;
- progression: there **should** be good progression routes for all learners in the area, so that every young person has a choice of the full range of options within the 14-19 entitlement, with institutions collaborating as necessary to make this offer. All routes **should** make provision for the pastoral, management and learning needs of the 14-19 age group;
- participation: there are high levels of participation in the local area; and,
- learner satisfaction: young people consider that there is provision for their varied needs, aspirations and aptitudes in a range of settings across the area.

4.38 Where standards and participation rates are variable, or where there is little choice, meaning that opportunity at 16 relies on where a young person went to school, the case for reorganisation, or allowing high quality providers to expand, is strong.

4.39 Where standards and participation rates are consistently high, collaboration is strong and learners express satisfaction that they have sufficient choice, the case for a different pattern of provision is less strong. The Decision Maker therefore will need to take account of the pattern of 16-19 provision in the area and the implications of approving new provision.

**Addition of post-16 provision by “high performing” schools**  
(Paragraphs 4.40-4.51)

4.40 The Government remains committed to the principle that high performing 11-16 schools **should** be allowed to add post-16 provision where there is parental and student demand, in order to extend quality and choice. But the context in which this principle will operate is changing. From April 2010, the Apprenticeships, Skills, Children and Learning Act 2009 will transfer the responsibility for 16-19 planning and funding from the LSC to LAs. LAs will be responsible for maintaining an effective and coherent system of 14-19 organisation which delivers the new entitlement – to a new curriculum and new qualifications, including all 17 Diploma lines from 2013 and an Apprenticeship place for those who meet the entry criteria - to all young people in their area. Collaboration will be a key feature of 14-19 provision.

4.41 So, while there is still a strong presumption of approval for proposals from high performing schools, that decision **should** now be informed by additional factors: the need for local collaboration; the viability of existing post-16 providers in the local area; and the improvement of standards at the school that is proposing to add post-16 provision. Only in exceptional circumstances\* would these factors lead Decision Makers not to approve a proposal. If the Decision Maker were minded not to approve a proposal, he **should** first consider whether modification of the proposal would enable the proposer to comply with these conditions (see paragraph 4.49).

*\* Exceptional circumstances in which the Decision Maker might reject the proposal to add a sixth form to a presumption school would include if there is specific evidence that a new sixth form was of a scale that it would directly affect the viability of another neighbouring, high quality institution that itself was not large in comparison to other institutions of that type. Exceptional circumstances might also include a situation where there are a number of presumption schools in the same area at the same time and/or where there is clear evidence that the scale of the aggregate number of additional 16-18 places far exceeds local need and affordability and is therefore clearly poor value for money.*

4.42 There **should** be a strong presumption in favour of the approval of proposals for a new post-16 provision where:

- a. the school is a high performing specialist school that has opted for an applied learning specialism; or
- b. the school, whether specialist or not, meets the DCSF criteria for ‘high performing’ and does not require capital support.

4.43 The school **should** ensure that, in forwarding its proposals to the Decision Maker, it provides evidence that it meets one of the criteria at paragraph 4.42 above.

## STAGE 4 - DECISION

4.44 Where a new sixth form is proposed by a specialist school that has met the 'high performing' criteria and which has opted for an applied learning specialism, capital funding may be available from the 16-19 Capital Fund.

4.45 This presumption will apply to proposals submitted to the Decision Maker within:

- a. two years from the date a school commences operation with applied learning specialist school status; or
- b. two years from the date a school is informed of its Ofsted Section 5 inspection results which would satisfy DCSF criteria for 'high performing' status as set out at <http://www.standards.dcsf.gov.uk/specialistschools/guidance2007/?version=1>

NOTE: 'submitted to the Decision Maker' above refers to when proposals and representations are with the Decision Maker, following the end of the representation period.

4.46 The increase in the period in which a school is eligible to expand its post-16 provision recognises the time required to embed the new presumption places within a local 14-19 delivery plan and for effective collaboration to take place.

4.47 New post-16 provision in schools **should**, as appropriate, operate in partnership with other local providers to ensure that young people have access to a wide range of learning opportunities. In assessing proposals from 'high performing' schools to add post-16 provision, Decision Makers **should** look for:

- a. evidence of local collaboration in drawing up the presumption proposal; and
- b. a statement of how the new places will fit within the 14-19 organisation in an area; and
- c. evidence that the exercise of the presumption is intended to lead to higher standards and better progression routes at the 'presumption' school.

4.48 If a school has acted in a collaborative way and has actively attempted to engage other partners in the local area, but it is clear that other institutions have declined to participate, that fact **should not** be a reason for declining to approve a proposal. The onus is on other providers to work with a school which qualifies for the presumption of approval for new post-16 provision.

4.49 The Decision Maker **should** only turn down proposals to add post-16 provision from schools eligible for the sixth form presumption if there is compelling and objective evidence that the expansion would undermine the viability of an existing high quality post-16 provider or providers. The fact that an existing school or college with large numbers of post-16 students might recruit a

## STAGE 4 - DECISION

smaller number of students aged 16-19 is not, of itself, sufficient to meet this condition, where the “presumption” school can show that there is reasonable demand from students to attend the school after age 16.

4.50 The existence of surplus capacity in neighbouring schools or colleges that are not high performing **should not** be a reason to reject a post-16 presumption proposal. It is the responsibility of the LA to consider decommissioning poor quality provision as well as commissioning high quality provision. The LA should therefore plan to tackle any consequences of expansion proposals for other schools.

4.51 Before approving proposals the Decision Maker **should** confirm that the admission arrangements of schools proposed for expansion fully meet the provisions of the mandatory Schools Admissions Code. Although the Decision Maker may not modify proposed admission arrangements, the proposer **should** be informed that proposals with unsatisfactory admission arrangements are unlikely to be approved, and given the opportunity to revise them in line with the Code. Where the LA, rather than the governing body, is the admissions authority, we will expect the authority to take action to bring the admission arrangements into line with the School Admissions Code.

### **Conflicting Sixth Form Reorganisation Proposals** (Paragraph 4.52)

4.52 Where the implementation of reorganisation proposals by the LSC<sup>5</sup> conflict with other published proposals put to the Decision Maker for decision, the Decision Maker is prevented (by the School Organisation Proposals by the LSC for England Regulations 2003) from making a decision on the “related” proposals until the Secretary of State has decided the LSC proposals (see paragraphs 4.13 to 4.14 above).

### **16-19 Provision ‘Competitions’** (Paragraphs 4.53-4.56)

4.53 Non-statutory competitions for new 16-19 provision were introduced from January 2006. They are administered by the regional arm of the LSC, in line with the LSC’s current role as commissioner of 16-19 provision. The Government intends to transfer the responsibility for 16-19 provision from the LSC to LAs from 2010.<sup>6</sup>

4.54 The current arrangements for the establishment of new institutions by competition involves a two-stage approval process:

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<sup>5</sup> References throughout this document to the LSC only apply up to April 2010. The ASCL Act 2009 will transfer the responsibilities of the LSC in respect of 16-19 education and training to LAs, supported by the Young People's Learning Agency. This guidance will be revised by April 2010 to take account of these changes.

<sup>6</sup> The ASCL Act will remove the LSC and also the power of LAs to establish sixth form schools, whether by a competition or otherwise. Section 126 of the Act amends section 16 of the Education Act 1996 and sections 7, 10 and 11 of EIA 2006.

## STAGE 4 - DECISION

- a. the competition selection process;
- b. approval of the outcome by existing processes (e.g. Decision Maker approval of school/LA proposals and Secretary of State approval of college/LSC proposals, as required by law).

4.55 Competitors will be eligible to apply to the 16-19 Capital Fund. Where a competition is 'won' by a school, they **must** then publish statutory proposals and these **must** be considered by the Decision Maker on their merits.

4.56 Where proposals to establish sixth forms are received, and the local LSC is running a 16-19 competition, the Decision Maker **must** take account of the competition when considering the proposals.

### FUNDING AND LAND

#### Capital (Paragraphs 4.57-4.59)

4.57 The Decision Maker **should** be satisfied that any land, premises or capital required to implement the proposals will be available. Normally, this will be some form of written confirmation from the source of funding on which the promoters rely (e.g. the LA, DCSF, or LSC). In the case of an LA, this **should** be from an authorised person within the LA, and provide detailed information on the funding, provision of land and premises etc.

4.58 Where proposers are relying on DCSF as a source of capital funding, there can be no assumption that the approval of proposals will trigger the release of capital funds from the Department, unless the Department has previously confirmed in writing that such resources will be available; nor can any allocation 'in principle' be increased. In such circumstances the proposals **should** be rejected, or consideration of them deferred until it is clear that the capital necessary to implement the proposals will be provided.

4.59 Proposals **should not** be approved conditionally upon funding being made available, subject to the following specific exceptions: For proposals being funded under the Private Finance Initiative (PFI) or through the BSF programme, the Decision Maker **should** be satisfied that funding has been agreed 'in principle', but the proposals **should** be approved conditionally on the entering into of the necessary agreements and the release of funding. A conditional approval will protect proposers so that they are not under a statutory duty to implement the proposals until the relevant contracts have been signed and/or funding is finally released.

#### Capital Receipts (Paragraphs 4.60-4.62)

4.60 Where the implementation of proposals may depend on capital receipts from the disposal of land used for the purposes of a school (i.e. including one



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proposed for closure in “related” proposals) the Decision Maker **should** confirm whether consent to the disposal of land is required, or an agreement is needed, for disposal of the land. Current requirements are:

a. Community Schools – the Secretary of State’s consent is required under paragraph 2 of Schedule 35A to the Education Act 1996 and, in the case of playing field land, under section 77 of the Schools Standards and Framework Act 1998 (SSFA 1998). (Details are given in DCSF Guidance 1017-2004 “The Protection of School Playing Fields and Land for Academies” published in November 2004) -

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DfE-1017-2004&>).

b. Foundation (including Trust) and Voluntary Schools:

i. playing field land – the governing body, foundation body or trustees will require the Secretary of State’s consent, under section 77 of the SSFA 1998, to dispose, or change the use of any playing field land that has been acquired and/or enhanced at public expense.

ii. non-playing field land or school buildings – the governing body, foundation body or trustees no longer require the Secretary of State’s consent to dispose of surplus non-playing field land or school buildings which have been acquired or enhanced in value by public funding. They will be required to notify the LA and seek local agreement of their proposals. Where there is no local agreement, the matter **should** be referred to the Schools Adjudicator to determine. (Details of the new arrangements can be found in the Department’s guidance “The Transfer and Disposal of School Land in England: A General Guide for Schools, Local Authorities and the Adjudicator” -

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DfE-1017-2004&> ).

4.61 Where expansion proposals are dependent upon capital receipts of a discontinuing foundation or voluntary school the governing body is required to apply to the Secretary of State to exercise his various powers in respect of land held by them for the purposes of the school. Normally he would direct that the land be returned to the LA but he could direct that the land be transferred to the governing body of another maintained school (or the temporary governing body of a new school). Where the governing body fails to make such an application to the Secretary of State, and the school subsequently closes, all land held by them for the purposes of the discontinued school will, on dissolution of the governing body, transfer to the LA unless the Secretary of State has directed otherwise before the date of dissolution.

4.62 Where consent to the disposal of land is required, but has not been

## STAGE 4 - DECISION

obtained, the Decision Maker **should** consider issuing a conditional approval for the statutory proposals so that the proposals gain full approval automatically when consent to the disposal is obtained (see paragraph 4.75).

### **New Site or Playing Fields** (Paragraph 4.63)

4.63 Proposals dependent on the acquisition of an additional site or playing field may not receive full approval but **should** be approved conditionally upon the acquisition of a site or playing field.

### **Land Tenure Arrangements** (Paragraph 4.64)

4.64 For the expansion of voluntary or foundation schools it is desirable that a trust, or the governing body if there is no foundation, holds the freehold interest in any additional site that is required for the expansion. Where the trustees of the voluntary or foundation school hold, or will hold, a leasehold interest in the additional site, the Decision Maker will need to be assured that the arrangements provide sufficient security for the school. In particular the leasehold interest **should** be for a substantial period – normally at least 50 years – and avoid clauses which would allow the leaseholder to evict the school before the termination of the lease. The Decision Maker **should** also be satisfied that a lease does not contain provisions which would obstruct the governing body or the headteacher in the exercise of their functions under the Education Acts, or place indirect pressures upon the funding bodies.

### **School Playing Fields** (Paragraph 4.65)

4.65 The Education (School Premises) Regulations 1999 set out the standards for school premises, including minimum areas of team game playing fields to which schools **should** have access. The Decision Maker will need to be satisfied that either:

- a. the premises will meet minimum requirements of The Education (School Premises) Regulations 1999; or
- b. if the premises do not meet those requirements, the proposers have secured the Secretary of State's agreement in principle to grant a relaxation.

Where the Secretary of State has given 'in principle' agreement as at paragraph 4.60(b) above, the Decision Maker **should** consider issuing conditional approval so that when the Secretary of State gives his agreement, the proposals will automatically gain full approval.

## **SPECIAL EDUCATIONAL NEEDS (SEN) PROVISION**

### **Initial Considerations** (Paragraphs 4.66-4.67)

4.66 SEN provision, in the context of School Organisation legislation and this guidance, is provision recognised by the LA as specifically reserved for pupils with special educational needs. When reviewing SEN provision, planning or commissioning alternative types of SEN provision or considering proposals for change LAs **should** aim for a flexible range of provision and support that can respond to the special educational needs of individual pupils and parental preferences, rather than necessarily establishing broad categories of provision according to special educational need or disability. There are a number of initial considerations for LAs to take account of in relation to proposals for change. They **should** ensure that local proposals:

- a. take account of parental preferences for particular styles of provision or education settings;
- b. offer a range of provision to respond to the needs of individual children and young people, taking account of collaborative arrangements (including between special and mainstream), extended school and Children's Centre provision; regional centres (of expertise ) and regional and sub-regional provision; out of LA day and residential special provision;
- c. are consistent with the LA's Children and Young People's Plan;
- d. take full account of educational considerations, in particular the need to ensure a broad and balanced curriculum, including the National Curriculum, within a learning environment in which children can be healthy and stay safe;
- e. support the LA's strategy for making schools and settings more accessible to disabled children and young people and their scheme for promoting equality of opportunity for disabled people;
- f. provide access to appropriately trained staff and access to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community;
- g. ensure appropriate provision for 14-19 year-olds, taking account of the role of local LSC funded institutions and their admissions policies; and
- h. ensure that appropriate full-time education will be available to all displaced pupils. Their statements of special educational needs will require amendment and all parental rights must be ensured. Other interested partners, such as the Health Authority should be involved.

## STAGE 4 - DECISION

4.67 Taking account of the considerations, as set out above, will provide assurance to local communities, children and parents that any reorganisation of SEN provision in their area is designed to improve on existing arrangements and enable all children to achieve the five Every Child Matters outcomes.

### **The Special Educational Needs Improvement Test (Paragraph 4.68)**

4.68 When considering any reorganisation of provision that would be recognised by the LA as reserved for pupils with special educational needs, including that which might lead to some children being displaced through closures or alterations, LAs, and all other proposers for new schools or new provision, will need to demonstrate to parents, the local community and Decision Makers how the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for children with special educational needs. All consultation documents and reorganisation plans that LAs publish and all relevant documentation LAs and other proposers submit to Decision Makers **should** show how the key factors set out in paragraphs 4.69 to 4.72 below have been taken into account by applying the SEN improvement test. Proposals which do not credibly meet these requirements **should not** be approved and Decision Makers **should** take proper account of parental or independent representations which question the LA's own assessment in this regard.

### **Key Factors (Paragraphs 4.69-4.72)**

4.69 When LAs are planning changes to their existing SEN provision, and in order to meet the requirement to demonstrate likely improvements in provision, they **should**:

- a. identify the details of the specific educational benefits that will flow from the proposals in terms of:
  - i. improved access to education and associated services including the curriculum, wider school activities, facilities and equipment, with reference to the LA's Accessibility Strategy;
  - ii. improved access to specialist staff, both education and other professionals, including any external support and/or outreach services;
  - iii. improved access to suitable accommodation; and
  - iv. improved supply of suitable places.
- b. LAs **should** also:

## STAGE 4 - DECISION

- i. obtain a written statement that offers the opportunity for all providers of existing and proposed provision to set out their views on the changing pattern of provision seeking agreement where possible;
- ii. clearly state arrangements for alternative provision. A 'hope' or 'intention' to find places elsewhere is not acceptable. Wherever possible, the host or alternative schools should confirm in writing that they are willing to receive pupils, and have or will have all the facilities necessary to provide an appropriate curriculum;
- iii. specify the transport arrangements that will support appropriate access to the premises by reference to the LA's transport policy for SEN and disabled children; and
- iv. specify how the proposals will be funded and the planned staffing arrangements that will be put in place.

4.70 It is to be noted that any pupils displaced as a result of the closure of a BESD school (difficulties with behavioural, emotional and social development) **should not** be placed long-term or permanently in a Pupil Referral Unit (PRU) if a special school place is what they need. PRUs are intended primarily for pupils who have been excluded, although LAs can and do use PRU provision for pupils out of school for other reasons such as illness and teenage pregnancies. There may of course be pupils who have statements identifying that they have BESD who have been placed appropriately in a PRU because they have been excluded; in such cases the statement **must** be amended to name the PRU, but PRUs **should not** be seen as an alternative long-term provision to special schools.

4.71 The requirement to demonstrate improvements and identify the specific educational benefits that flow from proposals for new or altered provision as set out in the key factors are for all those who bring forward proposals for new special schools or for special provision in mainstream schools including governors of foundation schools and foundation special schools. The proposer needs to consider all the factors listed above.

4.72 Decision Makers will need to be satisfied that the evidence with which they are provided shows that LAs and/or other proposers have taken account of the initial considerations and all the key factors in their planning and commissioning in order to meet the requirement to demonstrate that the reorganisation or new provision is likely to result in improvements to SEN provision.

### OTHER ISSUES

#### **Views of Interested Parties** (Paragraphs 4.73)

4.73 The Decision Maker **should** consider the views of all those affected by the proposals or who have an interest in them including: pupils; families of pupils;

## STAGE 4 - DECISION

staff; other schools and colleges; local residents; diocesan bodies and other providers; LAs; the LSC (where proposals affect 14-19 provision) and the Early Years Development and Childcare Partnership if one exists, or any local partnership or group that exists in place of an EYDCP (where proposals affect early years and/or childcare provision). This includes statutory objections and comments submitted during the representation period. The Decision Maker **should not** simply take account of the numbers of people expressing a particular view when considering representations made on proposals. Instead the Decision Maker **should** give the greatest weight to representations from those stakeholders likely to be most directly affected by the proposals.

### **Types of Decision** (Paragraph 4.74)

4.74 In considering proposals for the expansion of a school, the Decision Maker can decide to:

- reject the proposals;
- approve the proposals;
- approve the proposals with a modification (e.g. the implementation date); or
- approve the proposals subject to them meeting a specific condition (see paragraph 4.75 below).

### **Conditional Approval** (Paragraphs 4.75-4.76)

4.75 The regulations provide for a conditional approval to be given where the Decision Maker is otherwise satisfied that the proposals can be approved, and approval can automatically follow an outstanding event. Conditional approval can only be granted in the limited circumstances specified in the regulations i.e. as follows:

- a. the grant of planning permission under Part 3 of the Town and Country Planning Act 1990;
- b. the acquisition of any site required for the implementation of the proposals;
- c. the acquisition of playing fields required for the implementation of the proposals;
- d. the securing of any necessary access to a site referred to in sub-paragraph (b) or playing fields referred to in sub-paragraph (c);
- e. the private finance credit approval given by the DCSF following the entering into a private finance contract by an LA;

## STAGE 4 - DECISION

- f. the entering into an agreement for any necessary building project supported by the DCSF in connection with BSF programme;
- g. the agreement to any change to admission arrangements specified in the approval, relating to the school or any other school or schools (this allows the approval of proposals to enlarge the premises of a school to be conditional on the decision of adjudicators to approve any related change in admission numbers);
- h. the making of any scheme relating to any charity connected with the school;
- i. the formation of any federation (within the meaning of section 24(2) of the 2002 Act) of which it is intended that the proposed school should form part, or the fulfilling of any other condition relating to the school forming part of a federation;
- j. the Secretary of State giving approval under regulation 5(4) of the Education (Foundation Body) (England) Regulations 2000 to a proposal that a foundation body must be established and that the school must form part of a group for which a foundation must act;
- k. the Secretary of State making a declaration under regulation 22(3) of the Education (Foundation Body) (England) Regulations 2000 that the school should form part of a group for which a foundation body acts;
- ka. where the proposals are to alter the upper age limit of the school, the decision of the Secretary of State to establish a new FE college under s16 of the Further and Higher Education Act 1992;
- l. where the proposals in question depend upon any of the events specified in paragraphs (a) to (ka) occurring by a specified date in relation to proposals relating to any other school or proposed school, the occurrence of such an event; and
- m. where proposals are related to proposals for the establishment of new schools or discontinuance of schools, and those proposals depend on the occurrence of events specified in regulation 20 of the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007<sup>7</sup> the occurrence of such an event.

4.76 The Decision Maker **must** set a date by which the condition **must** be met, but will be able to modify the date if the proposers confirm (preferably before the date expires), that the condition will be met later than originally thought. The condition-to-be-met-by date **must** be before the proposed implementation date of the proposal (which can also be modified if necessary). Therefore care **should**

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<sup>7</sup> S.I. 2007/1288.

## STAGE 4 - DECISION

be taken when setting condition-to-be-met-by dates, particularly if proposals are “related” e.g. if a school is proposed to add a sixth form on 1<sup>st</sup> September one year, and enlarge on 1<sup>st</sup> September the following year, and the enlargement requires planning permission, the condition set **must** be met before the addition of a sixth form can be implemented (the earlier proposal). This is because as “related” proposals, they **should** both have the same decision, which in this case, would have been approval conditional upon planning permission being met. The proposer **should** inform the Decision Maker and the Department (SOCU, DCSF, Mowden Hall, Staindrop Road, Darlington DL3 9BG or by email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk)) of the date when a condition is modified or met in order for the Department’s records, and those of Edubase to be kept up to date. If a condition is not met by the date specified, the proposals **must** be referred back to the Decision Maker for fresh consideration.

### Decisions (Paragraphs 4.77-4.79)

4.77 All decisions **must** give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision.

4.78 A copy of all decisions **must** be forwarded to:

- the LA or governing body who published the proposals;
- the trustees of the school (if any);
- the Secretary of State (via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk));
- where the school includes provision for 14-16 education or sixth form education, the LSC;
- the local CofE diocese;
- the bishop of the RC diocese;
- each objector except where a petition has been received. Where a petition is received a decision letter **must** be sent to the person who submitted the petition, or where this is unknown, the signatory whose name appears first on the petition; and
- where the school is a special school, the relevant primary care trust, an NHS trust or NHS foundation trust.

4.79 In addition, where proposals are decided by the LA, a copy of the decision **must** be sent to the Office of the Schools Adjudicator, Mowden Hall, Darlington



## STAGE 4 - DECISION

DL3 9BG. Where proposals are decided by the schools adjudicator, a copy of the decision **must** be sent to the LA that it is proposed should maintain the school.

### **Can proposals be withdrawn?** (Paragraph 4.80)

4.80 Proposals can be withdrawn at any point before a decision is taken. Written notice **must** be given to the LA, or governing body, if the proposals were published by the LA. Written notice **must** also be sent to the schools adjudicator (if proposals have been sent to him) and the Secretary of State – i.e. via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk). Written notice **must** also be placed at the main entrance to the school, or all the entrances if there are more than one.

## STAGE 5 - IMPLEMENTATION

### Stage 5 – Implementation (Paragraphs 5.1-5.13)

5.1 The proposers are under a **statutory duty** to implement any proposals which an LA or schools adjudicator has approved, by the approved implementation date. The proposals **must** be implemented as published, taking into account any modifications made by the Decision Maker. The following bodies are responsible for the implementation of proposals:

| Type of School       | Body that published proposals | Duty to implement                                      |
|----------------------|-------------------------------|--|
| Community            | LA                            | LA   |
| Foundation           | Proposers                     | LA and the proposers as set out in published proposals |
|                      | LA                            | LA   |
| Voluntary Controlled | Proposers                     | LA and the proposers as set out in published proposals |
| Voluntary Aided      | Proposers                     | Proposers but LA to provide playing fields             |

5.2 The LA **must** provide any additional school site that is required where proposals are approved for a foundation, Trust or voluntary controlled school and **must** convey their interest to the governing body or the trustees as appropriate, except where proposals state that the site will be provided by the proposers. Where proposals are approved for a voluntary aided school, the proposers **must** provide any additional school site that is required, although the LA may use its power to assist proposers by providing and conveying its interest in a site.

5.3 If the approval was subject to a condition being met by a specified date, proposers **should** ensure that they meet this. If it looks as though it might not be possible to meet the condition by the specified date, the proposals **must** be considered afresh by the Decision Maker that decided the proposals. The proposer **should** seek a modification to the condition **before** the date has passed.

### Can Proposals Be Modified? (Paragraphs 5.4-5.6)

5.4 If it proves impossible to implement the proposals as approved, the proposers can seek a modification and **must** apply to the Decision Maker who decided the proposals. A modification **should** be made before the approved implementation date for the proposals is reached.

## STAGE 5 - IMPLEMENTATION

5.5 The most common modification is to the implementation date. However, proposals cannot be modified to the extent new proposals are substituted for those that have been consulted upon and published. If proposers wish to make a significant change to proposals after they have been approved, they **must** publish “revocation” proposals to be relieved of the duty to implement the proposals (see paragraphs 5.7 to 5.11 below) and publish fresh proposals.

5.6 Before modifying proposals the Decision Maker **must** consult the proposers and the LA, if the LA did not publish the proposals. The proposals should not be modified in a way that would in effect substitute new proposals – this would run the risk of successful legal challenge in the courts. The Secretary of State (via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk)) **must** be notified of any modification and the date it was approved, within one week of the proposal being modified.

### **Revocation** (Paragraphs 5-7-5.13)

5.7 If proposers cannot implement approved proposals they **must** publish fresh proposals to be relieved of the duty to implement. Paragraph 41 of Schedules 3 and 5 of the School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) provide that revocation proposals **must** contain the following information:

- a description of the original proposals as published;
- the date of the publication of the original proposals; and
- a statement as to why it is proposed that the duty to implement proposals should not apply in relation to the original proposals.

The proposals can be published as “related” proposals, if appropriate (following consultation). Templates for revocation notices can be found on the School Organisation website ([www.dcsf.gov.uk/schoolorg](http://www.dcsf.gov.uk/schoolorg)) under ‘Standard Forms’ via the Members’ Area. You need to register to access this area; membership is free.

5.8 The notice **must** be published in a local newspaper circulating in the area served by the school, and also posted at the main entrance to the school (and all entrances if there are more than one) and at some other conspicuous place in the area served by the school. The proposals **must** provide for anyone to submit comments and objections on the proposals to the LA within 6 weeks of the proposals being published (regardless of the length of the original representation period). The proposers **must** forward a copy of the proposals to the LA/governing body within 1 week of publication. Proposers are advised to consult interested parties on the planned revocation proposals before publication although there is no statutory requirement to do so.

## STAGE 5 - IMPLEMENTATION

5.9 Revocation proposals **must** be decided by the LA, except where the original proposals were decided by the schools adjudicator (or School Organisation Committee), or if the schools adjudicator is required to decide any “related” proposals, in which case the LA **must** forward the proposals, and any comments and objections received, to the schools adjudicator within 2 weeks from the end of the representation period. If the LA are to decide proposals they **must** do so within 2 months from the end of the representation period and if not, **must** pass the proposals to the schools adjudicator within 1 week from the end of the 2 month period.

5.10 To approve the proposals the Decision Maker **must** be satisfied that implementation of the original proposals would be unreasonably difficult, or that circumstances have so altered since the original proposals were approved that their implementation would be inappropriate.

5.11 A copy of the decision **must** be forwarded to:

- the LA or governing body who published the proposals;
- the trustees of the school (if any);
- the Secretary of State (via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to [school.organisation@education.gsi.gov.uk](mailto:school.organisation@education.gsi.gov.uk));
- where the school includes provision for 14-16 education or sixth form education, the LSC;
- the local CofE diocese;
- the bishop of the RC diocese.

5.12 The following bodies have a right of appeal to the schools adjudicator if they disagree with the LA’s decision:

- The local Church of England diocese;
- The bishop of the local Roman Catholic diocese;
- The LSC where the school is to provide education for pupils aged 14 and over; and
- The governing body and trustees (if relevant) of the school.

## STAGE 5 - IMPLEMENTATION

5.13 Appeals **must** be submitted to the LA within 4 weeks of the notification of the LA's decision. On receipt of an appeal the LA **must** then send the proposals and the representations (together with any comments made on these representations by the proposers) to the schools adjudicator within 1 week of the receipt of the appeal. The LA need to also send a copy of the minutes of the LA's meeting or other record of the decision and any relevant papers. Where the proposals are "related" to other proposals, all the "related" proposals **must** also be sent to the schools adjudicator.

**Annex A**

**PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal**

*NB. If the School Organisation Notice Builder tool is used to create a draft statutory notice, a template for the complete proposal is provided automatically by the Notice Builder when the draft statutory notice is finalised, alternatively the template can be found in "Standard Forms" in the Members' Area of the website or you can enter the information required in the expandable boxes below.*

**Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):**

**In respect of a Governing Body Proposal: School and governing body's details**

1. The name, address and category of the school for which the governing body are publishing the proposals.

**In respect of an LEA Proposal: School and local education authority details**

1. The name, address and category of the school .

**Implementation and any proposed stages for implementation**

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

**Objections and comments**

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and

## ANNEX A

- (b) the address of the authority to which objections or comments should be sent.

### Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

### School capacity

- 5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

## ANNEX A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

### Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

### Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

### Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

- (b) the arrangements for safeguarding the welfare of children at the school;



## ANNEX A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

### **Transfer to new site**

**9.** Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

- (b) the distance between the proposed and current site;

## ANNEX A

(c) the reason for the choice of proposed site;

(d) the accessibility of the proposed site or sites;

(e) the proposed arrangements for transport of pupils to the school on its new site;  
and

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

### Objectives

10. The objectives of the proposals.

### Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

## ANNEX A

### Project costs

**12.** A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

**13.** A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

### Age range

**14.** Where the proposals relate to a change in age range, the current age range for the school.

### Early years provision

**15.** Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

- (c) evidence of parental demand for additional provision of early years provision;

## ANNEX A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

### Changes to sixth form provision

**16.** (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

- (d) The proposed number of sixth form places to be provided.

**17.** Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

## ANNEX A

### Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

- (b) any additional specialist features will be provided;

- (c) the proposed numbers of pupils for which the provision is to be made;

- (d) details of how the provision will be funded;

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

## ANNEX A

- (g) the location of the provision if it is not to be established on the existing site of the school;

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

**19.** Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

## ANNEX A

[ ]

**20.** Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

[ ]

### Sex of pupils

**21.** Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area;

- [ ]
- (b) evidence of local demand for single-sex education; and

- [ ]
- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

[ ]

**22.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and
- [ ]

## ANNEX A

- (b) evidence of local demand for single-sex education.

### Extended services

**23.** If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

### Need or demand for additional places

**24.** If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

**25.** If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

- (b) a statement on the local capacity to accommodate displaced pupils.



## ANNEX A

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### **Expansion of successful and popular schools**

**25A.** (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

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## ANNEX B

### **Proposals to enlarge the school - determining whether statutory proposals are required**

#### **Text from Prescribed Alteration Regs, including proposed amendments (in bold):**

##### **Enlargement to premises**

1. —(1) An enlargement of the premises of the school which would increase the capacity of the school by—

- (a) more than 30 pupils; and
- (b) by 25% or 200 pupils (whichever is the lesser).

(2) Subject to sub-paragraph (3) in this paragraph—

"an enlargement" of the premises of a school includes—

- (a) the proposed enlargement; and
- (b) any enlargements made in the 5 years preceding the date when the new enlargement will be made, excluding any temporary enlargements where it is anticipated the enlargement will be in place for less than 3 years; and
- (c) the making permanent of any temporary enlargement.

(3) Where there have been any enlargements for which proposals have been published and approved under section 28 of SSFA 1998 or section 19 of the Act ("approved proposal"), **in the five years preceding the date when the new enlargement will be made, an enlargement only includes those made after the latest approved proposals.**

## ANNEX B

Answer each question in turn, except where directed to a later question (i.e. according to answer given).

**If no physical enlargement of the premises is being undertaken, go straight to Question 5 below.**

1. Does the school expect to revert to its existing physical capacity within three years ie. is this a Temporary Increase?

**If Yes go to 7      If No go to 2**

2. For the purposes of answering questions 3 & 4, look back to the most recent of the following (ignoring any Temporary Increases):

a) the date up to 5 years prior to the date the current enlargement is proposed to be implemented OR

b) the date when the school opened OR

c) the date when any previous statutory proposal to enlarge the premises of the school was implemented.

Using the net capacity figures at either a, b or c (whichever is the most recent event and ignoring any Temporary Increases), **Go to 3**

3. Will the capacity of the school be increased by 30 or more pupils?

**If Yes go to 4      If No go to 5**

4. Will the capacity be increased by 25% or at least 200 pupils (whichever is the lesser)?

**If Yes go to 6      If No go to 5**

5. Will the school's admission number be increased?

**If Yes go to the School Admissions Code**

<http://www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf>

**If No go to 7**

6. Prescribed alteration proposals **must be** published for **an enlargement** to the premises of the school.

**IF THE PROPOSAL ALSO REQUIRES AN INCREASE TO THE PUPIL ADMISSION NUMBER (PAN), RETURN TO QUESTION 5.**

**IF NOT. END.**

## ANNEX B

**7.** Prescribed alteration proposals do **not** need to be published for **an enlargement** to the premises of the school.

**IF THE PROPOSAL ALSO REQUIRES AN INCREASE TO THE PUPIL ADMISSION NUMBER (PAN), RETURN TO QUESTION 5.**

**IF NOT. END.**



APPENDIX 6

## **Proposal to expand Addey and Stanhope School by adding a sixth form**

### **Equalities Analysis Assessment June 2012**

Chris Threlfall  
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020 8314 9971

**Start date of EAA: May 2012**

## Contents

- 1 Introduction
- 2 Management of the EAA
- 3 Identification of the aims and objectives
- 4 Scope / focus of the EAA and assessment of relevance
- 5 Relevant data and research
- 6 Consultation
- 7 Assessment of impact and outcomes
- 8 Action Plan
- 9 Formal agreement
- 10 Publication of results
- 11 Monitoring

## **1. Introduction**

This analysis assessment was undertaken using the methodology and approach set out in Lewisham's Equalities Analysis Assessment (EAA) toolkit.

Every new service or one undergoing organisational change or review requires the undertaking of such an assessment to ensure that the proposals address equalities and that implementation meets both the aspirations set out in the Council's equalities policies AND statutory requirements. This assessment is being carried out as the aim is to open a Sixth Form at Addey and Stanhope School from September 2013.

This assessment has considered the content of the proposals and analysed whether these are likely to have a positive or negative impact on different groups within the local community.

Having made this assessment it sets out the action to be taken to prevent direct and indirect discrimination and positively promote positive and harmonious community relations.

## **2. Management of the EAA**

This assessment was undertaken by the Children and Young People's Pupil Place Manager. The methodology used for this EIA has been to:

- Collate and analyse relevant data in relation to the proposal
- Review relevant consultations undertaken on the proposal that relate to equalities
- ***Present a draft EAA to the Directorate Management Team of the Children & Young People's directorate for recommendation of changes***

## **3. Identification of aims and objectives**

The overall aim is to open "a small, high achieving, and academically excellent sixth form". It is intended to be the natural destination for the school's more able students and will build on the continued KS4 improvement at Addey and Stanhope over the last five years.

The sixth form will reach a maximum size of 200 students:

- 2013 - 2014: 60 students in Year 12
- 2014 – 2015: 160 students and 100 in Year 12 and 60 in Year 13
- 2015 – 2016: 200 students, 100 in both Years 12 +13

Students will primarily be recruited from within Addey and Stanhope but also consider the admittance of students from other schools. This will increase total capacity of the school to 800 by September 2015 (dependant on retention of year 12 – 13 in September 2015).

Addey and Stanhope propose to develop Sixth Form accommodation onsite with the conversion of the existing gym. The current BSF programme will expand PE facilities and allow the Sixth Form to have specialist facilities for science and technology. Addey and Stanhope and the Governing body have secured funds for half of the cost of the accommodation and have requested from LCVAP the additional monies.

The key elements to the proposal are:

- to raise standards both at post-16 level but also across the school through developing a stronger culture of aspiration to progress and a tangible goal for learners at Key Stage 4.
- to offer progression opportunities to KS5 for the current year 10 learners initially and then those moving up through the school.
- to attract a more comprehensive cohort of learners from within and from the surrounding community.

The objectives of the proposal are that:

- Addey and Stanhope will maintain the ethos of a small, academically excellent family school, by offering a broad academic curriculum a core pastoral curriculum
- Addey and Stanhope will increase it admissions numbers to a maximum of 800 by September 2015.

#### **4. Assessment and Data research**

The main aim of this EAA is to determine the answer to the following two questions:

Does the proposed addition of a sixth form to Addey and Stanhope discriminate against or adversely impact on individuals or groups learning or working in the school, or who are living, working or learning in the local community?

Can the proposed addition of a sixth form be delivered in a way that further promotes equal opportunities?



#### 4.1. Assessment of the proposal

Below is an initial assessment of the proposal that looks at the potential impact and relevance on the six equality strands: gender, race, disability, age, sexual orientation, and religion and belief systems.

| Equalities category | Equalities legislation  | Assessment of POTENTIAL impact – positive AND negative High, Medium, Low, Nil | Reason for this assessment   |
|---------------------|---|---|--|
| <b>Gender</b>       | Sex Discrimination Act (SDA) 1975<br>Equal Pay Act 1970<br>Equality Act 2006 / 2010 | Low   | <p>The SDA prohibits sex discrimination against individuals in the areas of employment, education and the provisions of goods, facilities and services in the disposal or management of premises. The Equality Act gives local authorities and schools duties to promote gender equality as employers and as providers of services.</p> <p>The proposed enlargement ensures that due consideration to men/boys as well as to women /girls in terms of their educational and employment needs will be retained within the new arrangements</p> <p>Additional staff who will be required as the school enlarges will be employed on agreed Local Authority terms and conditions.</p> |
| <b>Race</b>         | Race Relations Act 1976<br>Race Relations (Amendment) Act 2000<br>Equality Act 2010 | High (positive)   | <p>The Race Relations Act 1976 makes it unlawful to treat a person less favourably than others on racial grounds; it also provides protection from race discrimination in employment, education, training, housing and the provision of goods, facilities and services.</p> <p>The RRAA 2000 places local authorities and schools under a general duty to publish a Race Equality Scheme setting out how the organisation will plan to (1) eliminate race discrimination (2) promote equality of opportunity and (3) promote good race relations between people of different</p>   |

|                           |   |                   |  |
|---------------------------|---|-------------------|--|
|                           |   |                   | <p>racial groups.</p> <p>Lewisham's population is ethnically diverse and this is reflected in New Cross. One of the main aims of the proposal is to ensure that there are sufficient places for post-16 learners in local schools which will develop greater understanding amongst the local community.</p>  |
| <b>Disability</b>         | Disability Discrimination Act 1995 / 2005<br>Equality Act 2010                        | Medium (positive) | <p>The DDA 1995 places a duty on service providers and employers not to treat disabled people less favourably, to implement reasonable adjustments and to amend their policies and practices. The Disability Equality Duty (part of the DDA 2005) placed a duty on public authorities (and schools) to promote equal opportunities for disabled people.</p> <p>The new Addey and Stanhope Sixth Form building will include measures to ensure that people with a disability have reasonable access throughout.</p> |
| <b>Age</b>                | Employment Equality (Age) Regulations 2006<br>Equality Act 2010                       | High (positive)   | <p>The Regulations make it unlawful to discriminate directly or indirectly on the grounds of a person's age: the regulations have a wide impact on other areas of employment law including unfair dismissal and redundancy provisions.</p> <p>The proposed merger will have no impact upon employment practises relating to age: There will be no redundancies or reduction in number of posts as a result of the proposed enlargement. Additional staff, both teaching and non-teaching will be required.</p>     |
| <b>Sexual Orientation</b> | Employment equality (Sexual orientation) Regulations 2003<br>Equality Act 2006 / 2010 | Low               | <p>The Employment Equality Regulations 2003 make it unlawful to discriminate directly or indirectly or to harass an employee on the grounds of their sexual orientation. The Equality Act makes it unlawful to discriminate on the grounds of sexual</p>   |

|                            |  |                 |  |
|----------------------------|--|-----------------|--|
|                            |  |                 | <p>orientation in the provision of goods, services, education, the use and disposal of premises and the exercise of public functions.</p> <p>The proposal will not result in any change in provision and support to staff and pupils who are LGBT.</p>   |
| <b>Religion and belief</b> | <p>Employment Equality (Religion or belief) Regulations 2003<br/>         Equality Act 2006 / 2010<br/>         Racial and Religious Hatred Act 2006</p> | Low             | <p>The Employment Equality Regulations 2004 make it unlawful to discriminate directly or indirectly or to harass an employee on the grounds of their religion or belief. The Equality Act makes it unlawful to discriminate on the grounds of religion or belief in the provision of goods, facilities and services, education, the use or disposal of premises, and the exercise of public functions.</p> <p>Addey and Stanhope School meets these requirements and will continue to do so.</p> |
| <b>Socio-economic</b>      |  | High (positive) | <p>Addey and Stanhope School is located in New Cross ward. The Index of Multiple Deprivation puts this area in the top 10%-20% of the most deprived areas within England. The proposal to expand the school will enable more local young people to access a high quality education without excessive travel. This will support their parents work and/or education and ultimately support their own economic well-being.</p>   |

## 5. Relevant data and research

### Addey and Stanhope School

Addey and Stanhope School is located in the north of the borough on a site on New Cross Road, on the A2.

An Ofsted inspection of Addey and Stanhope School took place in March 2012. It reported that “Addey and Stanhope School is a good school and students behave exceptionally well and feel extremely safe. The school promotes spiritual, moral, social and cultural development very effectively. Students’ achievement is good in both Key Stages 3 and 4. Teaching is good overall and is sometimes outstanding”.

#### The report listed some key improvement objectives:

1. Raise the level of students’ achievement throughout the school to consistently outstanding, by ensuring that all teachers:
  - plan activities that fully meet the needs of all the students in their classes
  - give students sufficiently detailed written feedback to enable them to build on their strengths and know the next steps they need to take to improve their work.
2. Ensure that all school leaders, including middle leaders, are more fully involved in monitoring the quality of teaching and learning, and use the results of lesson observations more effectively to address relative weaknesses in teaching.

#### 5.1. Local demographic data

Addey and Stanhope School is situated in New Cross and draws many of its pupils from Evelyn ward. Both of these wards are classified as being some of the most deprived areas in the country. Average annual earnings (£26,372) are below the average for Lewisham (£28,865) and life expectancy at birth (72.7 years) is below that for Lewisham (76.6 years) There is a high percentage of social rented housing (53%) and 40% of households with dependent children are headed by a lone parent and 35% have no parent in employment.

##### a) New Cross ward ethnicity

The most recent data on the numbers of people from different ethnic groups in New Cross is from the national census in 2001.<sup>1</sup>

|                               | Ward % | Lewisham % | London % |
|-------------------------------|--------|------------|----------|
| White                         | 47.3%  | 65.9%      | 71.2%    |
| Black or Black British        | 36.5%  | 23.4%      | 10.9%    |
| Mixed                         | 4.7%   | 4.2%       | 3.2%     |
| Asian or Asian British        | 3.7%   | 3.8%       | 12.2%    |
| Chinese or other ethnic group | 7.8%   | 2.7%       | 2.7%     |

<sup>1</sup> Perry Vale Ward Profile

b) New Cross – Religion and Belief

The 2001 Census recorded the following information:

|                 | Ward % | Lewisham % | London % |
|-----------------|--------|------------|----------|
| Christian       | 56.1%  | 61.2%      | 58.2%    |
| Buddhist        | 3.2%   | 1.1%       | 0.8%     |
| Hindu           | 1.7%   | 1.7%       | 4.1%     |
| Jewish          | 0.2%   | 0.3%       | 2.1%     |
| Muslim          | 7.1%   | 4.6%       | 8.5%     |
| Sikh            | 0.2%   | 0.2%       | 1.5%     |
| Other Religions | 0.5%   | 0.5%       | 0.5%     |
| No Religion     | 20%    | 20.4%      | 15.8%    |
| Not Stated      | 11.8%  | 10.1%      | 8.7%     |

**5.2. Addey and Stanhope School and local secondary schools data**

a) Addey and Stanhope School

Addey and Stanhope School is an four form entry school and offer proportionate places to applications from each ability band (1A – 3).

Addey and Stanhope

|         | Number of applicants | Distance of last child offered |
|---------|----------------------|--------------------------------|
| 2009/10 | 899                  | 1153m                          |
| 2010/11 | 772                  | 1551m                          |
| 2011/12 | 724                  | 1634m                          |
| 2012/13 | 684                  | 1048m                          |

As a Voluntary Aided school, Addey and Stanhope School's criteria for admissions are those of all Lewisham schools. Where oversubscribed, priority is given in the following order to:

- 1) Children in public care
- 2) Siblings
- 3) Children living closest to the school

The figures from school roll Spring 2012 show that currently boys outnumber girls at the school:

| Male | Female | Total |
|------|--------|-------|
| 308  | 283    | 591   |

The percentage of pupils at Addey and Stanhope School eligible for free school meals is "above average" at 33.5%, compared to a Lewisham secondary school average of 26% and a national average of 16%.

The Ofsted report also noted the following: "The proportion of students from minority ethnic groups, of which the largest are of Black Caribbean and Black African

students, is also well-above average. An above average proportion of students speak English as an additional language. The proportion of students known to be eligible for free school meals is well-above average.”

### Ethnic categorisation of Primary School pupils Addey and Stanhope School and all Lewisham – Spring 2012<sup>2</sup>

| Category                        | Addey and Stanhope School<br>% | All Lewisham<br>Secondaries<br>% |
|---------------------------------|--------------------------------|----------------------------------|
| Black and minority ethnic total | 84.9                           | 76.2                             |
| White British                   | 15                             | 4.5                              |
| Gypsy Roma Traveller            | 0                              | 0                                |
| <b>Total White<sup>3</sup></b>  | 22.3                           | 3.9                              |
| Black Caribbean                 | 15.5                           | 4.6                              |
| African                         | 23.8                           | 11.1                             |
| Somali                          | 4.2                            | 15                               |
| Other Black African             | 19.6                           | 10.5                             |
| Other black                     | 3.7                            | 5.4                              |
| <b>Total Black</b>              | 43.1                           | 7.1                              |
| Asian                           | 3.8                            | 4.3                              |
| Chinese                         | 4                              | 0.24                             |
| Mixed Race                      | 6.2                            | 3.5                              |
| Other                           | 4                              | 5                                |
| Unclassified                    | 8.7                            | 17.9                             |

### Staffing at Addey and Stanhope School

There are currently 96 members of staff based at Addey and Stanhope School comprising 49 Officers (e.g. Teaching Assistants, Supervisors, Cleaners, and Admin staff) and 47 teaching staff.

| <u>Age Range</u> | <u>Officer (all non teaching staff)</u> | <u>Teacher</u> | <u>Total</u> |
|------------------|---|----------------|--------------|
| 21 – 24          | 0                                       | 1              | 1            |
| 25 – 34          | 5                                       | 16             | 21           |
| 35 – 44          | 12                                      | 16             | 28           |
| 45 – 54          | 15                                      | 10             | 25           |
| 55+              | 17                                      | 4              | 21           |
| <b>Total</b>     | <b>49</b>                               | <b>47</b>      | <b>96</b>    |

| <u>Ethnicity</u> | <u>Officer (all non teaching staff)</u> | <u>Teacher</u> | <u>Total</u> |
|------------------|---|----------------|--------------|
| White            | 35                                      | 39             | 74           |

<sup>2</sup> LBL Children and Young People Performance Unit - 2012

<sup>3</sup> Total White category includes: British, Irish, Gypsy/Roma, White Other, Turkish / Cypriot and White European

|            |    |   |    |
|------------|----|---|----|
| Black      | 13 | 5 | 18 |
| Asian      | 1  | 1 | 2  |
| Mixed Race | 0  | 2 | 2  |

The ethnicity of the staff at Addey and Stanhope School therefore does not currently reflect the greater black and ethnic minority pupil population at the school.

*b) Other local secondary schools.*

There are six other Lewisham secondary schools within a two-mile radius of Addey and Stanhope School. They include the following:

Academy: Haberdasher's Aske's Hatcham College, St Matthew Academy

Non-denominational community schools: Deptford Green School, Prendergast Hilly Fields College, Prendergast Ladywell Fields College

Church of England Voluntary Aided: Trinity Church of England School

The pattern of applications has been changing over the last 18 months. Statistics on on-time applications received in February of each year show that applications locally have fluctuated. There are currently fewer children in the cohort transferring to secondary school and some changes in popularity can be remarked.

| <b>EXTRACT FROM LEWISHAM SECONDARY SCHOOL APPLICATIONS 2009/10 to 2011/12<sup>4</sup></b> |                         |                       |                       |                      |                                     |
|---|-------------------------|-----------------------|-----------------------|----------------------|-------------------------------------|
| <b>School</b>   | <b>Places available</b> | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> | <b>Total (1 – 4)</b> |                                     |
| Addey & Stanhope School   | 120                     | 136                   | 140                   | 684                  | <b>2011-12 on time applications</b> |
|   | 120                     | 125                   | 163                   | 724                  | <b>2010-11 on time applications</b> |
|   | 120                     | 137                   | 189                   | 764                  | <b>2009-10 on time applications</b> |
| Haberdashers Aske's Hatcham College   | 168                     | 505                   | 436                   | 1700                 | <b>2011-12 on time applications</b> |
|   | 168                     | 607                   | 453                   | 1782                 | <b>2010-11 on time applications</b> |
|   | 168                     | 743                   | 561                   | 2063                 | <b>2009-10 on time applications</b> |
| St Matthew Academy  | 180                     | 88                    | 75                    | 408                  | <b>2011-12 on time applications</b> |
|   | 180                     | 68                    | 90                    | 405                  | <b>2010-11 on time applications</b> |
|   | 180                     | 76                    | 79                    | 466                  | <b>2009-10 on time applications</b> |
| Deptford Green  | 234                     | 70                    | 59                    | 398                  | <b>2011-12 on time applications</b> |
|   | 234                     | 54                    | 56                    | 351                  | <b>2010-11 on time applications</b> |
|   | 234                     | 80                    | 62                    | 462                  | <b>2009-10 on time applications</b> |
| Prendergast Hilly Fields College  | 105                     | 201                   | 211                   | 731                  | <b>2011-12 on time applications</b> |
|   | 105                     | 190                   | 222                   | 768                  | <b>2010-11 on time applications</b> |
|   | 105                     | 189                   | 232                   | 801                  | <b>2009-10 on time applications</b> |
| Prendergast Ladywell Fields College   | 240                     | 82                    | 109                   | 584                  | <b>2011-12 on time applications</b> |
|   | 240                     | 64                    | 109                   | 527                  | <b>2010-11 on time applications</b> |
|   | 240                     | 60                    | 102                   | 512                  | <b>2009-10 on time applications</b> |
| Trinity CofE  | 120                     | 73                    | 80                    | 437                  | <b>2011-12 on time applications</b> |
|   | 120                     | 42                    | 50                    | 283                  | <b>2010-11 on time applications</b> |
|   | 120                     | 42                    | 39                    | 274                  | <b>2009-10 on time applications</b> |

The January School Roll figures show the level of take up:

|  |        |                   |  |
|--|--------|-------------------|--|
|  | Places | January 2012 roll | 2011/12 1 <sup>st</sup> & 2 <sup>nd</sup> Preference |
|--|--------|-------------------|--|

<sup>4</sup> Lewisham CYP Admissions Team

|   |     |     |     |
|---|-----|-----|-----|
| Deptford Green                            | 234 | 184 | 85  |
| Haberdashers<br>Aske's Hatcham            | 165 | 209 | 154 |
| St Matthew<br>Academy                     | 153 | 167 | 112 |
| Addey & Stanhope                          | 120 | 117 | 91  |
| Prendergast Hilly<br>Fields College       | 110 | 114 | 107 |
| Prendergast<br>Ladywell Fields<br>College | 240 | 177 | 101 |
| Trinity CofE                              | 120 | 122 | 159 |

The Ofsted report on Addey and Stanhope noted that in 2009, the school opened a special unit which caters for a small number of students with additional speech and language needs. The proportion of students who are disabled, or who have special educational needs, is above the national average. Most of these students have speech, language and communication needs or specific learning difficulties.

The table below sets out an analysis comparing Addey and Stanhope with other schools in the area. This shows that Addey and Stanhope's % of statemented pupils is relatively high in relation to other local schools.

| <b>Children with Special Educational Needs – Spring 2012</b> |                          |                        |                             |                      |
|--|--------------------------|------------------------|-----------------------------|----------------------|
| <b>School</b>  | <b>Non-statemented %</b> | <b>School Action %</b> | <b>School Action Plus %</b> | <b>Statemented %</b> |
| Deptford Green   | 78.7%                    | 7.4%                   | 11.3%                       | 2.6%                 |
| Haberdasher's<br>Aske's<br>Hatcham<br>College                | 82.5%                    | 10.8%                  | 3.9%                        | 2.7%                 |
| St Matthew<br>Academy<br>Academy                             | 68.3%                    | 16.7%                  | 14.0%                       | 2.5%                 |
| Addey and<br>Stanhope<br>School                              | 78.8%                    | 11.7%                  | 3%                          | 6.6%                 |
| Prendergast<br>Hilly Fields<br>College                       | 88.9%                    | 8.4%                   | 0.9%                        | 1.8%                 |
| Prendergast<br>Ladywell<br>Fields College                    | 80.7%                    | 9.6%                   | 8.8%                        | 1%                   |
| Trinity Church<br>of England<br>School                       | 78.8%                    | 11.3%                  | 8.5%                        | 1.4%                 |

## **6. Consultation**



Following an initial proposal to the Local Authority, the Governing Body and Ann Potter, Headteacher at Addey and Stanhope School took forward the final proposal to add a sixth form for September 2013.

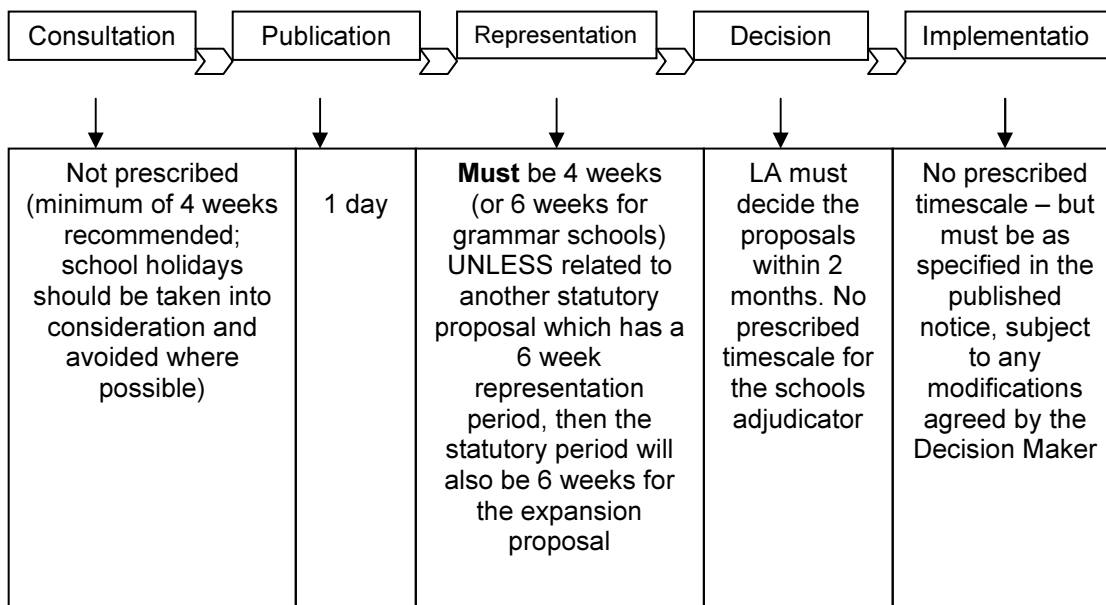
The consultation process has been carried out in line with the Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009).

The process involves the outcome of altering of upper age limit - raising the school's upper age limit to add a sixth form. Proposals are required when a proposed enlargement of the premises of the school which would increase the capacity of the school by both:-

- a. more than 30 pupils; and
- b. by 25% or 200 pupils (whichever is the lesser).

Proposals must take into account that from 2015 all young people will be required to continue in some form of education or training post-16. The government is increasing the minimum age at which young people can leave learning in two stages, to the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015.)

There are 5 statutory stages for a statutory proposal for an excepted expansion:



A public consultation exercise commenced on 23<sup>rd</sup> March 2012 about the proposal to add a sixth form to Addey and Stanhope School. This was published on the school website. The closing date for responding to the consultation was 26<sup>th</sup> April 2012.

**Details of the proposals and invitations to respond were sent to:**

- All current parents
- All current staff

All Lewisham Secondary Schools  
 All Lewisham Special schools  
 All Lewisham PRUs  
 All Lewisham Post-16 providers  
 All Lewisham Primary schools  
 Greenwich and Southwark Primary schools within a 2 mile radius of Addey and Stanhope school  
 Children and Young People Teams at Southwark, Greenwich and Lewisham Local Authority  
 Lewisham MPs, and Lewisham local Councillors

**The following stakeholder meetings were held:**

Parents evenings  
 Secondary Heads meeting  
 Governor Meeting minutes  
 Newsletter  
 Policy and Programme Steering Group (part of the 14-19 Partnership)  
 14 – 19 Strategic Forum (part of the 14-19 Partnership)

**Numbers of responses by category:**

| Category of Respondent      | Numbers | For | Against | Not sure/<br>Mixed |
|-----------------------------|---------|-----|---------|--------------------|
| Parent/Carer                | 0       | 0   | 0       | 0                  |
| School staff                | 0       | 0   | 0       | 0                  |
| Headteachers / Principals   | 1       | 1   | 0       | 0                  |
| Local Community / Governors | 2       | 1   | 0       | 1                  |
| Local Authority             | 1       | 1   | 0       | 0                  |
| Other – YPLA                | 0       | 0   | 0       | 1                  |
| Total                       | 4       | 3   | 0       | 1                  |

Overall 75% of responses were in favour, 25% not sure/mixed and 0% against. Most responses were received from the local community in Lewisham. 50% were in favour, 50% were not sure/mixed and 0% were against. The majority of responses to the consultation were in favour of the Addey and Stanhope sixth form addition. One requested further information which was represented as a mixed view, and the Addey and Stanhope governing body has addressed each request .

A public notice exercise commenced on 26<sup>th</sup> May 2012 in accordance with the statutory guidance and published in the South London Press and the Lewisham Mercury. The statutory representation period ended 25<sup>th</sup> May 2012 and was no responses to the Addey and Stanhope School proposal.

**Results of the consultation and equalities implications**

The majority of responses to the consultation were for the Addey and Stanhope sixth form addition welcomed the proposal. One requested further information which was represented as a mixed view and Addey and Stanhope has addressed each request.

**7. Assessment of impact and outcomes and reducing any adverse impact**

Following the scoping of the assessment and identification of potential areas for discrimination, analysis of data, research and specific consultation, this assessment must check whether, in any of the areas identified:

- there is unlawful discrimination
- there is an adverse impact on one or more equality categories
- the service fails to promote equality of access or opportunity
- some equality categories are, or may be, excluded from service benefits
- some equality categories are disadvantaged

The overall assessment is that the proposal does not have any adverse impact upon any equality categories and that it will result in an improved educational resource accessible to pupils in local community and surrounding areas.

Currently the top five destination post-16 institutions for Addey and Stanhope are Prendergast Hill Fields College, Lewisham College, Christ the King RC College, City of Westminster College, and St Francis of Xavier.

The focus on L3 academic provision in the Addey and Stanhope proposal, with the year on year a decline in progression of learners to Crossways, it is unlikely to have a significant impact on learner numbers at Crossways. For the other institutions this proposal is likely to therefore have minimal impact.

Nevertheless it is recommended that the local authority continues to monitor numbers of applications and admissions at all local schools and particularly notes any significant changes.

Also the figures from school roll Spring 2012 show that currently boys outnumber girls at the school at 52.1% (boys 308 to girls 283). It is therefore recommended that the local authority continues to monitor admissions at compulsory school aged and at post-16 for gender mix in order to improve the balance and ensure that there is equal access to both age groups.

There appears to be no other equalities implications relating to this concern.

### **Implications for Addey and Stanhope School staff**

All members of Staff responding supported the proposal. There will be no change to terms and conditions of employment and in the future more staff will be required as a result of addition of a sixth.

### **8. Action Plan**

The recommended actions below were identified during the assessment; implementation of the Action Plan will be co-ordinated and monitored by the LBL Children & Young People's Education Development division.

| <b>Issue</b>  | <b>Equality Category</b> | <b>Recommendation / Action</b>   |
|---|--------------------------|--|
| Impact of proposal upon admissions to other local school and post-16 providers. | All                      | LA to monitor admissions to schools and post-16 providers within local area and note any significant changes for further attention |
| Impact of disproportionate  | All                      | LA to monitor admissions to schools and  |

|  |  |  |
|--|--|--|
| gender mix of learners currently on roll on future admissions. |  | post-16 providers within local area and note any significant changes for further attention |
|--|--|--|

**9. Formal agreement**

The completed Equalities Impact Assessment will be signed off by Lewisham’s Mayor and Cabinet; the directorate representative for equalities in LBL Children & Young People’s directorate will also take the EAA to the Corporate Equalities Board for consideration of key findings.

**10. Publication of results**

A summary of this EAA will be published on Lewisham Council’s website and the full assessment will be available on request.

**11. Monitoring**

The achievement of changes, amendments and recommendations arising from the Equalities Analysis Assessment will be monitored through the Education Development Service Plan.

|  |                                      |  |  |
|--|--------------------------------------|--|--|
| <b>Chief Officer Confirmation of Report Submission</b> |                                      |  |  |
| <b>Cabinet Member Confirmation of Briefing</b>         |                                      |  |  |
| Report for:  | <b>Mayor</b>                         |  |  |
|  | <b>Mayor and Cabinet</b>             |  | X  |
|  | <b>Mayor and Cabinet (Contracts)</b> |  |  |
|  | <b>Executive Director</b>            |  |  |
| Information  | <input type="checkbox"/>             | Part 1 <input checked="" type="checkbox"/> | Part 2 <input type="checkbox"/>                  |
|  |                                      |  | Key Decision <input checked="" type="checkbox"/> |

|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |   |
|------------------------|---|
| <b>Title of Report</b> | Response to public consultation regarding services for children with complex needs in private and voluntary nurseries |
|------------------------|---|

|                             |                 |                   |
|-----------------------------|-----------------|-------------------|
| <b>Originator of Report</b> | Warwick Tomsett | <b>Ext. 48362</b> |
|-----------------------------|-----------------|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | √   |    |
| Legal Comments from the Head of Law                      | √   |    |
| Crime & Disorder Implications                            |     | X  |
| Environmental Implications                               |     | X  |
| Equality Implications/Impact Assessment (as appropriate) | √   |    |
| Confirmed Adherence to Budget & Policy Framework         |     |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Helen Khin* Executive Member

Date: 11<sup>th</sup> June 2012

Signed: *Archie* Executive Director

Date :11<sup>th</sup> June 2012

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |   |                    |
|--------------------------|---|--------------------|
| <b>Report Title</b>      | Response to Public Consultation Regarding Services for Children with Complex Needs in Private and Voluntary Nurseries |                    |
| <b>Key Decision</b>      | Yes   | Item no.           |
| <b>Ward</b>              | All   |                    |
| <b>Contributors</b>      | Executive Director for Children and Young People<br>Executive Director for Resources and Regeneration<br>Head of Law  |                    |
| <b>Class</b>             | Part 1  | Date: 20 June 2012 |

## **1. Summary**

- 1.1 On 15 February 2012, the Mayor agreed that officers should begin public consultation on relevant aspects of the Complex Needs Review Savings Proposals (see Appendix A)
- 1.2 This report informs the Mayor and Cabinet of the outcomes of that consultation with parents and private, voluntary and independent providers of nursery education (PVI), regarding proposals to integrate services for children with complex needs in order to improve outcomes and experiences for children and parents/carers, and to make savings.

## **2. Purpose of the Report**

- 2.1 Proposals concerning savings from the restructuring of services supporting children and young people with complex needs in Lewisham, and their families were made to Mayor and Cabinet on 15<sup>th</sup> February 2012, and agreement provided for public consultation to proceed where changes to front line services were proposed.
- 2.2 This report is to inform Mayor and Cabinet of the comments made by members of the public affected by the proposed changes to services supporting some children aged under 5 children with special needs attending private and voluntary nurseries in Lewisham.
- 2.3 This report provides a response to the points raised during the public consultation, and seeks authority to proceed with the proposed service changes.

### **3. Recommendations**

- 3.1 It is recommended that the Mayor considers the outcomes from the public consultation and agree that the savings proposals set out in the 15<sup>th</sup> February 2012 be implemented so that :
- 3.2 Support for children with complex needs in PVI early years settings will be on the same basis as for early years settings in schools and therefore transfer from the Inclusion Early Years Team to an expanded Educational Psychology function within the Standards and Achievement service, working alongside the Early Years Improvement team, with support for ASD children coming from an increased early years resource at Drumbeat.
- 3.3 Support for vulnerable children, young people and their families/carers, and to educational settings will be provided by the Early Intervention Service, building on the work previously undertaken by the BEST team.

### **4. Policy Context**

- 4.1 Lewisham's Sustainable Communities Strategy 2008-2020 includes the priority Ambitious and Achieving, where people are inspired and supported to achieve their potential. The Strategy sets out commitments to support all our young people by removing the barriers to learning, and more broadly to tackle inequality and narrow the gaps in outcomes for our citizens, including children and young people with complex needs.
- 4.2 The improvement of services for children with complex needs is a strategic priority for Lewisham's Children and Young People's Strategic Partnership, and is specified in the Children and Young People's Plan 2009-12 (Priority EA5).
- 4.3 It is important to note that services for children with SEN and those that support children with complex needs with their social and health needs are all strong and improving in Lewisham. New service arrangements are required to help Lewisham move to a more integrated offer for children and young people with complex needs which should help to improve even further the outcomes and experiences for them and their families. This is in line with the Government's intention to reform funding and support for children with complex needs over the next two years to secure a more integrated approach for children and families. In addition, in the current climate, changes to services are the first step in securing savings by reducing management, removing duplication and setting the foundations for further exploration of integrating assessment and support processes, which are expected to lead to further savings in due course.

## 5. Background

5.1 The report to Mayor and Cabinet on 15<sup>th</sup> February 2012 (Appendix A) identified £243k to be released for savings resulting from the Management Review conducted by the Executive Director for Children and Young People. The report set out the full background to the proposals from this review which, in summary, were to:

5.1.1 Reorganise services within the Directorate for Children and Young People to bring together all assessment, planning, intervention and support functions for children and young people under a single management, thereby reducing management costs;

5.1.2 Reconfigure the Inclusion Service, in order to remove duplication with the Early Intervention Service; rationalise support for 0-5 year olds with special needs and build capacity to support and challenge schools and early years settings to improve their provision related to children and young people with special and complex needs;

5.1.3 Realign other services relating to children with special and complex needs to ensure coherence (e.g. work on planning to secure sufficient SEN places in schools).

5.2 Two stages of implementation were proposed. The first stage was to reconfigure management lines and reduce management overheads and this was actioned following the staff consultation and implemented on 28<sup>th</sup> May 2012. Many positive suggestions were made during the staff consultation particularly to secure even stronger links across teams. These initial management changes and reduction have created:

- **Services for all individual children with complex needs and their families** will be provided through the Children with Complex Needs Service. They are now responsible for integrating Education, Health and Social Care assessment, planning and support. This is in line with the Government's plans to replace statements of special educational need in 2014 with single, integrated Education, Health and Care Plans. The SEN team have transferred to work in the Children with Complex Needs Service, as have the sensory team and those who manage 14-19 planning for students with learning difficulties and disabilities;
- **Services designed to build schools' and early years settings' capacity to meet the needs of children with SEN and complex needs** are now all led through the Standards and Achievement Division. The Educational Psychologists have transferred to this Division, along with the Specific Learning Difficulty (SpLD) specialist teachers. They will be responsible for general support to schools and settings in meeting complex and special educational needs and this will be more integrated with school improvement services to



increase impact even further. As well as supporting schools and early years settings, the Educational Psychologists will continue to work with individual children requiring statements or the new integrated plans;

- **Support for schools and settings in relation to ASD** will be from Drumbeat when it opens in September. The Communications and Interaction Team will work from Drumbeat;
- **Work to secure sufficient early years and school places for children with complex needs**, from 0-19, including in resource bases, are now led through the Pupil Places Team. This will allow the integration of planning for complex needs places with the planning of school and early years settings more generally.

5.3 The second stage of implementation will see the above teams working on revised and more integrated processes to identify further efficiencies and savings. This will consider the integration of operations, including processes, resource allocation panels and service pathways supporting children with complex needs.

## 6. Consultation Process

6.1 In addition to the management changes above, the proposals to save £243k, as set out in the 15 February 2012 Mayor and Cabinet report in Appendix A, proposed other changes to the Inclusion Service which would mean a change in the way services were delivered to early years settings in the private, voluntary and independent (PVI) sector. This required us to consult with those early years providers and with the parents of children who were currently receiving support from the Inclusion Service.

6.1.1 A large team within the Inclusion Service provides one to one support to children in private, voluntary and independent (PVI) settings. The Educational Psychologists provide support in school settings to under 5s providing non statutory services. In many cases the children receiving support have ASD needs and these services use expertise similar to that at Drumbeat. The proposals consulted on suggested that support for PVIs should be on the same basis as for schools and focus more on increasing their own capacity to fulfil their responsibilities to meet the needs of children with complex or special needs. The proposal was for the deletion of the Early Years Team within the Inclusion Service and reinvestment of some resource to enable there to be an enlarged Educational Psychologist Team with additional early years expertise to enable them to provide support across all early years' settings on a consistent basis. They would do this in conjunction with the newly established Early Years Improvement Team already working across the borough's providers and childminders to improve outcomes for our 0-5 year olds. In addition, as most of the children currently supported have needs related to ASD,

some resource would also be added to Drumbeat to allow them the capacity to support more 0-5 year olds in settings across the borough. Transitional support was included in the proposals to ensure no immediate change to those 0-5s receiving a service currently.

- 6.1.2 The proposals also included the deletion of the 2 staff in the BEST team as the new and larger Early Intervention Service now includes their work and they are able to build on the foundation established by the BEST team.
- 6.2 The consultation period ran from the 19<sup>th</sup> April 2012 and ended on 21<sup>st</sup> May 2012.
- 6.3 A consultation document explaining proposals to change arrangements supporting children with complex needs in private and voluntary nurseries was circulated to all 120 providers on 19<sup>th</sup> April 2012. 50 copies were provided to each of these providers for distribution to parents of children currently attending nurseries with more available on request. The Consultation Document is attached as Appendix B.
- 6.4 The consultation paper also set out the transition arrangements that we proposed to ensure that all parents and children currently receiving a service still had access to it.
- 6.5 A public consultation meeting was held on the 2 May 2012 where parents and those affected by the proposed changes were able to ask question, receive answers and log their comments. No parents came to the meeting, despite it being well publicised through PVI's.
- 6.6 A public consultation meeting was held on the 30<sup>th</sup> April 2012 where nursery providers affected by the proposed changes were able to ask questions, receive answers and log their comments. Only 5 people attended from 4 providers.
- 6.7 There was a total of 9 respondents to the public consultation, 5 of them were nursery providers and 4 were parents. Similar issues emerged from some of the responses and these have been grouped together. All responses to public consultation can be found below at point 7.

## **7. Consultation Outcomes**

### **7.1 Concern over reduction of 1:1 support in PVI settings but a recognition that all staff need to be trained to meet all children's needs**

Concerns were raised over the reduction of 1:1 support in PVI settings but also a recognition that it will be more beneficial for children in these settings if all staff have received training and are confident to meet varying levels of need. One parent stated that the involvement of the

early inclusion team in a private nursery setting had been 'invaluable' in terms of both the educational and social development of their child.

One parent emphasised the input of the service to have been instrumental enabling their son to make 'a fantastic and very noticeable improvement in not only his speech but also the interactions between him, the nursery staff and other children.' She also noticed a distinct reduction of frustration and aggression. She voiced a concern that without this service, the routine of their son would be disrupted which would result in behaviour changes and a regression in the areas that progress had been made in. This could have a knock on effect in terms of 'upsetting' the routine of the nursery in general.

***Response***

It is the responsibility of every nursery to meet the needs of all its children, including those who have special needs. Our proposal is that services to private and voluntary nurseries should be brought into line with those services provided to school nurseries, and that, in the future, the Educational Psychology Team should support all nursery settings to help them to meet the needs of all children in their care. It is proposed that the size of the Educational Psychology Team is increased to facilitate this.

Most support that is provided to settings is in relation to children with ASD, so it is proposed that Drumbeat will get extra resource to meet this demand.

**7.2 Concern about parents' 'reluctance' to meet Educational Psychologists**

One PVI setting has highlighted the potential for parents to be reluctant to meet with an Educational Psychologist as the job title may be perceived as daunting.

***Response***

The Education Psychology Team will work closely with PVI settings and with families to engage with parents and to ensure there is full understanding of the service and support that is being offered.

**7.3 Queries about Drumbeat**

Some queries were raised about access and eligibility criteria for Drumbeat.

***Response***

Part of the role of Drumbeat is to provide outreach to families, and not just to take children with very complex needs. This is to ensure that as many children and parents/carers who need the support through Drumbeat are able to receive it.

**7.4 Admissions to primary schools**

PVIs expressed the concern of some parents that if their child is 'labelled' as having SEN, their chances of getting a school place could be affected. Alongside this some PVI settings felt that they had experienced that children with SEN were not offered places at some schools. There also appeared to be difficulties experienced by some PVI settings in relation to the formal transition process from nursery to primary schools.

***Response***

Schools cannot say no to offering places to children. The Council continues to work closely with all schools in the borough to ensure all children with special educational needs are prioritised according to our and schools' admissions policies. Schools continue to be supported, through the Standards and Achievement service, to meet the needs of all children. The Complex needs Service will also ensure that the needs of children are being met across health, education and social care.

**7.5 Referral processes / CAF**

Questions were asked about referral processes into the new service and whether this will still need to be through the Common Assessment Framework (CAF), even if the referral is related to initial concerns.

***Response***

Referrals to the proposed expanded EP service within the Standards and Achievement Service will continue to be through the Common Assessment Framework and the team around the child approach. This approach is already embedded across the Children and Young People's Strategic Partnership.

**7.6 One parent responded to say the consultation document was not available on the internet and that she hadn't been given the information in time for the public meeting.**

***Response***

The distribution of the consultation document to PVIs was followed up with a phone call to providers to check they had received the information and distributed it to parents. There was an issue about the documents not being immediately available on the website but this was quickly rectified.

**7.7 Concern over availability of places in PVI settings**

Some PVIs raised issues about PVIs not offering places to children with SEN if there wasn't the direct support available as there is now.

***Response***

There is an expectation on PVIs to provide places to children with SEN and OfSTED will expect to see all PVIs meeting the needs of children with special needs. PVIs will continue to be offered support and

training to fulfil their responsibilities but they should not be reliant on the Local Authority to provide directly for their children. We will monitor how well PVI's are meeting their responsibilities through our ongoing work with them through the Early Years Improvement Team, the Educational Psychologists and Drumbeat. For children with more complex needs, the Pupil Places Team are including complex needs capacity in the update of our early years sufficiency review.

#### **7.8 Personal issues**

Issues were raised by one parent about the services received by her child. A personalised response has been provided to this parent in answer to the concerns raised.

### **8. Human Resources Implications**

- 8.1 Subject to the recommendation in this report being agreed, the proposals outlined in the 15<sup>th</sup> February Mayor and Cabinet report will result in a number of redundancies from the Early Years and BEST teams. Staff consultation on this has already taken place. 26 employees are directly affected by these proposals, with 19 at risk of redundancy. There are potential redeployment opportunities within the directorate for a small number, and those issued with notice of redundancy will be considered for redeployment across the council if they wish to pursue this option. Those issued with notice of redundancy will be advised of their appeal rights and support available.

### **9. Financial implications**

- 9.1 Following the consultation, the financial implications remain unchanged from the 15<sup>th</sup> February Mayor and Cabinet report (see appendix A).

### **10. Legal implications**

- 10.1 In respect of public law there are no legal implications with regards to the consultation and the decision-making process, given that all due processes have been followed.
- 10.2 In terms of employment law there are clear business reasons for the restructuring in connection with the services supporting children with complex needs which provide grounds to make changes to job roles and redundancies as detailed in Paragraph 6.1.1 and 6.1.2. The process will be managed in accordance with the Council's Management of Change Guidance to ensure compliance with relevant legislation.

### **11. Equalities implications**

- 11.1. The proposals seek to establish a service which improves outcomes for children and young people with complex needs. and their families or

carers. These children, young people and their families are amongst those experiencing the most challenging circumstances, and are likely to require high levels of support in response to their needs and vulnerabilities.

11.2 The breakdown of the staff affected is shown below:

|          |    |
|----------|----|
| MEN      | 5  |
| WOMEN    | 21 |
| BME      | 6  |
| WHITE    | 20 |
| OTHER    | 1  |
| DISABLED | 1  |

11.3 A further breakdown of all staff at risk of redundancy is given below:-

|          |    |
|----------|----|
| MEN      | 1  |
| WOMEN    | 18 |
| BME      | 6  |
| WHITE    | 12 |
| OTHER    | 1  |
| DISABLED | 1  |

11.4 A full Equality Analysis Assessment informed by the outcomes of consultation processes is attached (see Appendix C).

## **12. Crime and Disorder Implications**

12.1 There are no crime and disorder implications arising from this report.

## **13. Environmental Implications**

13.1 There are no environmental implications arising from this report.

### **Background Papers**

**Mayor and Cabinet Report, 15<sup>th</sup> February 2012 Complex Needs Review Savings Proposals (Appendix A)**

**Consultation Documents (Appendix B)**

**Equalities Analysis Assessment (Appendix C)**

**Public consultation**  
**Improving services for children and young people with complex needs**  
**in Lewisham**

## **1. Introduction**

We want to support children and young people with complex needs, and their families in the best possible way. We know that this can be especially challenging when children are under 5.

This document sets out our proposals to change how we provide support for our private and voluntary sector nurseries so that they can meet the needs of children with special educational needs and ensure that they have a smooth start to their school life.

These proposals are part of a wider review about how children and young people with complex needs in Lewisham can best be supported across the age range.

We really want to hear from you so we can feed your views into the final proposals and decisions about our future services.

## **2. Reasons for Change**

This consultation is about how we support children, young people and their families/carers, and private and voluntary nurseries to support children with complex needs. We currently work differently with early years settings in schools from how we work with early years settings in the private and voluntary sector. It is the responsibility of every nursery, whether it is in a school or whether it is run privately or by the voluntary sector, to ensure it is meeting the needs of all its children, including those who have special needs. We want to ensure that we are supporting nursery providers and their staff to do this, and that we have the same approach across all nurseries in Lewisham (whether they are school, private or voluntary nurseries).

## **3. Proposals**

We currently support all schools and school nurseries through a team of highly qualified Educational Psychologists who help teachers and nursery staff to meet the needs of all children in their care. This team does not work with private and voluntary nurseries. Our proposal is that this we should expand the Educational Psychology Team with additional early years specialists so that they can also work with private and voluntary nurseries.

Currently there is a team of Early Years workers, overseen by the Principal Educational Psychologist (Inclusion Service Early Years) who provide short programmes directly to children, as well as providing advice to nursery providers on special educational needs. Our proposal is that services to private and voluntary nurseries should be brought into line with those services provided to school nurseries, and that, in future, the Educational Psychology Team should support all nursery settings to help them to meet the needs of all children in their care. In order to achieve this, we propose to increase the size of the Educational Psychology team and that services provided by the Early Years Team will stop.

In addition, as many of the children being supported by the Early Years Team have ASD (autistic spectrum disorder) needs, we propose that there should also be an increase in the size of the team providing specialist support based within our brand new facility at Drumbeat (Lewisham's ASD School and Outreach Support services). Staff at Drumbeat will be able to offer specialist advice and support relating to particular children with ASD and their families.

We want to continue to support private and voluntary nurseries with advice and guidance and the Educational Psychology Team will work closely with the School Improvement Early Years Improvement team, which is already working with private and voluntary nurseries to improve their provision for all children. We propose that this team will provide additional support and expertise for special educational needs across all nursery settings.

#### **4. What does this mean for you and your child?**

If your child is currently receiving or waiting to receive support from the Early Years team within the Inclusion service, the proposed future arrangements are described below:

- **Children currently receiving one to one support and who start primary school in September 2012**

The Early Years Team will continue to support their Nursery or Early Years setting to meet the needs of these children (caseload of 41 children) until they transfer to school in September.

- **Children currently receiving one to one support and who start school later than September 2012 (e.g. January 2013, September 2013)**

The Early Years Team will continue to support their Nursery or Early Years setting to meet the needs of these children (caseload of 17 children) until October 2012. After this, the Early Years setting will continue to make arrangements for future support.

The Early Years Team will work with the Nursery/Early Years setting until October to develop care plans for each child and help them to access support from other specialist services (such as the Educational Psychology team, Early Years Improvement service, and Drumbeat).

- **Children currently waiting to receive a service from the Early Years team and any new referrals received from April 2012**

The Nursery or Early Years setting will continue to make arrangements to support these children. The Early Years Team will continue to support the Nursery/Early Years setting until October 2012 to access support from other specialist services (such as the Educational Psychology Team, Early Years Improvement service, and Drumbeat).

#### **5. If you are a private or voluntary nursery what does this mean for you?**

In future, it is proposed that specialist advice on SEN and disability, behaviour matters, staff training, and guidance on the development of strategies to support individual children that would previously have been provided by the Early Years Team will be provided by the Educational Psychology Team and Early Years Improvement team within the Council's Standards and Achievement Service.



Settings will also be able to draw on the expanded specialist support available from Drumbeat for children with ASD needs.

Responsibility for providing support to meet the needs of children will remain with Nurseries/Early Years settings.

## **6. Proposed Timescale**

The proposed timetable for consultation and implementation of the proposals described in this paper is provided below.

|   |                                     |
|---|-------------------------------------|
| <b>Public Consultation Starts</b>                                 | <b>19<sup>th</sup> April 2012</b>   |
| <b>Drop In Session for Providers</b>                              | <b>30<sup>th</sup> April 2012</b>   |
| <b>Drop in Session for Parents</b>                                | <b>2<sup>nd</sup> May 2012</b>      |
| <b>Public Consultation Finishes</b>                               | <b>21<sup>st</sup> May 2012</b>     |
| <b>Report and final proposals considered by Mayor and Cabinet</b> | <b>20<sup>th</sup> June 2012</b>    |
| <b>Transition to new service arrangements will begin</b>          | <b>4<sup>th</sup> July 2012</b>     |
| <b>Services provided by the Early Years team proposed to stop</b> | <b>1<sup>st</sup> November 2012</b> |

## **6. How to respond to the consultation**

Drop in sessions will be held for both parents, and private and voluntary nursery providers to provide an opportunity to ask any questions, or provide feedback on the proposals.

The Parents Drop In Meeting will take place on 2<sup>nd</sup> May at Prendergast Ladywell Fields College, Manwood Road, SE4 1SA from 2pm – 6pm.

The Private and Voluntary Drop in Meeting will take place on 30<sup>th</sup> April at Prendergast Ladywell Fields College, Manwood Road, SE4 1SA from 3pm to 6.15pm.

Alternatively, if you would like to respond to the proposals described in this paper by post or email please send your comments to Warwick Tomsett, Head of Commissioning, Strategy and Performance by 21<sup>st</sup> May 2012 at [warwick.tomsett@lewisham.gov.uk](mailto:warwick.tomsett@lewisham.gov.uk) , or at:

Warwick Tomsett  
Head of Commissioning, Strategy and Performance  
Children and Young People's Directorate  
3<sup>rd</sup> Floor Laurence House  
London Borough of Lewisham  
Catford  
London  
SE6 4RU.



Children and Young People's Directorate  
3<sup>rd</sup> Floor Laurence House,  
London Borough of Lewisham  
Rushey Green, Catford,  
London  
SE6 4RU

direct line: 020 8314 6301  
fax: 020 8314 3039

18<sup>th</sup> April 2012

Dear Parent/Carer,

### **Improving services to support children in private and voluntary nurseries in Lewisham**

We want to support children and young people with complex needs, and their families in the best possible way. We know that this can be especially challenging when children are under 5.

Please find attached a document that sets out proposals to change how we provide support for private and voluntary nursery providers to meet the needs of their children with special educational needs and disabilities.

These proposals are part of a wider review about how children and young people with complex needs in Lewisham can best be supported.

We really want to hear from you so we can feed your views into the final proposals and decisions about our future services. The consultation will run until the 21<sup>st</sup> May 2012, and we have arranged a drop in session for parents and carers on the 2<sup>nd</sup> May 2012 at Prendergast Ladywell Fields College, Manwood Road, SE4 1SA from 2pm to 6pm where you can discuss these proposals with myself and colleagues, ask questions or provide your feedback.

Alternatively, if you would like to respond by post or email please send your comments to Warwick Tomsett, Head of Commissioning, Strategy and Performance by 21<sup>st</sup> May 2012 at [warwick.tomsett@lewisham.gov.uk](mailto:warwick.tomsett@lewisham.gov.uk), or at:

Warwick Tomsett  
Head of Commissioning, Strategy and Performance  
Children and Young People's Directorate  
3<sup>rd</sup> Floor Laurence House  
London Borough of Lewisham  
Catford  
London  
SE6 4RU.

Yours sincerely,

Frankie Sulke  
Executive Director for Children and Young People



Children and Young People's Directorate  
3<sup>rd</sup> Floor Laurence House,  
London Borough of Lewisham  
Rushey Green, Catford,  
London  
SE6 4RU

**To all private and voluntary sector  
early years settings**

direct line: 020 8314 6301  
fax: 020 8314 3039

18<sup>th</sup> April 2012

Dear Colleague,

**Improving services to support children in private and voluntary nurseries in  
Lewisham**

We want to support children and young people with complex needs, and their families in the best possible way. We know that this can be especially challenging when children are under 5.

Please find attached a document that sets out proposals to change how we provide support for private and voluntary nursery providers to meet the needs of their children with special educational needs and disabilities and their parents and/or carers.

We are keen to hear your views on the proposals as well as to hear the views of your parents/carers. I am enclosing 50 copies and would be very grateful if you could provide a copy of the covering letter for parents, together with the consultation document to parents of children in your setting. If you need additional copies please contact my colleague, Yasemin Aray on 0208 314 7150 or at [yasemin.aray@lewisham.gov.uk](mailto:yasemin.aray@lewisham.gov.uk) who will arrange for additional copies to be sent to you.

**Improving services for children and young people with complex needs**

These proposals are part of a wider review about how children and young people with complex needs in Lewisham can best be supported. We are consulting with staff on proposals to change how we organise our services, in order to bring those services together which assess and support individual children with complex needs. The aim is to improve both the outcomes and the experience of children, young people and their families/carers. Services for children with SEN and those that support children with complex needs with their social and health needs are all strong and improving in Lewisham. The purpose of the broader proposals is to help us to move to a more integrated offer for children and young people with complex needs across education, social care and health to improve outcomes. In addition, the proposals aim to integrate management, remove duplication and set the foundations for further exploration of integrating assessment and support processes.

The proposals seek, in addition, to strengthen our already very good work in Lewisham to build the capacity of schools and early years settings to meet the needs of their children with complex needs. We propose to expand our Educational Psychology service and link it more fully with our School Improvement Team and our Early Years Improvement Team.

The consultation attached, however, just deals with proposals that will affect you in relation to changes in how we support private and voluntary sector early years settings.

### **Responding to the consultation**

We really want to hear from you so we can feed your views into the final proposals and decisions about our future services. The consultation will run until the 21<sup>st</sup> May 2012, and we have arranged a drop in session for private and voluntary nursery providers on 30<sup>th</sup> April at Prendergast Ladywell Fields College, Manwood Road, SE4 1SA from 3pm to 6.15pm where you can discuss these proposals with myself and colleagues, ask questions and/or provide your feedback.

Alternatively, if you would like to respond by post or email please send your comments to Warwick Tomsett, Head of Commissioning, Strategy and Performance by 21<sup>st</sup> May 2012 at [warwick.tomsett@lewisham.gov.uk](mailto:warwick.tomsett@lewisham.gov.uk) , or at:

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Head of Commissioning, Strategy and Performance  
Children and Young People's Directorate  
3<sup>rd</sup> Floor Laurence House  
London Borough of Lewisham  
Catford  
London  
SE6 4RU.

Yours sincerely,

Frankie Sulke  
Executive Director for Children and Young People



# Equality Analysis Assessment

|                                 |  |
|---------------------------------|--|
| Name of proposal                | Complex Needs Review Savings Proposals |
| Lead officer                    | Yasemin Aray / Rachael Turner          |
| Other stakeholders              | Complex Needs Team                     |
| Start date of Equality Analysis | 15.3.2012                              |
| End date of Equality Analysis   | TBD                                    |

- 1.1 This Equality Impact Assessment is being undertaken to identify whether budget proposals for a revised structure for services supporting children and young people with complex needs and their families could negatively affect protected characteristics<sup>1</sup> for both staff who are delivering the service and service users. Service users includes disabled children and young people and those with special educational needs (SEN). The proposals seek to establish a service which improves outcomes for children and young people with complex needs and their families or carers. These children, young people and their families are amongst those experiencing the most challenging circumstances.
- 1.2 The proposals follow a management review of services which have been initiated with the publication of Department for Education Green Paper - "Support and aspiration: A new approach to special educational needs and disability". This makes wide ranging proposals to respond to the frustrations of children and young people, the professionals who work with them. The paper proposes:
- a new approach to identifying SEN through a single Early Years setting-based category and school-based category of SEN;
  - a new single assessment process and Education, Health and Care Plan to be introduced by 2014;
  - a local offer to be developed in each area describing services available from local authorities and other services;
  - the option of a personal budget by 2014 for all families with children with a statement of SEN or a new Education, Health and Care Plan;
  - a real choice of school for parents, either a mainstream or special school; and
  - introducing greater independence to the assessment of children's needs.
- 1.3 In the context of these ambitions the Green Paper proposes to explore how to reform the statutory SEN assessment and statement framework through local pathfinders of which Lewisham is one. These will explore the potential for replacing the existing system with an assessment process, a single, joined up 'Education, Health and Care Plan' (referred to as the single plan) and personal budget across education, social care and health, and adult services as appropriate for children and young people from birth to 25 years. In addition pathfinders should explore whether the voluntary and community sector could coordinate assessment and bring greater independence to the process.
- 1.4 Lewisham is driving the improvement of outcomes for children/young people with complex needs and their families through two strategic approaches. The first is direct participation in the testing of the Green Paper proposals through the Lewisham Special Educational Needs and Disability Pathfinder Project. The second approach is to undertake a strategic review of services supporting these children and young people, and their families, to identify the potential to improve their outcomes and experiences, by bringing together services across professional areas, with the potential to achieve efficiencies

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<sup>1</sup> Protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership (only in respect of eliminating unlawful discrimination)



without compromising support for children and young people. This second approach was taken forward through a Management Review.

- 1.5 The management review was led by Frankie Sulke, Executive Director for Children and Young People. The objectives of the review were to consider how best to bring services together across the Directorate to:
  - improve outcomes for our children and young people, and their families/carers
  - improve the experiences of our children, young people and their families/carers
  - consider the potential for budget savings, without compromising the quality of services supporting children and families, particularly to look at reducing management costs, reducing the costs relating to assessments and other process costs, and examining the effectiveness and value for money of our support services.
- 1.6 Interviews with relevant Heads of Service and Service Managers were held to consider current service operations and effectiveness, and the potential for service improvements and efficiencies, together with review of service caseloads, budgets and workforce.
- 1.7 The management review considered the following services within the Children and Young People's Directorate:
  - Special Educational Needs Statutory Assessment Service (LBL)
  - Inclusion Services (LBL)
  - Children In Need Services (LBL).
  - Standards and Achievement Service (LBL)
  - Education Development Services (LBL)
  - Commissioning of Short Break services (LBL).
- 1.8 Account is also being taken of the role and contribution of Community Health and CAMHS services including the Community Paediatrician's Medical Service, Special Needs Nursing Service, Community Therapy services.
- 1.9 *Principles underpinning the management review*  
The following principles are being applied through the review to develop proposals for new service arrangements:
  - Outcomes for children and young people with complex needs, and their families or carers, should wherever possible be improved through any new arrangements and certainly not be adversely affected by any proposal.
  - The experience of children/young people with complex needs, and that of their families/carers should be improved, with access to services and processes simplified, the complexity of resource allocation processes and panels reduced, and the co-ordination of professional assessments and the delivery of interventions joined-up.
  - Where services are brought together it should result in improved coherence for children and families and reduce duplication

- Any new arrangements should continue to reduce dependency upon Statements of Special Educational Need; and support and challenge schools and settings in relation to the identification and provision for children with Special Educational Needs.

#### 1.10 *Budget 2012/13*

The proposed budget for 2012/13 includes proposals to reallocate resources supporting children and young people with complex needs, to support investment into services and release an overall reduction of £243k in funding arrangements.

## **2.0 Current situation and proposed changes**

### 2.1 *Current situation*

Council services supporting children and young people with complex needs and their families or carers are provided through the following teams:

### 2.2 Special Educational Needs (SEN) statutory assessment

- 2.2.1 The SEN service is based at Laurence House. The service is responsible for the coordination of formal statutory assessment for pupils (2-19) with identified special educational needs, over and above that which can be provided for through normal mainstream resources. The service is also responsible for the monitoring of effective use of resources and effectiveness of special placement, against pupil progress.

### 2.3 Children in Need Service

- 2.3.1 The Children In Need Service comprises the following teams:

- Children with Disabilities – provides the assessment and case management function for children with disabilities and provides short breaks services through care packages.
- Meliot Road Family Centre – provides parenting assessments for parents of children in need.
- MAPP – this team supports the Multi-Agency Planning Pathway which provides a package of coordinated services to support those children with complex needs through the model of key workers. During 2010/2011 both the Inter Agency Transition team and Portage have integrated with the MAPP team. Transition has adopted the care co-ordination model to work with young people with additional needs; this model works across all agencies and involves both children's and adults services. Portage provides early intervention/ support to families with newborn or very young children who have additional needs. This complements the MAPP service so that the team is able to provide a service across the age range 0-25.

### 2.4 Inclusion Service

- 2.4.1 The inclusion service is situated in Kaleidoscope Centre for Children and Young People and at 25 Bromley Road. It is a multi-agency service organised into 4 locality teams. It consists of the following professional teams: Educational Psychologists, Sensory Specialist Teachers, Communication and Interaction (ASD), Specific Learning Difficulties (Dyslexia), Under 5s Early Intervention, Behaviour Education Support and CAMHS Mental Health Practitioners.





## 2.5 Standards and Achievement Service

2.5.1 The Standards and Achievement Team provides services to achieve divisional objectives of raising educational standards for all, and closing the attainment gap. The division operates on two main fronts: there is a core focus on the overall effectiveness of all schools, with a drive for constant improvement. Plus, there is a focus on all underachieving groups of pupils across all schools with a drive to accelerate their progress to each age related national levels.

## 2.6 Education Development Service

2.6.1 The Education Development Service is responsible for the Clienting of educational capital investment programmes into Lewisham schools, the management and delivery of primary and secondary places planning, school organisation delivery and development (such as the development of federations and partnerships); the Borough's 14-19 strategy and its delivery, working closely with 14-19 education providers and employers to ensure young learners in Lewisham are employable, the Borough's NEET Reduction Strategy and finally ICT Services for Children and Young People.

## 2.7 Commissioning of Short Break Services

2.7.1 The joint commissioning service has responsibility for the commissioning of short break services for disabled children and young people. Services include overnight residential care, day care services and group based activities. A temporary post supports re-commissioning activity until September 2012 (0.5 full time equivalent)

## 2.8 ***Proposed Structure***

2.8.1 This part of the document sets out the detail of proposals in each of the service areas and how resources will be reconfigured to improve outcomes for, and the experience of children, young people and their families/carers .

## 2.9 **Consolidation of services supporting children with complex needs**

2.9.1 Bringing those services supporting children with complex needs closer together will improve both the outcomes and the experience of children, young people and their families/carers by simplifying access to services, reducing the need for multiple referrals and assessments, and improving the co-ordination of support and interventions. Identification of need (through integrated assessments) and the delivery of support will in future consider the overall needs of children and young people, and their families whether they be at home, school or other community settings. This is expected to improve outcomes achieved for this cohort of children and is in line with expectations of the single plan.

2.9.2 Rationalising service management arrangements will allow a single manager have oversight for this cohort of children, with particular vulnerabilities and high levels of need.

## 2.10 **Reconfiguration of the Inclusion service**

2.10.1 There are three aspects to the proposed reconfiguration of the Inclusion service:

- to strengthen the capacity of the Education Psychology Service to support and challenge schools effectively regarding their SEN provision;
- to rationalise services for the 0-5 s;
- to reduce duplication with the new Early Intervention Service;

2.10.2 Education Psychologists (EPs) need to fulfil a role in assessing individual children for statutory assessment of SEN and need more capacity to do this, particularly to ensure that schools have done what would be expected of them to meet need using their resources allocated for SEN. The EPs also need to work to improve schools' capacity generally to teach children with SEN effectively. There could be significant benefits in linking this work more closely to other school improvement work.

2.10.3 A large team within the Inclusion Service provides one to one support to children in private, voluntary and independent (PVI) settings. The EPs provide support in school settings to under 5s providing non statutory services. In many cases the children receiving support have ASD needs and these services use expertise similar to that at Drumbeat. Therefore an enlarged EP team and additional resources to Drumbeat for 0-5s would be appropriate. Some of the savings identified can be used to increase the number of EPs with specific early years expertise and to increase the expertise of Drumbeat to include the early years. Transitional support will be needed to ensure no immediate change to those 0-5s receiving a service currently.

2.10.4 The new and larger Early Intervention Service now includes the work of the BEST team and is able to build on its work in the new team.

## **2.11. HR Implications**

### **2.11.1 Changes to service configuration and line management arrangements**

- The Special Educational Needs (Statutory Assessment) service to be relocated within the new Complex Needs Service, led by the Director of Children's Social Care.
- The Sensory team (Specialist teachers) to be relocated within the new Complex Needs Service, led by the Director of Children's Social Care.
- Posts with responsibility for undertaking Section 139 assessments, and ensuring that young people with learning disabilities do access employment, education and training opportunities to be relocated within the Complex Needs Service.
- The re-location of the function and resources responsible for Resource Base development and places sufficiency to the School Development Service, reporting to the Head of School Development.
- The relocation of the function for the commissioning and contract monitoring of short break services from the Joint Commissioning Service to the Children's Social Care Placements and Procurement Team.



- The Educational Psychologists team to be relocated within the Standards and Achievement Service, led by the Chief Educational Psychologist reporting to the Head of Standards and Achievement.
  - Support for children with complex needs in early years settings (including PVI provision) to transfer from the Inclusion Early Years service to an expanded EP function, benefitting from the skills and expertise of the Standards and Achievement Early Years Improvement team, to strengthen the professional knowledge and expertise available to early years providers and the quality of services provided to children at the front line.
- Resources providing Dyslexia support services to be relocated within the Standards and Achievement Service.
- Additional capacity supporting children and young people with Autistic Spectrum Disorders (ASD) in early years settings, as part of the Drumbeat Service Offer, and continue the development of integrated care pathways across Health and Local Authority services - 1 additional full time post within the Communication and Interaction Team and 2 Early Years workers.
- Resources currently seconded to the Best team from the Child and Adolescent Mental Health Service and Children's Social Care service to be returned to their substantive positions.
- Resources providing mental health support services in schools, commissioned by the Schools Forum, will be relocated to the core CAMHS SLAM service. Decisions regarding funding, commissioning and provision of this service will continue to be provided by the Schools Forum.

### **2.11.2 Changes to specific roles and responsibilities**

#### ***HEADS OF SERVICE***

The Job description for the following post has been amended to reflect the proposed changes and are subject to a separate consultation process with affected staff:

- \* Director of Children's Social Care
- \* Head of Access and Support Services for Children
- \* Head of Standards & Achievement.

#### ***SERVICE MANAGERS***

##### ***Principal Educational Psychologist***

It is proposed that the current Inclusion Service Manager post should be deleted, and that a new Principal Educational Psychologist post will be created. The new post significantly reflects the same strategic responsibilities for Educational Psychology as the current Inclusion Service Manager. It is proposed that the postholder should therefore be automatically appointed to the revised role.

## **Posts identified for deletion**

### ***BEST Team***

It is proposed to delete this team. There are currently 2 filled posts in the team:

- the School & Family Co-ordinator (P01),
- Office Manager (scale 6). The Office Manager is proposed to be automatically be appointed to the vacant scale 6 Office Manager post in the Educational Psychology Team as the roles are significantly similar.
- The School & Family Co-ordinator will be in a potential redundancy situation, but will be eligible to apply for the new Early Years Foundation Stage Childcare Development and SEN Manager (P01) in the Early Years Improvement Team as part of the Standards and Achievement Service.

### ***Early Years Team***

Subject to the outcome of public consultation it is proposed to delete the Early Years Team. There are currently 17 filled posts in the team: 12 scale 4 staff, 4 P01 staff and a Team Manager. These staff will be in a potential redundancy situation. A new EYFS Childcare Development and SEN Manager post is proposed within the Early Years Improvement Team (see point 3.3 below) . This has been evaluated at P01. Staff are eligible to be apply for a post at the same grade, or up to one grade higher and the P01 Advisors in the Early Years Team will therefore be able to apply for this post.

## **3.0 Potential Impact:**

### **3.1 On service users**

3.1.1 The proposals are expected to yield a positive impact for service users with access to services and processes simplified, the complexity of resource allocation processes and panels reduced and the coordination of professional assessments and the delivery of interventions joined-up. It is also expected that new arrangements will result in improved coherence for children and families and reduce duplication. New arrangements are also expected to reduce dependency upon Statements of Special Educational Need and support and challenge schools and settings in relation to the identification and provision for children with Special Educational Needs.

3.1.2 Bringing services supporting children with complex needs closer together will improve both the outcomes and the experience of children, young people and their families/ carers by simplifying access to services, reducing the needs for multiple referrals and assessments, and improving the coordination of support and interventions. Identification of need (through integrated assessments) and the delivery of support will in future consider the overall needs of children and young people and their families whether they be at home, school or other community settings. This is expected to improve outcomes, school or other community settings. This is expected to improve outcomes achieved for this cohort of children and is in line with the expectations of the single plan.



- 3.1.3 Rationalising service management arrangements will allow a single manager oversight for this cohort of children, with particular vulnerabilities and high levels of need.

### **3.2 On staff**

- 3.2.1 The proposals seek to establish a service which improves outcomes for children and young people with complex needs and their families or carers. These children, young people and their families are amongst those experiencing the most challenging circumstances, and are likely to require high levels of support in response to their needs and vulnerabilities.
- 3.2.2 25 employees are directly affected by these proposals, with 19 at risk of redundancy. There is the potential for four postholders to be recruited into alternative positions. However, anyone unsuccessful in being appointed to a post will be placed in a redundancy situation. The breakdown of the staff affected is:

|          |    |
|----------|----|
| MEN      | 5  |
| WOMEN    | 20 |
| BME      | 6  |
| WHITE    | 18 |
| OTHER    | 1  |
| DISABLED | 1  |

### **3.3 New posts**

New posts will be created to support the work of the Educational Psychology Service. These include:

- Early Years Foundation Stage Childcare Development and SEN Manager x1
- Special Educational Psychologists x2

## **4.0 Consultations process and outcomes**

### **4.1 Public consultation**

- 4.1.1 A consultation document explaining proposals to change arrangements supporting children with complex needs in private and voluntary nurseries was circulated to all 120 providers on 19 April 2012. Copies were provided for distribution to parents of children currently attending nurseries. The Consultation Document is attached as Appendix A.
- 4.1.2 The consultation period ran from the 19 April 2012 and ended on 21 May 2012.
- 4.1.3 A public consultation meeting was held on the 2 May 2012 where parents and those affected by the proposed changes were able to ask question, receive answers and log their comments.

- 4.1.4 A public consultation meeting was held on the 30 April 2012 where nursery providers affected by the proposed changes were able to ask question, receive answers and log their comments.

## **4.2 Staff consultation**

- 4.2.1 Staff consultation commenced on 18 April 2012 and closed on 4 May 2012. Staff were encouraged to communicate their queries/ concerns to the Executive Director for Children and Young People directly. A management response was provided on 10 May 2012 to the queries raised through the consultation.

## **4.3 Outcomes**

- 4.3.1 A full management response was provided to staff on 10 May 2012. This can be provided on request.
- 4.3.2 Responses to the public consultation can be found in the Mayor and Cabinet report titled 'Response to Public Consultation regarding services for children with complex needs in private and voluntary nurseries.' This report was presented to Mayor and Cabinet on 20 June 2012.
- 4.3.3 An action plan can be found in point 7 below identifying actions from both the consultation process and impact assessment.

## **5.0 Impact Assessment**

- 5.1 This is a partial assessment and does not include outcomes from the proposed consultation due to commence Monday 2<sup>nd</sup> April 2012. Based on employment profile data and a breakdown of the staff information who are affected by the proposals, the suggested revised structure supporting children and young people with complex needs and their families does not cause unlawful discrimination but however, does have a negative impact for women, majority of which who are 45 and over.
- 5.2 In undertaking this analysis, the wider decisions being made in the organisation and more widely in government around budget cuts have been taken into consideration and staff redundancies is impacting negatively on local government workforce and in particular women. Within the London Borough of Lewisham, a high proportion of its workforce are women, a high proportion of which are Lewisham residents and working mothers. The proposed budget cuts would adversely impact on this group, increasing unemployment within the borough as well as adding increased financial pressure on families, which in turn may require more support from public services. This is a factor which should be given due consideration.
- 5.3 It should also be noted that according to our Employment Profile 2010/11 64% of our staff are women and our age profile indicates we have an older workforce and 874 of our female workforce are aged between 45-54 (35% of the council's workforce falls within this age bracket). So the proportionality of the staff affected by proposed job losses is in proportion with the make-up of the Council's workforce as a whole.



## 6.0 Decision

**Please note the decision is subject to change following consultation outcomes.**

6.1 Following analysis of data the following decision has been opted for:

6.2 **Continue the proposal**

This analysis has identified that there is potential for adverse impact on the following protected characteristics:

- Sex (Female)
- Age (45+)

6.3 Although the proposed revised structure negatively impacts on the above characteristics, it needs to be noted that these correlate in proportion with Lewisham's workforce profile and would therefore be probable factors for impact in such service re-designs. The outcomes for the service user, who themselves are high risk and vulnerable members of society will be highly beneficial as a result of the proposed service re-design and these benefits outweigh the negative impact on the above identified cohort of staff (please see point 6.2 above).

6.4 It is recommended that where new posts and opportunities are created that staff which have been made redundant are automatically considered and provided priority where possible.

## 7.0 Action Plan

To ensure negative impact is minimised from the this service reconfiguration and in response to the consultation process the following action plan has been put into place.

## Equality and Diversity Action Plan

| Issue  | Action   | By when               | By whom                              |
|--|--|-----------------------|--------------------------------------|
| Meeting varying needs of children with complex needs | Services to PVI nurseries should be in line with those services provided to school nurseries and that the Educational Psychology Team will support all settings to help them meet the needs of children in their care. The size of the Educational Psychology Team will expand to meet this provision. | End of 2012           | Head of Educational Psychology Team. |
| Access and Eligibility                               | The Education Psychology Team will work closely with PVI settings and families to ensure there is full understanding of the service and the support being offered.   | By March 2013         | Head of Educational Psychology Team. |
|  | We will continue to work closely with schools in the borough to ensure fully inclusive admissions policies and that schools are supported to meet the needs of all pupils.   | With immediate effect | Head of Standards and Achievement    |



|  |                                      |                                     |                                     |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <b>Chief Officer Confirmation of Report Submission</b> |                                      |                                     |                                     |
| <b>Cabinet Member Confirmation of Briefing</b>         |                                      |                                     |                                     |
| <b>Report for:</b>                                     | <b>Mayor</b>                         | <input type="checkbox"/>            |                                     |
|  | <b>Mayor and Cabinet</b>             | <input checked="" type="checkbox"/> |                                     |
|  | <b>Mayor and Cabinet (Contracts)</b> | <input type="checkbox"/>            |                                     |
|  | <b>Executive Director</b>            | <input type="checkbox"/>            |                                     |
| <b>Information</b>                                     | <input type="checkbox"/>             | <b>Part 1</b>                       | <input checked="" type="checkbox"/> |
|  | <input type="checkbox"/>             | <b>Part 2</b>                       | <input type="checkbox"/>            |
|  |                                      | <b>Key Decision</b>                 | <input checked="" type="checkbox"/> |

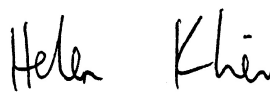
|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |   |
|------------------------|---|
| <b>Title of Report</b> | Making of Instrument of Government Grinling Gibbons and Lucas Vale Federation |
|------------------------|---|

|                             |            |  |                   |
|-----------------------------|------------|--|-------------------|
| <b>Originator of Report</b> | Sue Tipler |  | <b>Ext. 46142</b> |
|-----------------------------|------------|--|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      |     | X  |
| Legal Comments from the Head of Law                      | √   |    |
| Crime & Disorder Implications                            |     | X  |
| Environmental Implications                               |     | X  |
| Equality Implications/Impact Assessment (as appropriate) | √   |    |
| Confirmed Adherence to Budget & Policy Framework         |     |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed:  Executive Member

Date: 8<sup>th</sup> June 2012

Signed:  Executive Director

Date : 7<sup>th</sup> June 2012

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |   |          |              |
|--------------------------|---|----------|--------------|
| <b>Report Title</b>      | Making of Instrument of Government Grinling Gibbons and Lucas Vale Federation |          |              |
| <b>Key Decision</b>      | Yes   | Item No. |              |
| <b>Ward</b>              | All   |          |              |
| <b>Contributors</b>      | Executive Director for Children and Young People                              |          |              |
| <b>Class</b>             | Part 1  | Date:    | 20 June 2012 |

## 1. Summary

- 1.1 Grinling Gibbons and Lucas Vale Primary Schools have decided to enter into a hard federation (to be known as Grinling Gibbons and Lucas Vale Federation) and have asked the local authority (LA) to make a new instrument of government for the federation.

## 2. Purpose

- 2.1 The report seeks authority to make an instrument of government for the Grinling Gibbons and Lucas Vale Federation by the LA by Order:

## 3. Recommendations

The Mayor is recommended to:

- 3.1 Approve that the instrument of government for the federation listed below be made by LA order:

Grinling Gibbons and Lucas Vale Federation

1 July 2012

- 3.2 To consider and approve the appointment of 4 Local Authority governors detailed in paragraph 6 below

## 4. Policy Context

- 4.1 Each school has to have an instrument of government. The LA must satisfy itself that the instruments of government for schools conform to the legislation. The LA must also agree its content
- 4.2 Lewisham's Children & Young People's Plan sets out our vision for improving outcomes for all children and the main purpose of a governing

body is to account for the achievement of children and young people in their school. The appointment of governors is a vital element in achieving these aims.

- 4.3 The appointment of governors supports the broad priorities within Lewisham's Sustainable Community strategy in particular those of being "Ambitious and achieving" and Empowered and responsible". In particular, Governors help inspire our young people to achieve their full potential by removing the barriers to learning and the role of governors promotes volunteering and empowers citizens to be involved in their local area and responsive to the needs of those who live there.
- 4.4 Two specific corporate priorities that are relevant pertain to "community leadership and empowerment" and young people's achievement and involvement.

## **5. Background**

- 5.1 The School Governance (Federation) (England) Regulations 2007 "The Regulations" allows two or more schools to federate under a single governing body. The Regulations also outline the process for this to take place.
- 5.2 The governing bodies of the two schools Grinling Gibbons and Lucas Vale, having followed the necessary process of consultation, have jointly decided to proceed with the federation and have informed the LA accordingly.
- 5.3 The Governing Body of Grinling Gibbons and Lucas Vale Primary School resolved to agree to the establishment, in accordance with the School Governance (Federations) (England) Regulations 2007, of a hard federation with a single governing body of the following establishments from 1 July 2012:-
- Grinling Gibbons Primary School, Clyde Street, London SE8 5LW; and
  - Lucas Vale Primary School, St. Nicholas Street, London SE8 4QF
- 5.4 Under The Regulations the federated governing body has a choice as to the number of governors. There must be no fewer than 9 and no more than 29 governors.
- 5.5 The federation comprises two community primary schools Grinling Gibbons and Lucas Vale Primary School.
- 5.6 The Regulations set out the principles for a governing body of a Federation comprising community, community special and maintained nursery schools:
- 5.7 The governing body of a federation containing any combination of community schools, community special schools and maintained

nursery schools (and no other category of school) is to comprise the following:

- (a) one third or more must be parent governors, provided that for each federated school at least one parent governor must be elected by the parents of registered pupils at that school or appointed by the governing body of a federation to represent the interests of such parents;
- (b) at least two but no more than one third staff governors;
- (c) one fifth LA governors; and
- (d) one fifth or more community governors.

5.8 Appendix A details the instrument which the federation is asking the LA to make by order

**6. Local Authority Governors recommended for appointment to the new Governing Body.**

6.1 Appointments to school governing bodies are usually for a four-year term, unless stipulated otherwise in the Instrument of Government. The nominees listed in below would serve the normal 4 years

6.2 Every governing body, under Section 36 and Schedule 9 of the School Standards and Framework Act 1998, is required to have at least one representative of the Local Authority (LA) as part of its membership. The proposed Instrument of Governance requires that the Local Authority appoint 4 Governors.

6.3 The table below highlights the four governors, all of whom were Local Authority Governor appointments to Grinling Gibbons and Lucas Vale prior to this joint federation, that the Local Authority seek to appoint to the to the new Governing Body of the Grinling Gibbons and Lucas Vale Federation.

| Name          | School                                     | Constituency  | Reappointment | New |
|---------------|--|---------------|---------------|-----|
| Joe Perry     | Grinling Gibbons and Lucas Vale Federation | Lewisham East |               | Yes |
| Joyce Greene  | Grinling Gibbons and Lucas Vale Federation | Lewisham East |               | Yes |
| Barbara Smith | Grinling Gibbons and Lucas Vale            | Lewisham East |               | Yes |

| <b>Name</b>   | <b>School</b>                              | <b>Constituency</b> | <b>Reappointment</b> | <b>New</b> |
|---------------|--|---------------------|----------------------|------------|
|               | Federation                                 |                     |                      |            |
| Brian Lymbery | Grinling Gibbons and Lucas Vale Federation | Lewisham East       |                      | Yes        |

## **7. Financial implications**

7.1 There are no financial implications

## **8. Legal implications**

8.1 These are contained in the body of the report.

## **9. Crime and Disorder Implications**

9.1 There are no specific crime and disorder implications

## **10. Equalities Implications**

10.1 Governors have been granted enough flexibility in their choice of constitutional models to enable them to address issues of representation of stakeholder groups and to ensure that governing bodies reflect the communities they serve

## **11. Environmental Implications**

11.1 There are no specific environmental implications

## **12. Conclusion**

12.1 It is for governing bodies to determine their composition and as long as the decision reached is in accordance with the regulations the LA must agree the instrument. The governing body has chosen a model which follows the regulations so the instrument can be made

| <u>Short Title of Document</u>  | <u>Date</u> | <u>File Location</u> | <u>Contact Officer</u> |
|---|-------------|----------------------|------------------------|
| The School Governance<br>(Federation (England))<br>Regulations 2007<br>Statutory No. 2057/960 | 2007        | Governors' Services  | Suhaib Saeed           |

If there are any queries arising from this report, please contact Suhaib Saeed  
Strategic Lead Governors' Services and School Leadership, 3<sup>rd</sup> Floor, Laurence  
House, telephone 020 8314 7670

APPENDIX A

**INSTRUMENT OF GOVERNMENT**

## Grinling Gibbons and Lucas Vale Federation

1. The name of the federation is: **Grinling Gibbons and Lucas Vale Federation**

2. The names and categories of the schools in the federation are:

| Name                            | Category  |
|---------------------------------|-----------|
| Grinling Gibbons Primary School | Community |
| Lucas Vale Primary School       | Community |

3. The name of the governing body is: **The governing body of the Grinling Gibbons and Lucas Vale Federation.**

4. The governing body shall consist of the following:

| Category of governor | No. of governors in each category   | Names of school (for parent governors)                        |
|----------------------|---|---|
| Parent governors     | <b>6</b>  | At least 1 from each school (Grinling Gibbons and Lucas Vale) |
| Staff governors      | <b>6 (including the Executive Head Teacher and at least 1 member of support staff).</b> |   |
| LA governors         | <b>4</b>  |   |
| Community governors  | <b>4</b>  |   |

5. Total number of governors: **20** who will have a term of office of four years.

6. This instrument comes into effect on **1 July 2012**.

7. This instrument was made by order of Lewisham Local Education Authority on **20 June 2012**.

8. A copy of the Instrument must be supplied to every member of the Governing Body (and the Executive Headteacher if not a governor)

# Agenda Item 9

|  |   |   |
|--|---|---|
| <b>Chief Officer Confirmation of Report Submission</b> |   |   |
| <b>Cabinet Member Confirmation of Briefing</b>         |   |   |
| <b>Report for: Mayor</b>                               |   |   |
| <b>Mayor and Cabinet</b>                               |   | X   |
| <b>Mayor and Cabinet (Contracts)</b>                   |   |   |
| <b>Executive Director</b>                              |   |   |
| <b>Information</b> <input type="checkbox"/>            | <b>Part 1</b> <input checked="" type="checkbox"/> | <b>Part 2</b> <input type="checkbox"/>                  |
|  |   | <b>Key Decision</b> <input checked="" type="checkbox"/> |

|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |   |
|------------------------|---|
| <b>Title of Report</b> | Torridon Infant and Junior School ASD Resource Base: Resource Base Consultation |
|------------------------|---|

|                             |                 |                   |
|-----------------------------|-----------------|-------------------|
| <b>Originator of Report</b> | Chris Threlfall | <b>Ext. 49771</b> |
|-----------------------------|-----------------|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | √   |    |
| Legal Comments from the Head of Law                      | √   |    |
| Crime & Disorder Implications                            |     | X  |
| Environmental Implications                               |     | X  |
| Equality Implications/Impact Assessment (as appropriate) | √   |    |
| Confirmed Adherence to Budget & Policy Framework         |     |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Helen Khin* Executive Member

Date: 8<sup>th</sup> June 2012

Signed: *Steve* Executive Director

Date : 7<sup>th</sup> June 2012

## Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |



| <b>MAYOR AND CABINET</b> |   |                           |
|--------------------------|---|---------------------------|
| <b>Report Title</b>      | Torridon Infant and Junior Schools ASD Resource Base:<br>Resource Base Consultation                             |                           |
| <b>Key Decision</b>      | Yes   | <b>Item No.</b>           |
| <b>Ward</b>              | All Wards   |                           |
| <b>Contributors</b>      | Executive Director of Children and Young People<br>Head of Resources (Children and Young People)<br>Head of Law |                           |
| <b>Class</b>             | Part 1  | <b>Date:</b> 20 June 2012 |

### **1. Purpose of report**

- 1.1 This report outlines for the Mayor the outcome of the consultation undertaken on proposals to develop a specialist resource base for children with Autistic Spectrum Disorder (ASD) at Torridon Infant and Junior Schools. The report seeks his agreement to continue with this proposal.

### **2. Recommendations**

- 2.1 That the Mayor notes the responses to the consultations; and
- 2.2 Agrees to publication of a Statutory Notice for the development of an ASD resource base at Torridon Infant and Junior Schools.

### **3. Background**

- 3.1 On 3 October 2007, the Mayor received a report on the public consultation for the Lewisham programme 'Strengthening Specialist Provision' (SSP). This identified a range of proposals aimed at improving the educational experience of pupils with SEN by increasing opportunities for them to be educated locally and in mainstream schools where possible and in line with parental preference.
- 3.2 One of the key objectives of the programme was to develop a range of SEN resource bases in mainstream schools. The development of an ASD resource base at Torridon Infant and Junior Schools will contribute towards achieving this objective.
- 3.3 The proposal for Torridon Infant and Juniors Schools is to develop a resource base with sixteen places for children of primary school age with a statement of SEN and a diagnosis of ASD. The first intake is proposed for September 2013 for eight pupils, four in the infant class and four in the junior class.

- 3.4 A CYP Select Committee monitoring report on the SSP programme (March 2011) noted that the local authority's policy of developing resource bases in mainstream schools is resulting in positive outcomes for children with SEN. In particular, the SSP programme is delivering an enhanced range of local specialist provision, increased opportunities for mainstream inclusion and strengthened support, in particular, for children with ASD. A further monitoring report is due for completion this month.
- 3.5 The Governing bodies of Torricon Infant and Junior Schools were approached and expressed an interest in pursuing the option of setting up a resource base at the schools. An initial feasibility study was carried out in 2009; however the options that came out of this were not favourable in terms of cost.
- 3.6 A subsequent feasibility study carried out in 2010 produced a favourable option for the development of a modular build resource base solution.
- 3.7 After the initial feasibility study for the Resource Base had been carried out, following an approach from officers, Torricon Infant School agreed to offer a Bulge class for an additional 30 pupils from September 2010. This required work to increase capacity on the Infant site. .
- 3.8 Torricon Junior School shares a constrained site and facilities with the Infant School. Torricon Junior School is significantly under the recommended net capacity for a 3 form of entry junior school and it was recognised that additional accommodation would also be required as the 30 additional children moved from the Infant to the Junior school. In addition to classroom accommodation, the kitchen and dining hall, which are shared by the two schools, were identified as lacking the capacity to cater for the increase in numbers. They would otherwise be scheduled for replacement within the next 3 to 5 years as unfit for purpose, and will be replaced as part of the primary capital programme to deliver the additional 30 Bulge places . The new facility will also be able to cater for the additional 16 Resource Base children.
- 3.9 A proposal has therefore been developed which will provide the required additional teaching accommodation in a block which will also includes a replacement kitchen and dining hall. This scheme offers good value for money compared with the cost of replacing the kitchen and dining room at a later stage and also means that use of the site can be planned more effectively, reducing the loss of outdoor area. The kitchen and dining room is a facility shared between the two schools who currently have a total of 654 pupils on roll. This includes a "Bulge" class of 30 who will be in the schools until the summer of 2018.
- 3.10 Since the work cannot be completed during the 6 week school summer holiday, accommodation is required to provide a replacement dining hall on the school site during the construction period. If, after statutory

consultation, the Mayor's decision is to approve the resource base, the decant building can be readily configured to create the accommodation required for the resource base.

- 3.11 It is currently proposed that the resource base places will be included within the total agreed place number for both schools. Therefore the development of the resource base would not result in an overall increase in pupil numbers at either school. This is open to review at the annual consultation on Admission numbers.

#### **4. Policy Context**

- 4.1 The proposal within this report is consistent with 'Shaping Our Future: Lewisham's Sustainable Community Strategy' and the Council's corporate priorities. In particular, it relates to the Council's priorities regarding young people's achievement and involvement, the protection of children and inspiring efficiency, effectiveness and equity.
- 4.2 Lewisham's Children & Young People's Plan sets out our vision for improving outcomes for all children. It articulates the objective of improving outcomes for children with special educational needs (SEN) and disabilities by ensuring that their needs are met.
- 4.3 The Government's SEN Green Paper contains many important elements for the local authority to respond to. Of particular relevance for this report is the focus on ensuring that there is a range of educational settings available to meet the needs of all children with SEN, and that parents are empowered to make choices about which of these is most suitable for their child. The proposal to develop a resource base at Torridon Infant and Junior Schools is in line with these objectives.

#### **5. The consultation**

- 5.1 Consultation on the development of a resource base at Torridon Infant and Junior Schools ran between 19<sup>th</sup> April and 16<sup>th</sup> May. The consultation was developed and delivered in collaboration with the Head teachers and School Governors at Torridon Infant and Junior Schools. In particular, the Head teachers at the schools were involved throughout, playing a key role in the Resource Base Working Group (RBWG), advising on consultation documents, and attending consultation events.
- 5.2 Consultation papers were distributed to all parents/ carers, staff and governors of the school, together with other consultees. These included staff and governors at schools in the same 'quadrant' as Torridon Infant and Junior Schools and at special schools and schools with resource bases in the borough, trade unions who represent school staff, local councillors and MPs, officers and managers within the

Children and Young People's directorate and Lewisham health professionals.

5.3 Consultation papers were also published on the Council website for the wider public to access and respond.

5.4 Governing Body meeting

5.4.1 A joint Governing Body meeting was held on 23<sup>rd</sup> April 2012 which was attended by governors from both schools. This meeting was attended by 19 people in total, 12 governors and 4 school staff (including both Head teachers) and 3 representatives from the local authority. 4 governors from the Junior School and 8 governors from the Infant School attended the meeting.

5.4.2 The proposal was presented to the governors before they split into two groups for questions and discussion. Each group contained a mix of governors from the Infant School and the Junior School. At the end of the meeting a governor from each group summarised the main points of discussion for each group, reflecting a summary of the key issues raised by governors representing both the Infant School and the Junior School.

5.5 Staff meetings

5.5.1 Separate meetings were held for the staff of the Infant and Junior Schools on 25<sup>th</sup> April 2012. 27 staff attended the Infant School meeting and 16 staff attended the Junior School meeting. Staff were shown a presentation about the proposed resource base and were then asked to provide feedback and comments on the following questions:

1. What do you think the benefits would be of having a Resource Base at Torridon Infant and Junior Schools?
2. If the proposal goes ahead, what could be done to ensure that the resource base is successful?
3. Do you have any questions or further comments about the proposal?

5.6 Parents/ carers meetings

5.6.1 Parents were given the opportunity to attend two meetings to ask questions and discuss the proposals on 27<sup>th</sup> April 2012. 6 parents attended the morning drop in session and 5 attended the afternoon session.

5.6.2 Officers also attended the school to distribute consultation leaflets and discuss the proposals with parents at the school gates in the morning and afternoon on 27<sup>th</sup> April 2012. In the morning 28 parents were spoken to in the playground and in the afternoon 11 parents were spoken to in the playground.

5.7 School Council meetings

- 5.7.1 Consultation with pupils involved two workshops held on 4<sup>th</sup> May, one with the Junior School Council and one with the Infant School Council.
- 5.7.2 The Junior School Council workshop was attended by 22 pupils who sat on the School Council. The pupils were shown a presentation and asked to then discuss the proposals in three groups, each supported by an adult. All pupils were encouraged to contribute to the discussion.
- 5.7.3 The Infant School Council workshop was attended by 12 pupils who sat on the School Council. The pupils were shown a presentation and asked to discuss the proposals and ask questions as part of the large group. This discussion was facilitated by a teacher and the project manager. All pupils were encouraged to contribute to the discussion.
- 5.7.4 At the end of both presentations pupils were asked to go back to their classes and discuss the proposals with their classmates. The Infant School Council said that they would speak about the proposals at an assembly.
- 5.7.5 The pupils in both workshops were from a range of backgrounds and between them represented all year groups in the two schools.

## 6. Consultation outcomes

- 6.1. 27 written responses were received as part of the consultation. Eighteen responses (67%) were from parent/ carers. Nineteen (70%) of respondents were in favour of the proposal to set up a resource base at Torridon Infant and Junior Schools with seven (26%) against and one (4%) unsure.
- 6.2. Numbers of responses by category

| Category of Respondent    | Numbers   | For       | Against  | Not sure/<br>Mixed |
|---------------------------|-----------|-----------|----------|--------------------|
| Parent/ carer             | 18        | 11        | 7        | 0                  |
| Governors                 | 2         | 2         | 0        | 0                  |
| School staff              | 6         | 5         | 0        | 1                  |
| Pupil                     | 0         | 0         | 0        | 0                  |
| Member of local community | 0         | 0         | 0        | 0                  |
| Local organisation        | 1         | 1         | 0        | 0                  |
| <b>TOTAL</b>              | <b>27</b> | <b>19</b> | <b>7</b> | <b>1</b>           |

## 7. Governing Body response

### 7.1. Consultation meeting with School Governors

- 7.1.1. The School Governors from both schools were supportive of the proposal.

- 7.1.2. The Governors from both schools were keen to find out more about how a resource base might work at Torridon.
- 7.1.3. The main points that arose in the joint meeting of the two Governing Bodies included queries about how the admissions process would work, what the impact would be on existing children at the school, the size of the budget for the resource base, how the resource base would be managed and how integration would work effectively.
- 7.1.4. The Governors from both schools expressed the view that close working, clear communication and consensus was required on key issues because the resource base would be shared between the two schools.
- 7.1.5. The Governors from both schools were also keen to ensure that the timetable for the resource base implementation was well planned so as to ensure that key events, such as the recruitment of staff, were carried out at the correct time.
- 7.1.6. Staff and governors present agreed to a show of hands to indicate their level of support for the proposal. All 16 Governors and staff present at the joint meeting agreed with the proposal.

## 7.2. **Governors written response**

- 7.2.1. In addition to the comments and feedback received at the Governors consultation meetings 2 Governors submitted written responses to the consultation. The consultation feedback form did not request that responding Governors indicate which school they represented.
- 7.2.2. Both written responses were very positive about the resource base proposal.
- 7.2.3. The main benefits of the resource base can be summarised as:
- More choice for parents of children with ASD.
  - Staff in the mainstream school would be able to benefit from the expertise of the staff in the resource base and this would benefit children with ASD in the mainstream classes.
  - Children in the mainstream school will gain a better understanding of ASD and special needs.
  - Children in the resource base and their parents will benefit socially from increased interaction at the mainstream school.
- 7.2.4. There were no concerns raised in the written responses from Governors.
- 7.2.5. In response to the questions and concern raised by the school Governors, if the proposal went ahead the pupils in the resource base would be included in the schools' total admissions numbers. The

admissions process would involve places being allocated in the same way as they are for special schools and mainstream schools for every child with a statement, through discussion between parents, the Local Authority 'Special Educational Need Provision and Placement Panel' and the school.

- 7.2.6. The resource base would receive additional funding to ensure that it was suitably staffed and resourced. This would ensure that teaching resources were not diverted away from mainstream pupils.
- 7.2.7. The management of the resource base and the way that communication and interaction with the mainstream school would work would be for the school to decide and manage. This is being discussed currently and all parties involved recognise the importance of getting this aspect of the resource base right.

## **8. Pupils responses**

### **8.1. School Council meetings – Junior School Council response**

- 8.1.1. The Junior School Council broke into 3 groups to discuss the resource base. Each group were asked to answer 3 questions. The pupils came up with a number of answers for each and were then asked to each vote on what they thought was their group's most important point. The most popular responses that ran through the consultation were around the following: learning, friendship, sharing, resources and inclusion. The summary of the three questions and the answers that received pupil voted for are below:
- 8.1.2. Q1. What would be good about having a resource base at my school?
  - 1. Having extra teachers to help the children in the resource base will make it a lot easier for them to learn and to be with the mainstream children.
  - 2. It would help the children in the resource base to learn at their own pace.
  - 3. It would help the children deal with difficult work and questions.
  - 4. Mixing with mainstream children would give them ideas.
  - 5. They will have their own learning place.
  - 6. They will have a private space where people will understand them.
  - 7. These are children who are different but we could bond with them.
  - 8. Some learning in class is too difficult for them, so it would be better for them to have own class.
  - 9. Have own teachers who can spend extra time helping them.
- 8.1.3. Q2. Do you think there would be any problems?

1. If you have another classroom in the playground then there might not be enough space for the other children to run around and play football.
2. A tennis ball from the playground might smash through the window of the resource base.
3. You won't be able to stay with your friend if he has autism.
4. They may have autism and their closest friend may not be able to look after them if they are in the resource base.
5. They may find it hard to concentrate in our classroom.
6. Some children in the school might feel it is unfair if the children with autism have all the resources.
7. We might feel uncomfortable when they come into our classroom and not accept them if we do not understand autism.

8.1.4. Q3. Do you have any ideas that would make the resource base better?

1. If a child in the resource base made friends with children in the mainstream school then they could bring in 3 friends to show them what it was like inside. The mainstream children could then come in and play, check that the children in the resource base are okay and make sure that they are not being singled out.
2. Could have a class pet.
3. They could spend time with children who do not have autism so they can help them.
4. Have beds in case they get tired.
5. Make the work similar to our class.
6. Own equipment for playtime.

## 8.2. **School Council meetings – Infant School Council response**

8.2.1. The Infant School Council suggested that the benefits of having a resource base at their school included increased friendship through meeting new people, making friends and playing different games together. Other perceived benefits for the children in the resource base included being able to work in peace and getting help from their new teachers if they were stuck.

8.2.2. When the pupils were asked if there might be any problems with having the resource base they said that they thought that children in the mainstream school might get jealous of the resource base and that the children in the resource base might think that their classroom was better than those in the mainstream school. The pupils were also concerned that some children might not like the sensory room, that the new children might be scared of the new big school and that their friends might play with the new children in the resource base instead of them.

8.2.3. The pupils thought that being nice to each other, playing together and encouraging mainstream children to visit the resource base would make the resource base better. They also thought that toys, cushions



and dressing up clothes, an ABC mat, alphabet step and a numbers game would also be very helpful for the children in the resource base.

- 8.2.4. In response to the concerns and ideas recommended by the pupils of both School Councils, if the proposal goes ahead children in the mainstream school would have the opportunity to visit the resource base and see what it looks like, some lessons might even be held in the resource base. Children in the resource base would spend as much time as possible integrated into the mainstream lessons. The resource base children would be fully supported by Learning Support Assistants from the resource base when they are in the mainstream setting.
- 8.2.5. In response to the concern that the new children might be scared of the new school, pupils in the resource base would be able to spend as much time as they need getting used to the resource base first and then gradually being introduced to the rest of the school site, with support from the resource base Learning Support Assistants (LSAs) when out in the mainstream school.
- 8.2.6. The school would receive funding to purchase a range of resources and the school would be able to speak to existing resource bases to find out what resources and toys worked well for the pupils in them.
- 8.2.7. The modifications to the site have been planned in order to minimise the loss of space, bringing under-used areas into the planning to mitigate the impact on outdoor space.

## **9. Staff responses**

### **9.1. Consultation meetings with staff from the Infant School**

- 9.1.1. Staff suggested that it would be helpful for the mainstream teachers to be able to talk to the resource base staff and get support, help and advice. They also suggested that the training on offer would bring wider benefits to the whole school. Staff also thought that mainstream children at the school with ASD would benefit from using the specialist equipment available and would benefit from the expertise shared amongst the teachers.
- 9.1.2. Staff suggested that full integration between the resource base and the mainstream school would be very important and that effective management, communication and interaction between the two would facilitate this.
- 9.1.3. Staff asked questions about how the resource base pupils would be supported in the mainstream classes and whether the children from the resource base would be on the school roll. Staff were also interested to know how the governance of the resource base would be determined and what arrangements would be put in place to

ensure that the resource base children were looked after at lunchtime.

- 9.1.4. Staff raised concerns about the effect that resource base pupils might have on the teachers' performance targets and whether pupils with statements attending the resource base would reduce the number of local children who could get a place at Torrington.

## 9.2. **Consultation meetings with staff from the Junior School**

- 9.2.1. Staff believed that the main benefits of having a resource base would include training for staff which would enable them to support all children with ASD in both the mainstream school and the resource base, being able to use the resources where practical for some pupils in the mainstream school with ASD and providing specialist support in class. The teachers said that the children at the school were already tolerant and used to spending time with a range of children, but that the resource base would enable them to experience interacting with an even wider range of children with SEN and that this would be a beneficially experience for the mainstream pupils.
- 9.2.2. The staff said that suitable training would be important to equip teachers and support staff with the skills that they need to facilitate successful integration for the resource base pupils. To facilitate this a clear schedule for monitoring integration was suggested and the importance of appropriate timetabling of the integration of the resource base pupils into the mainstream classes was highlighted. Staff also said that good communication between the resource base staff and the mainstream staff would be very important. The staff were clear that control of the resource base would need to sit with the two schools and that a good partnership between the two schools in running the unit effectively would be key. Staff also believed that for the resource base to work well it would be important to ensure that parents of the children in the resource base had involvement in the wider school.
- 9.2.3. The staff were interested to know how the integration between the resource base and the mainstream school would work in practice, whether having the ASD children in their classrooms would make their classes more challenging, how the resource base would be managed and whether the resource base pupils' achievement would have an impact on the schools' results/ standards.
- 9.2.4. At the end of each meeting staff agreed to a show of hands to indicate their support for the proposals. In the Infant School meeting 23 staff showed their hands to indicate that they were broadly in support of the proposal, with 4 staff unsure and none objecting. In the Junior School meeting 10 staff voted in favour of the resource base, with 6 staff saying that they were unsure. No staff objected to the proposal.

### 9.3. **Staff written response**

9.3.1. In addition to the comments and feedback received at the staff consultation meetings 6 staff submitted written responses to the consultation.

9.3.2. The main benefits of the resource base can be summarised as:

- It would allow children with SEN to work in an environment where they get the benefits of a mainstream education with all of the support that they need.
- It would help develop the skills of the staff at the school and this would have a positive effect on all pupils.
- The interaction between the mainstream pupils and the resource base pupils would be mutually beneficial for both sets of pupils.
- It would be beneficial for children in the mainstream school with ASD to be able to utilise the facility when practical.

9.3.3. The main concerns about having a resource base can be summarised as:

- Ensuring that the resource base is fully funded and sufficiently staffed.
- Ensuring that the staff have the relevant qualifications and experience to provide the support needed to manage learning and behaviour needs.
- The effects that children with extreme behaviour could have on the mainstream pupils.
- The fact that the resource base is taking up some of the playground space.

9.3.4. In response to the concerns raised by staff from the two schools during the consultation process, if the proposal was approved the schools will receive additional funding for the resource base to ensure that the provision is suitably staffed and resourced. Resource base LSAs will accompany children into mainstream lessons and will provide supervision and support at lunchtimes.

9.3.5. The Head teachers and other key representatives from the two schools have been discussing how the management of the resource base would work in the Resource Base Working Group meetings that have taken place so far. It is ultimately up to the schools to determine how they would staff and manage a resource base. Visits to existing resource bases can help with these decisions. Staff recruitment would begin far enough in advance of the resource base opening to ensure that suitable staff are recruited with enough time to get the resource base ready for opening.

9.3.6. The resource base would be located in the decant dining facility which is already on site. The building has been positioned so that it takes up as little of the playground space as possible. Part of the

space that is located behind the proposed resource base would be used to provide a secure play area for KS1 resource base pupils. The Head teachers have reported that the building has not had an adverse effect on pupils' play.

- 9.3.7. Inclusion is a key feature of having a resource base at a mainstream school. Schools are expected to encourage and facilitate mainstream integration as much as possible for each individual pupil and would plan a pupil's integration with support from professionals and parents.
- 9.3.8. A provisional training plan is being developed in conjunction with the school and the ASD Outreach Service to ensure that all staff would receive suitable training before the resource base would open. Staff in the mainstream school would be able to access this training and further in-depth training would be provided for staff working in the resource base. Support and assistance from the ASD Outreach Service would continue beyond the opening of the resource base.
- 9.3.9. Whilst geographical location is a factor in deciding an appropriate placement for a child, it is possible that resource bases at schools in the borough could be used by children from across Lewisham.

## **10. Parents/ carers response**

### **10.1. Verbal feedback from parents/ carers in the playground**

- 10.1.1. The majority of parents/ carers spoken to in the playground were very supportive of the resource base proposal. Comments included that the resource base was "an excellent idea" and that it would be "a good idea for the whole school for all children with and without ASD or SEN".
- 10.1.2. One parent/ carer wanted to know whether the children admitted to the resource base would be suitable for a mainstream environment and was told that children would only be recommended for a resource base place if their statement indicated that they would benefit from and were suitable for a level of mainstream integration, but needed some extra support.
- 10.1.3. One parent/ carer was against the proposal stating that the school was being asked to do too much increasing the forms of entry at the mainstream school as well as opening a resource base. In response to this concern the Head teachers feel very confident that they would be able to introduce these changes together and that they have the expertise and capacity to do this effectively. The proposal to expand the Junior School is not being progressed, so this will not impact on the two school's capacity to deliver the other changes simultaneously.

### **10.2. Parents/ carers meeting response**

- 10.2.1. The feedback from the parents/ carers meeting was positive, with no parents/ carers objecting to the proposals.
- 10.2.2. Positive feedback included the benefits of teachers receiving ASD training and the knock on effect this would have on pupils with ASD in the mainstream school. In addition parents/ carers thought that the sensory room would work very well for children with ASD.
- 10.2.3. Parents/ carers also believed that it was good that this proposal would contribute to meeting the real need for additional ASD provision in Lewisham and that the resource base would bring advantages for parents/ carers and pupils as they would have an alternative option to mainstream and special schools.
- 10.2.4. The main topics discussed at the meeting were around how the admissions process would work for the resource base, what would happen to the children once they had finished at the schools, whether other children with ASD in the mainstream school would be able to utilise and benefit from the resource base and whether specialist staff would be recruited and trained.
- 10.2.5. In response to the parents' questions, if the proposal was approved the resource base would be for children with a statement of ASD; however it would benefit the whole school because of the expertise of the resource base staff and the training the whole school would receive. It would be a shared facility and up to the two schools to determine how they would manage it.
- 10.2.6. School staff would receive suitable training before the resource base opened. The training package would be decided by the school but could include learning support strategy, managing challenging behaviour and inclusion.
- 10.2.7. The school would decide the structure of the staffing of the resource base and would recruit staff that have experience of working with children with ASD.
- 10.2.8. Pupils placed in the resource base would form part of the published admission number for each school. In order to effectively manage this it is planned (wherever possible) that pupils would be admitted to the base at the start of a term or academic year.

### 10.3. **Parents/ carers written response**

- 10.3.1. In addition to the comments and feedback received at the parents/ carers consultation meetings, 18 parents/ carers submitted written responses to the consultation.
- 10.3.2. The main benefits of the resource base can be summarised as:

- It would provide a good learning environment for children with ASD.
- It would provide a good option for pupils with ASD who do not need to be in a special school but cannot spend all of their time in a mainstream setting.
- It would be positive for their self esteem and confidence.
- It would help children in the mainstream school become more socially aware and understanding of individuals with SEN.
- It would be beneficial for the parents of the children at the resource base as their children would receive the support that they need.
- Children with ASD in the mainstream school would benefit from being able to utilise this resource and the additional ASD expertise that it will bring to the staff at the schools.
- It would be excellent use of the building.
- The support given to the resource base pupils when they are in the mainstream classes will enable the teachers to cope effectively.

10.3.3. The main concerns about having a resource base can be summarised as:

- Would the children in the mainstream school be taught about special needs and how to interact and offer help to children with SEN if needed?
- There would be no benefit for the mainstream pupils as resources would be diverted away from them.
- A separate school should be provided for children with ASD as the effect of having children with ASD at the school would be negative on the mainstream pupils.
- Having ASD children at the school would disrupt the mainstream children and the teaching. This would have a negative effect on other children's learning.
- The schools grades would suffer as teachers would have to spend more time with the ASD children.
- The school would receive a large number of applications from not only ASD students but also students with other types of behaviour.

10.3.4. In response to the concerns raised by parents during the consultation process, if the proposal goes ahead, additional resources would be provided for the resource base. The school would receive the same per place revenue funding as other primary ASD resource bases in Lewisham, which would cover costs for staffing, training, therapy and resources. The resource base would be fully fitted out with the necessary furniture and equipment using SSP capital project funding.

10.3.5. Children in the resource base would be supported by resource base staff when in the mainstream school. This would ensure that any behaviour or learning issues could be dealt with effectively, limiting any potential disruption to mainstream lessons.

- 10.3.6. There is clear evidence that resource bases bring wider benefits for all children, with and without SEN. The specialist knowledge and skills gained by staff through the resource base, can be shared throughout the school community, supporting the learning of all children, not just those accessing the provision.
- 10.3.7. Children in the mainstream school have been told about the potential resource base development. If the proposal went ahead further information about the resource base and autism could be covered in class lessons/ assemblies. Mainstream pupils would be able to visit the resource base to see what it is like and would have the opportunity to interact with children from the resource base in lessons and at play time as appropriate.
- 10.3.8. The resource base staff would be appropriately trained to meet the needs of pupils with ASD and associated social communication and behavioural difficulties. In addition, some of the facilities included in the resource base capital development plans have been put in place to help manage instances of challenging behaviour, such as the proposed installation of a sensory room.
- 10.3.9. Special school provision is being developed in the borough. However for some pupils a resource base setting has the potential to better meet their needs than a special school place or mainstream school place.
- 10.3.10. The local authority is looking to identify schools to host secondary ASD resource bases.

## **11. Other consultee responses**

- 11.1. The Director of Education representing the Roman Catholic Archbishop of Southwark provided a written response stating that they had no objections to the proposals.

## **12. Specific comments and questions raised**

- 12.1. Many of the comments and questions raised by stakeholders were similar. They are grouped according to common themes, with our responses included beneath.
- 12.2. *Staff, parents, pupils and governors asked how the pupils in the resource base would integrate into the mainstream school.*  
Inclusion is at the heart of the proposals to develop resource bases in mainstream schools. It is important that children who are placed in resource base provision are able to integrate into the mainstream school provision and it is hoped that, with the right support, they will be able to fully reintegrate to a mainstream placement over time. A

resource base place allows the opportunity for children who find it difficult to cope in a mainstream environment to integrate at a pace that suits their individual needs, and provides them with a targeted specialist teaching approach in response. Schools are therefore expected to encourage and facilitate mainstream integration as much as possible for each individual pupil and would plan a child's integration with support from professionals and parents.

- 12.3. *Staff, pupils and governors asked about the amount of playground space that the resource base would be taking up.*

The building that would contain the resource base is located in the playground and is currently being used to provide decant dining facilities for the schools. The building has been located next to the mainstream school building so as to limit the amount of space that it takes up. A secure KS1 outdoor play space for children in the resource base has been included in the plans and this will effectively utilise some of the space between the buildings. The Head teachers have reported that the building has not had an adverse effect on pupils' play.

- 12.4. *Staff, parents and governors asked whether additional funding would be allocated for the resource base and were interested to know how the staffing and management of the resource base would work.*

If the proposal goes ahead, additional resources would be provided for the resource base. In addition, capital funding would be allocated for the physical building works required to develop the resource base, whilst revenue costs, mainly for staffing and resources, would be identified and included in the Local Authority's school funding formula. Appropriate levels of finance would be allocated to the school progressively as the provision is developed.

The staffing and management structure for the resource base would be decided by the two schools. This has been discussed at recent Resource Base Working Group meetings and the Schools have been considering the options available to them.

- 12.5. *Staff and parents raised questions about the effect that any challenging behaviour from the resource base pupils might have on pupils in the mainstream classes and whether teachers in the mainstream classes would be supported when teaching resource base pupils.*

Children using the resource base would be supported by additional staff and, wherever necessary, when attending mainstream sessions, which would minimise any disruption to the mainstream class. Staff in the mainstream school would receive training that would help them to deal with any difficult behaviour and all staff from the resource base that will support the children when in the mainstream classes would be appropriately trained to meet the needs of pupils with ASD and associated social communication and behavioural difficulties.



- 12.6. *Staff, parents and governors asked whether the children in the resource base would be included in the main roll number of the school and whether there would be an impact on class sizes.*

Pupils placed in the resource base will form part of the published admission number for the school. In order to effectively manage this, it is planned (wherever possible) that pupils will be admitted to the base at the start of a term or academic year. In terms of the phased 'build up' of the numbers in the resource base, it is proposed that there will be a notional number of admissions in key stages/ year groups. Where there is an indication of preference for a place in the base during an academic year, the school will need to consider the formal consultation in the normal way, with particular attention paid to the pupil's admission in relation to 'the efficient education of other pupils', given the available level of additional resources to educate pupils in the base explicitly.

- 12.7. *Staff, parents and governors asked about how the resource base pupils attainment would be measured and whether this would be done separately from the mainstream pupils.*

It may be that some of the children accessing the resource base will not be required to undertake SATs because of the nature of their special educational needs. However, for those who do, their results will be included in the schools' overall attainment figures. Officers have investigated the possibility of registering the resource base separately in terms of the published school attainment figures although we have been advised by the Department of Education that this is currently not possible. Crucially, the resource base will be an integral part of the schools, and this includes the way it is registered. However, the fact that the schools have a resource base for children with ASD will be widely publicised, for example, via the schools' website and Lewisham's schools booklet, as well as within the local authority and the Department of Education. This will help parents and other interested parties to understand any impact that there may be on the schools' overall attainment figures. The schools are now aware of this, and understand that the local authority will recognise the potential implications of the resource base in terms of their SATs results. The wider outcomes for children in the resource base will be monitored separately by local authority officers and the schools, alongside the general mainstream school monitoring, with the results shared widely to demonstrate the progress of the children against agreed targets

- 12.8. *Staff, parents and governors asked how the admissions process would work for the resource base and whether the children with ASD currently attending Torridon Infant and Junior Schools would have priority for placements in the resource base.*

For school admissions, placement arrangements would be considered and agreed by the LA, via the Placement & Provision Panel in the normal way. The continued appropriateness of a placement would be considered at every child's annual review. Whilst geographical location is a factor in deciding an appropriate

placement for a child, it is possible that resource bases at all schools in the borough could be used by children from across Lewisham. Placements in the resource base might be considered for children with all types of needs relating to their ASD, including communication, learning and behavioural needs, but they must have the potential to access at least some mainstream classes.

- 12.9. *Staff, parents, pupils and governors wanted to ensure that mainstream pupils at the schools would be able to learn about the resource base and ASD before the resource base opened and that following its opening, pupils from both the resource base and the mainstream schools would be encouraged to interact as much as possible.*

One of the identified benefits of resource bases is to offer children in mainstream schools the opportunity to develop an understanding of the different needs that exist within their communities. The children who took part in our consultation were generally very positive about the prospect of having a resource base in their school and supporting the children who might be part of that base. It is important that both children accessing resource bases and children in the mainstream school understand that they have an equal place in the wider school community. The school staff would ensure that mainstream children understand the role of the resource base and are familiar with the learning environment. Likewise, for children accessing the resource base, the intention is that they would increasingly take part in the day to day activities of the mainstream school.

- 12.10. *Staff, parents and governors wanted to know what training would be available for staff.*

A training plan would be produced in collaboration with the schools. This would include strands for teachers and support staff across the school to ensure that all staff would be fully supported in their roles. Further in-depth training would be provided for staff working within the resource base itself with support provided from the Communication & Interaction Team.

- 12.11. *Staff, parents and governors wanted to know if existing children at the schools who have ASD but no statement would be able to utilise and benefit from the resource base.*

Whilst the resource base is designed specifically for children with a statement of SEN and a diagnosis of ASD, the additional specialist knowledge and skills gained by the school through the resource base would be used to benefit other pupils, both with and without special educational needs. There is also evidence that having a resource base in their school can help children develop their personal and social skills, and learn about difference and the world around them. The schools would be responsible for managing the resource base and so could utilise some of the resource base facilities and resources to benefit children with ASD in the mainstream school, where suitable and practical, if they desired.

## 13 Next steps

The timetable for the full consultation period, including statutory representation, is set out below:

| DATE                   | ACTION   |
|------------------------|--|
| <i>March 2012</i>      | <i>Mayor and Cabinet report seeking permission for consultation.</i>   |
| <i>April/ May 2012</i> | <i>Consultation.</i>   |
| June 2012              | Mayor and Cabinet report on the outcomes of consultation, seeking permission for publication of the change notice. |
| July 2012              | If agreed, statutory proposal and change notice published and a six week statutory representation period begins.   |
| August 2012            | Statutory representation period closes.  |
| September 2012         | Mayor and Cabinet report for determination of the resource base.   |

## 14 Financial implications

### Capital Financial Implications

- 14.1 A preliminary feasibility study was carried out in December 2010 to confirm the physical possibility of developing a specialist resource at Torricon Infant and Junior Schools.

Previous resource bases in Lewisham, i.e. at Perrymount, Tidemill and Athelney Primary Schools, have been developed for an average capital cost of £211,000. The estimated capital cost for the resource base at Torricon Infant and Junior Schools currently is estimated to exceed that sum based upon a standalone proposal..

In order to achieve a bulge class at Torricon Junior School it has been necessary to re-provide the kitchen and dining hall. This is partly to ensure that the additional 46 children (30 in the bulge class and 16 in the Resource base) on the site can be accommodated at lunchtime and to recognise that the kitchen and dining facilities were coming to the end of their economic life and would need to be replaced in 3 to 5 years time. It therefore makes more sense to undertake all the works at one point in time and achieve better value for money.

The costs of the kitchen and dining room replacement includes the cost of providing temporary facilities while the main works are undertaken. However, if approved, the resource base delivery would involve recycling of facilities for the primary places project at the school and reduce the costs. The final scheme proposal will therefore be within the capital allocation set aside for resource base development.

## **Revenue Financial Implications**

14.2 Revenue costs, mainly for staffing and resources will be identified and built into the local authority's school funding scheme. Finance will be allocated to the school progressively as the provision is developed. All revenue costs will be met from the Dedicated Schools Grant.

## **15 Legal implications**

15.1 The Human Rights Act 1998 safeguards the rights of children in the borough to educational provision which the local authority is empowered to provide in compliance with its duties under domestic legislation.

15.2 Section 14 of the Education Act 1996 places a general duty on local authorities to secure that there are sufficient schools for providing primary and secondary school education and requires them in particular to have regard to the need to secure that special educational provision is made for pupils with special educational needs. Section 315 of the Education Act 1996 requires local authorities to keep their arrangements for special educational needs provision under review.

15.3 Section 9 of the Education Act 1996 places a general duty on local authorities and funding authorities to have regard to the general principle that children are educated in accordance with their parents' wishes, so far as that is compatible with the provision of efficient education and training and the avoidance of unreasonable public expenditure.

15.4 The Education and Inspections Act 2006 gives local authorities the responsibility for determining school reorganisation proposals in the first instance.

15.5 The Education and Inspections Act 2006 requires local authorities to consider and respond to parental representations when carrying out their planning duty to make sure that there is sufficient primary and secondary provision and suitable SEN provision in their area.

15.6 Departmental guidance requires that when proposals are developed for reorganising or altering special educational needs provision local authorities and/or other proposers will need to show how they will improve standards, quality and/or range of educational provision for children with special educational needs.

15.7 Current legislative provision for the establishment, discontinuance or alteration of schools is contained in sections 7, 15 and 18 of and Schedule 2 to the Education and Inspections Act 2006. Those sections stipulate that proposers shall before publishing statutory proposals consult such persons as seem appropriate, having regard to any guidance issued by the Secretary of State.

- 15.8 Should the Mayor decide to pursue any of the proposals with regard to the prescribed alteration of Torridon Infant and Junior Schools as set out in this report, statutory notices will need to be issued in accordance with detailed procedure laid down in Schedule 2 to the Education and Inspections Act 2006 and supplemented by the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.
- 15.9 Once statutory proposals are published there follows a 6 week statutory period during which representations can be made. Such representations must be sent to the local authority. Section 21 of the Education and Inspections Act 2006 provides for regulations to set out who should decide proposals for any prescribed alterations. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 make detailed provision for the consideration of prescribed alteration proposals. Most decisions will be taken by the local authority with some rights of appeal to the schools adjudicator.
- 15.10 If the local authority fails to decide proposals within 2 months of the end of the representation period the local authority must forward proposals, and any received representations (i.e. not withdrawn in writing), to the schools adjudicator for decision within one week of the end of the 2 month period.
- 15.11 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 15.12 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 15.13 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 15.14 The Equality and Human Rights Commission (EHRC) issued guides in January 2011 providing an overview of the new equality duty, including

the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides can be found at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>

- 13.15 The EHRC guides do not have legal standing, unlike the statutory Code of Practice on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the public sector equality duty as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.

## **16 Crime and disorder implications**

- 16.1 There are no direct crime and disorder implications arising from this report.

## **17 Equalities implications**

- 17.1 An Equalities Impact Assessment (EIA) was completed for the SSP programme.
- 17.2 An Equalities Analysis Assessment (EAA) for the proposed resource base at Torridon Infant and Junior Schools will be included in the next Torridon Infant and Junior Schools ASD Resource Base Mayor and Cabinet report.
- 17.3 In common with all aspects of education in Lewisham, close equalities monitoring is undertaken in relation to children with SEN. As the proposal is developed following consultation, the impact on equalities will be actively considered, and highlighted issues responded to.
- 17.4 The proposal in this report supports the achievement of the local authority's goals as set out in its Access Plan. It will assist significantly in the improved access to the curriculum for children with disabilities.

## **18 Environmental implications**

- 18.1 There are no direct implications arising from this report, although consideration will be given to the environmental impact of the building works. The design and specification of the resource base will be

sympathetic to environmental issues and contractors will be expected to give a statement on their environmental policy.

## **19 Conclusion**

19.1 On the basis of the positive responses to the consultation on the ASD resource base, the ability of the local authority to support the two schools both financially and educationally in the introduction of the resource base, and the staff and governors support of the scheme, it is recommended that the Mayor agrees to the publication of change notice, followed by a period of statutory representation for the development of an ASD resource base at Torridon Infant and Junior Schools.

19.2 The proposal to develop an ASD resource base at Torridon Infant and Junior Schools supports the objectives of the Lewisham programme, 'Strengthening Specialist Provision', which aims to improve the outcomes of pupils with special educational needs by increasing opportunities for them to be educated locally and in mainstream provision where possible.

## **20 Background documents**

20.1 Appendix 1: Torridon Infant and Junior Schools resource base consultation document (long and website version). Note: A shorter version of the consultation document was produced and is available on request.

20.2 Appendix 2: Proposed Statutory Change Notice for the ASD resource base.

20.3 Appendix 3: Transcript of written responses to the consultation.

## **21 Originator**

21.1 If there are any queries on this report please contact Jonathan Stevens, Strengthening Specialist Provision Strategy Project Manager, 020 8314 7043.

## Appendix 1



### Tell us your views

#### Consultation on the development of a Resource Base at Torrison Infant and Junior Schools for children with Autistic Spectrum Disorder (ASD)

Lewisham Local Authority is improving the education support available to children and young people with special educational needs (SEN) in the borough. As such, we are developing specialist Resource Bases for children with SEN in a number of Lewisham's primary and secondary schools. Torrison Infant and Junior Schools have been identified as a possible site for one of these Resource Bases, and we would like to hear your views on this proposal.

It is important to us to gain the views of parents/carers, pupils, governors, school staff and other interested parties about this proposal. This leaflet tells you more about the proposal. There is a form at the back for you to fill in and return to share your thoughts. We will also be holding two public drop-in sessions at the school to give you further opportunity to tell us your views. These will be held on:

**27 April 2012**

Session one: 8:45am – 10:00am

Session two: 2:15pm – 3:30pm

#### **At Torrison Infants and Juniors temporary dining hall (in the playground)**

Alternatively, you can contact us directly (contact details provided at the back of this leaflet). Your feedback will help us to shape possible developments at Torrison Infant and Junior Schools.



## The Proposal

The proposal is to establish an SEN Resource Base for Torridon Infant and Junior Schools, which would offer 16 places for children from Reception to Year 6 with (ASD). The number of places would increase gradually from 8 to 16. The first intake would be in September 2013. The Resource Base would be shared and managed by both schools. It would be located in the building which currently houses the temporary dining facility in the playground.

## What is a Resource Base?

A Resource Base is a specialist facility within a mainstream school designed to support children with SEN who need extra support to access mainstream classes. It is an alternative to a separate special school or to a child being supported by a Learning Support Assistant within a mainstream school. The Resource Base at Torridon Infant and Junior schools would be for children with a statement of SEN and a diagnosis of ASD.

Autism is sometimes referred to as 'Autistic Spectrum Disorder', 'Autistic Spectrum Condition', 'ASD' or 'ASC'. The word 'spectrum' is used because, while all people with autism share three main areas of difficulty, their condition will affect them in different ways. Some are able to live relatively 'everyday' lives; others will require a lifetime of specialist support. The three main areas of difficulty which all people with autism share are difficulty with social communication, social interaction and social imagination. People with autism often have other learning disabilities but everyone with the condition shares a difficulty in making sense of the world (The National Autistic Society).

The Resource Base would provide a structured learning environment, a modified curriculum and behaviour support, without being isolated from the rest of the school. Depending on their level of need, children using the Resource Base would also take part in the activities of the mainstream school.

A Resource Base usually involves the construction of a new teaching area or the adaption of a space that already exists within the school. It would be supplied with additional staff and specialist resources and equipment. Staff would receive extra training and assistance to support the needs of children using the Resource Base.

## Why have a Resource Base?

The number of children with SEN in Lewisham has increased significantly over the last decade, in line with an overall increase in the pupil population. Currently a high number of children with SEN are placed at schools outside the borough, or attend special schools in the borough. Choice is largely restricted to mainstream or special schools.

Because of this, the Local Authority wants to increase the range of specialist educational provision in the borough. This will give parents more choice about the type of provision available for their child and will mean that fewer children need to travel outside the borough to attend school. Developing more Resource Bases in mainstream schools will help to achieve this.

A report by Ofsted found that mainstream schools with specialist Resource Bases were particularly good at supporting the social, personal and educational needs of children with specific learning difficulties (*'Inclusion: does it matter where pupils are taught?'*, Ofsted: 2006).

The main benefits of Resource Bases are as follows:

- They provide more opportunity for children with SEN to work and develop socially in a local mainstream setting, whilst also offering a calm and supportive environment away from the main activities of the school when needed.
- They offer wider benefits for the whole school community, gained through the specialist knowledge and skills acquired by staff which can be shared throughout the school. They can also help all children in the school to develop socially and learn about the world around them.

### Who would use the Resource Base?

Not all children with ASD need to be educated in a special school or a Resource Base. Children currently in the school who have ASD will not automatically gain a place in the Resource Base. The Resource Base at Torridon Infant and Junior Schools would cater for children whose statement of SEN indicates that they would benefit from the environment, resources and teaching methods available in the Resource Base. Places would be allocated in the same way as they are for special schools, through discussion between parents, the Local Authority 'Special Educational Need Provision and Placement Panel' and the school.

### Would the Resource Base be part of the school and what benefits would it bring to other children in the school?

The Resource Base would be part of Torridon Infant and Junior Schools and would be co-managed by both schools. It would be located within the shared school grounds at a location accessible for both the Infant and Junior School, making use of the building recently installed to provide temporary dining facilities whilst school improvements take place. No existing teaching areas would be lost.

Children using the Resource Base would take part in the activities and learning of the mainstream classes alongside the support they receive from the Resource Base. However, the Resource Base would provide a calming and supportive environment away from the main activities of the school to provide additional support when needed for children with ASD.

There is clear evidence that Resource Bases bring wider benefits for all children, with and without SEN. The specialist knowledge and skills gained by staff through the Resource Base, can be shared throughout the school community, supporting the learning of all children, not just those accessing the provision.

Additionally, having a Resource Base in their school can help all children to strengthen their personal and social skills, giving them the confidence to interact socially with a wide range of people and supporting them to develop a positive understanding of diversity and the world around them.

### What training and support would staff receive to help them support the children in the Resource Base?

The Resource Base would build on the experience that staff already have in working with children with SEN. Specialist training in educating and supporting children with ASD would be provided to staff who work in the Resource Base and in the rest of the school. Additional staff would be recruited so that learning in the Resource Base would not reduce staff available elsewhere. Staff from both schools would benefit from the training delivered to them before the Resource Base opens and would also benefit from the experience and expertise of the Resource Base staff.

### How would the Resource Base be paid for?

The Resource Base would be paid for by Lewisham Local Authority. This would include funding for the new space required, as well as ongoing costs for the Resource Base, such as staffing and specialist support services. Funding for the Resource Base would be calculated separately to funding for the rest of the school. There would not be less funding given to the rest of the school because of the Resource Base.

We hope you have found this leaflet helpful in understanding the proposal for Torridon Infant and Junior schools. If you have any questions about the proposal or would like to discuss it and share your views, please join us at one of the public drop-in sessions, or contact us or the Head Teachers directly (contact details overleaf).

|  |   |            |
|--|---|------------|
| <b>If you have difficulty understanding this document in English please call the number below.</b> | Sidiid aad u hesho macluumaad ku saabsan dokumentigaan fadlan soo wac lambarka hoos ku qoran. | Somali     |
| Për të marrë informacion mbi këtë dokument, ju lutemi telefononi numrin e mëposhtëm.               | இப் பத்திரத்திலுள்ள தகவல் தேவையானால் தயவுசெய்து கீழேயுள்ள எண்ணில் தொடர்புகொள்ளவும்.           | Tamil      |
| Pour plus d'informations sur ce document, veuillez appeler le numéro ci-dessous.                   | Bu doküman hakkında bilgi için lütfen aşağıdaki numarayı arayınız.                            | Turkish    |
| 更多有关本文件的信息，请拨打如下电话。  | Để biết thêm thông tin về tài liệu này, quý vị hãy gọi số điện thoại sau.                     | Vietnamese |

**020 7253 7700** Also call this number for other formats, including Braille, large print, audio tape, BSL or computer disc.  
 Email: [lewisham@pearllinguistics.com](mailto:lewisham@pearllinguistics.com) TYPETALK: 18001 020 7253 7700

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It is important to fill in the form below

Please fill in the

**Completed forms need to be returned by 16 May 2012**

To return the form:

- Leave it in the box provided in Torridon Infant School's reception area or Torridon Junior School's reception area.
- Email to: [jonathan.stevens@lewisham.gov.uk](mailto:jonathan.stevens@lewisham.gov.uk)
- Send to: Jonathan Stevens, Strengthening Specialist Provision Programme, 3rd Floor, Laurence House, Catford, London, SE6 4RU

Your views

**What do you think the benefits would be of having a Resource Base for children with Autistic Spectrum Disorder at Torridon Infant and Junior Schools?**

**Do you have any concerns about having a Resource Base at the school?**

**Do you agree with the proposal to set up a Resource Base at the school? Yes/ No/ Unsure (please circle as appropriate and provide additional comments below if you would like)**

**Do you have any other comments about this proposal?**

**Please provide us with some information about yourself overleaf...**

## Your details

How would you best describe yourself in relation to this consultation? *(please tick one)*

Parent/carer     Governor     School staff     Pupil     Member of local community

Other *(please specify)*:.....

I am representing an organisation in making this response *(please tick and specify)*  
.....

**Equalities monitoring** is the collection of information which helps Lewisham Council ensure that they are providing a fair and inclusive service. We need to know who our customers are to check that everyone in the borough is accessing the services they are entitled to, and that nobody is discriminated against unlawfully.

Any information provided by you will be treated **confidentially** and in accordance with the Data Protection Act. All questions are voluntary and you do not have to answer them. However, by answering the questions you will help us to ensure that our services are fair and accessible to all.

### How would you describe yourself?

|            |  |
|------------|--|
| <b>Age</b> | <input type="checkbox"/> Under 18          |
|            | <input type="checkbox"/> 18-65             |
|            | <input type="checkbox"/> Over 65           |
|            | <input type="checkbox"/> Prefer not to say |

|                  |   |
|------------------|---|
| <b>Ethnicity</b> | <input type="checkbox"/> White British background |
|------------------|---|

|  |   |
|--|---|
|  | <input type="checkbox"/> Other White background               |
|  | <input type="checkbox"/> Black and minority ethnic background |
|  | <input type="checkbox"/> Prefer not to say                    |
| <b>Disability</b><br>Are you disabled? | <input type="checkbox"/> Yes                                  |
|  | <input type="checkbox"/> No                                   |
|  | <input type="checkbox"/> Prefer not to say                    |
| <b>Gender</b>                          | <input type="checkbox"/> Male                                 |
|  | <input type="checkbox"/> Female                               |
|  | <input type="checkbox"/> Prefer not to say                    |

**Thank you for taking the time to read this leaflet.**

**We look forward to hearing from you.**

## **Appendix 2**

### **Statutory Notice for Prescribed Alterations**

#### **Torridon Infant and Junior Schools – A new resource base for children with Autistic Spectrum Disorder (ASD).**

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that London Borough of Lewisham intends to make a prescribed alteration to Torridon Infant and Junior Schools.

The proposed alteration involves the conversion of the temporary dining hall located in the playground to create a specialist resource base for up to 16 pupils with a statement of Autistic Spectrum Disorder (ASD) to enable them to learn alongside peers within a mainstream setting.

Completion of the building work is planned for November 2012, with the resource base opening in September 2013, for approximately 8 children initially. The number of places will increase each year up to a total of 16.

The proposed full refurbishment to the shared dining hall would include the specialist facilities required for the resource base.

It is intended that the school will make provision for the following type(s) of special educational needs:

- Autistic Spectrum Disorder (ASD)

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from Jonathan Stevens at the address below.

Within six weeks from the date of publication of this proposal, that is by noon on 15<sup>th</sup> August 2012, any person may object to or make comments on the proposal by sending them to: Jonathan Stevens, Project Manager, Strengthening Specialist Provision Strategy Team, Special Educational Needs, Directorate for Children & Young People, 3rd Floor, Laurence House, Catford, London, SE6 4RU

**Signed: Frankie Sulke**  
**Executive Director for Children & Young People**

**London Borough of Lewisham**  
**Publication date: 4<sup>th</sup> July 2012**



### Appendix 3

|    | Description   | School   | Response | Age Group | Sex    | Disability | Ethnicity         | Comments  |
|----|---------------|----------|----------|-----------|--------|------------|-------------------|---|
| 1. | Parent/ carer | Torridon | Yes      | 18-65     | Female | No         | Prefer not to say | Make children and adults more aware of autism to provide a safe place for those with autism who don't need full time special school but can learn with mainstream at times.   |
| 2. | Parent/ carer | Torridon | Yes      | 18-65     | Male   | No         | White British     | Integration with other children, able to socially learn respect from other parents, children.<br>Agree principally depending on the detail.<br>Me and my wife have worked with children with various types of Autism and my wife's brother is Autistic and was in a mainstream school class. I would like to know if the classroom is used fulltime for 8-16 children and how fully they will be mixing with the rest of the school. All the children will benefit by the integration totally in as many parts of the school as possible for Autistics to be in the school. I feel it is only worthwhile if the children cannot be in regular class and are in a separate specifically for them fulltime (same hours as other children) and mix with other children in playtime, meals etc. |
| 3. | Parent/ carer | Torridon | Yes      | 18-65     | Female | No         | White British     | It helps the children to be more socially aware and understanding of individuals with special needs. If it is normal for them to interact with the SEN children on a daily basis then they will gain a better understanding and become more accepting of individuals who are different to them.<br>Will the children be taught about the special needs  |

|          |               |          |     |       |        |     |               |  |
|----------|---------------|----------|-----|-------|--------|-----|---------------|--|
|          |               |          |     |       |        |     |               | and why they are different to them and encouraged to focus on the similarities between them instead? Will the children be taught about how to interact appropriately and if need be, offer help to them as well as friendship.<br>Yes I agree with the proposal as long as it is maintained that the funding and resources for the rest of the school are not affected then I feel it can only be beneficial to set up the SEN resource base. How long will it take to be implemented into the school? Will the children be gradually made aware of the SEN children or will they start and then the children start to be made aware of special needs? |
| Page 235 | Parent/ carer | Torridon | Yes | 18-65 | Female | No  | White British | It will have a positive impact for children with ASD. It will give them a good learning environment. I think this would be a brilliant use of the building and a positive impact on ASD children and mainstream.   |
|          | Parent/ carer | Torridon | Yes | 18-65 | Female | No  | White British | It will have benefits for support for children with ASD. It will also allow teachers to focus more on the mainstream classroom. I feel this can only have a positive impact on the children.   |
| 6.       | Parent/ carer | Torridon | Yes | 18-65 | Female | Yes | Other White   | I know there are children with ASD in both schools and it would benefit them a lot if they would get extra learning and emotional support in the school. No concerns at all. Very much support this idea. Good job!!!<br>This is a great thing for kids with ASD and their parents to have Resource Base at a local school. I think it should work good.   |
| 7.       | Parent/Carer  | Torridon | Yes | 18-65 | Female | No  | Not stated    | Best Result.   |
| 8.       | Parent/Carer  | Torridon | Yes | 18-65 | Female | No  | White British | It would allow children with SEN to work in a  |

|     |              |          |     |            |            |            |                                      |   |
|-----|--------------|----------|-----|------------|------------|------------|--------------------------------------|---|
|     |              |          |     |            |            |            |                                      | mainstream setting, but be away from the mainstream school as needed. It would develop the skills of the staff.<br>I fully support the proposal.  |
| 9.  | Parent/Carer | Torridon | Yes | 18-65      | Female     | No         | Black and Minority ethnic background | No comments.  |
| 10. | Parent/Carer | Torridon | Yes | 18-65      | Male       | No         | Black and minority ethnic background | No comment.   |
| 11. | Parent/Carer | Torridon | Yes | 18-65      | Male       | No         | Black and ethnic minority background | No comment.   |
| 12. | Parent/Carer | Torridon | No  | Not stated | Not stated | Not stated | Not stated                           | <p>There would be no benefit to having ASD children at Torridon. There would only be disruption to both the non-ASD children and teachers in the classrooms. Why should the majority be adversely affected in order to benefit the few.</p> <p>This is not a good idea-definite NO! I believe the resource base would bring disruption to the children at the school. More disruption caused by the ASD children which would hinder the majority of pupils learning. I do not want my children's learning to be affected negatively by more disruptive children being admitted to the school, this is not fair. I do not believe the majority of well behaved children should suffer for the benefit of one.</p> <p>Essentially admitting more naughty children/children with social communication problems would not benefit the school. I believe grades would suffer as teachers would be more pushed to spend time with ASD children. The non-ASD children would have</p> |

|     |              |          |    |       |                   |                   |                        |   |
|-----|--------------|----------|----|-------|-------------------|-------------------|------------------------|---|
|     |              |          |    |       |                   |                   |                        | less time spent with them. Behaviour of the children in the playground would become poorer, with ASD children not knowing how to behave. I do not want my child coming into contact with this behaviour at all.   |
| 13. | Parent/Carer | Torridon | No | 18-65 | Female            | No                | Other White background | Autistic Spectrum Disorder children should be in a school specialised only for autistic children as the effect on other children can be very dramatic. A lot of concerns.   |
| 14. | Parent/Carer | Torridon | No | 18-65 | Prefer not to say | No                | Prefer not to say      | No benefits whatsoever to the rest of normal pupils to have resources diverted away from them. I have a lot of concerns because the normal progress of the other pupils will be hindered and will negatively affect the mainstream pupils. Definitely no, since the number of the autistic spectrum condition pupils is on the increase in Lewisham then a separate a school should be designated to help them without negative effects on the normal children. |
| 15. | Parent/Carer | Torridon | No | 18-65 | Prefer not to say | Prefer not to say | Prefer not to say      | Not a good idea, it will impact on the reputation of of both schools. I believe they should be in a separate school like Watergate. I believe no matter what parents concerns are you will push ahead with this.  |
| 16. | Parent/Carer | Torridon | No | 18-65 | Female            | No                | White British          | I can see that it can benefit some students although in my experience having well trained staff in the SEN department is effective enough. I am concerned that as the resource is at Torridon, the school would receive a large number of applications from not only ASD students but students who display other types of behaviour. I feel this could have a negative impact on my child's experience of   |

|     |              |          |     |            |                   |            |                        |  |
|-----|--------------|----------|-----|------------|-------------------|------------|------------------------|--|
|     |              |          |     |            |                   |            |                        | school. I am not in agreement with the proposal  |
| 17. | Parent/Carer | Torridon | No  | 18-65      | Female            | No         | Other White background | Autistic Spectrum Disorder children should be in a school specialised only for autistic children as the effect on other children can be very dramatic. A lot of concerns. I do not agree.  |
| 18. | Parent/Carer | Torridon | No  | 18-65      | Prefer not to say | No         | Prefer not to say      | No benefits to the rest of normal pupils. Resources will be diverted away from them. My concerns are that the progress and development of normal pupils will be impacted negatively. I oppose the proposal and say no to it. A special school should be created solely for the autistic spectrum condition since the number is on the increase. Thank you.   |
| 19. | School Staff | Torridon | Yes | 18-65      | Female            | No         | White British          | To provide much needed gap in provision in borough for those with ASD. Provide better awareness and training for all staff about Autism. Management of RB needs to be clearly defined between the two schools.   |
| 20. | School Staff | Torridon | Yes | Not stated | Female            | Not stated | White British          | The resource base will offer children the opportunity to learn in an environment that suits their needs and allow them to integrate in the mainstream school as appropriate. The base will hopefully provide an area of expertise to Torridon and hopefully staff will be able to draw on that expertise and base resources at the base.<br>Torridon is already suffering from a lack of space in particularly in the playground. The resource base is depriving children of a significant amount of playground space. Playtimes are already crowded/busy times and difficult to manage. Children need space to play. During the integration into mainstream school the level of support provided to children, so that classes are not disrupted and |

|     |              |          |     |       |        |    |               |   |
|-----|--------------|----------|-----|-------|--------|----|---------------|---|
|     |              |          |     |       |        |    |               | <p>children in class are disadvantaged as a result. I agree with the proposal overall but I shall have reservations with regard to space, and hope that we are not depriving our children of the right to play safely in a good space.</p> <p>The base will contribute to the rising needs of parents and children in the borough. Can't help wondering why Lewisham closes resources that were already in place.</p>   |
| 21. | School Staff | Torridon | Yes | 18-65 | Female | No | White British | <p>Skills and knowledge will be shared throughout both schools. ASD children will have an ideal opportunity to integrate into mainstream classroom when necessary.</p> <p>I have no concerns at all, It is an excellent resource for the school community and the ASD child, including parents/carers. This opportunity will also allow staff to further develop their own professional development.</p> <p>My son attended Brent Knoll (year 6) due to ASD. At the time he was not managing educationally at mainstream, this had quite an impact on his confidence, self esteem, and wellbeing. Brent Knoll was his only option as ASD resource bases were not available. He would have benefited from the mainstream/ unit in all areas.</p> |
| 22. | School staff | Torridon | Yes | 18-65 | Female | No | White British | <p>I think children with learning difficulties will learn to interact with their peers, I also believe that children in the regular school setting will benefit from interacting with children who have needs differing from their own. I think it is very important not to socially isolate children and therefore would welcome a unit like this one.</p>   |

|     |                                  |          |        |       |        |    |                                      |  |
|-----|----------------------------------|----------|--------|-------|--------|----|--------------------------------------|--|
|     |                                  |          |        |       |        |    |                                      | <p>My concern would be that the resource is funded sufficiently and staffed fully to ensure all the children's needs are met. Often funding can begin well but then lessen and I think that would be when things can become difficult to manage.</p> <p>I do agree with this proposal mainly as I feel children with ASD will benefit from the support the unit will offer coupled with the interaction from the main school to ensure these children are offered the chance to form relationships with the other children outside the unit setting-to break down any peer rejection that they possibly would face without it, making their school experience a positive one and hopefully this would help them to access normal school life and equip them with values and a solid foundation to take them through to adult life.</p> |
| 23. | School Staff (and parent/ carer) | Torridon | Yes    | 18-65 | Female | No | White British                        | <p>I feel it would provide a good learning environment for children with those needs. I also feel that it would be better for mainstream classes as this will also allow the teacher to focus more on the remaining pupils. Would make good use of the buildings. Providing resources and space for children with additional needs is positive for their education and self-esteem.</p>  |
| 24. | School staff                     | Torridon | Unsure | 18-65 | Female | No | Black and minority ethnic background | <p>I think it will benefit children with ASD because they will be able to access mainstream education and still receive specialist teaching with in the resource base. It will also benefit the children with in the mainstream school who appear to show autistic behaviour as they will be able to access the resources of the resource base. School staff will benefit from the expertise of the staff of the resource base.</p>  |

|     |                                      |                          |     |            |            |            |               |   |
|-----|--------------------------------------|--------------------------|-----|------------|------------|------------|---------------|---|
|     |                                      |                          |     |            |            |            |               | I am concerned of the impact of the children with ASD on the children within the main school. These ASD children will be on the school roll and expected to access mainstream learning. The ASD children may present with extreme forms of behaviour that will impact on the class in the main school. Also it will take up more teacher time to deal with such behaviour resulting in a negative impact on the learning of the rest of the class. I think that it is very important that the staff employed to provide 1-1 support to children with ASD are qualified and experienced to do their job. Otherwise their lack of expertise will have a negative impact on the main school if the support worker is unable to manage the learning and behaviour of the autistic children. |
| 25. | Director of Education                | Archdiocese of Southwark | Yes | Not stated | Not stated | Not stated | Not stated    | We have no objection to this proposal.  |
| 26. | Governor (Infant and Nursery School) | Torridon                 | Yes | 18-65      | Female     | No         | White British | There will be more choice for parents as they will be able to opt for their children with a statement of SEN and ASD to attend a mainstream school, perhaps closer to their home than existing provision elsewhere. For those parents it will mean that their children will still receive specialist support in a setting, which will meet their needs. It might help to avoid siblings of primary age having to attend different schools.<br>Staff in the mainstream part of the school will be able to tap into the expertise of the specialist staff in the ASD unit. The children in the mainstream classes will thus benefit from the dissemination of knowledge,  |



|     |                          |          |     |       |        |    |               |  |
|-----|--------------------------|----------|-----|-------|--------|----|---------------|--|
|     |                          |          |     |       |        |    |               | <p>experience and training.</p> <p>The children in the mainstream part of the school will gain a better understanding of ASD and will help them understand about children with special needs.</p> <p>No concerns. However, I would hope that the placements of children are such that children who enter the ASD Unit at Key Stage 1 will have a guaranteed place in the ASD Unit at Key Stage 2, if they require it.</p>  |
| 27. | Governor<br>(and parent) | Torridon | Yes | 18-65 | Female | No | White British | <p>I have direct experience of a boy in my family (not in Lewisham) whose life has been turned around once the necessary SEN support for his ASD was put in place. He is so much happier at school now and has made lots of friends in his class. I agree with what is outlined above; as a general rule it is much better for children with ASD to be educated in mainstream schools but with additional support available too. It is often from primary that neighbours with children get to know one another. I am aware that some teenagers and young adults with ASD in Lewisham are quite socially isolated because they have not had the opportunity to develop local friendship networks and this also applies to their parents.</p> |

# Agenda Item 10

|  |                               |                                     |                          |                                     |
|--|-------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| <b>Chief Officer Confirmation of Report Submission</b> |                               |                                     |                          |                                     |
| <b>Cabinet Member Confirmation of Briefing</b>         |                               |                                     |                          |                                     |
| Report for: Mayor                                      |                               |                                     |                          |                                     |
|  | Mayor and Cabinet             |                                     |                          | <input type="checkbox"/>            |
|  | Mayor and Cabinet (Contracts) |                                     |                          | <input checked="" type="checkbox"/> |
|  | Executive Director            |                                     |                          | <input type="checkbox"/>            |
| Information  | Part 1                        | Part 2                              | Key Decision             | <input checked="" type="checkbox"/> |
|  | <input type="checkbox"/>      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |

|                 |              |
|-----------------|--------------|
| Date of Meeting | 20 June 2012 |
|-----------------|--------------|

|                 |  |
|-----------------|--|
| Title of Report | Small Scale Traffic Schemes & Traffic Management Works 2012-13 |
|-----------------|--|

|                      |            |              |
|----------------------|------------|--------------|
| Originator of Report | Simon Moss | Ext<br>42269 |
|----------------------|------------|--------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes                                 | No                       |
|--|-------------------------------------|--------------------------|
| Financial Comments from Head of Business Management      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Legal Comments from the Head of Law                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Crime & Disorder Implications                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Environmental Implications                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Equality Implications/Impact Assessment (as appropriate) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Confirmed Adherence to Budget & Policy Framework         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Risk Assessment Comments (as appropriate)                | <input type="checkbox"/>            | <input type="checkbox"/> |
| Reason for Urgency (as appropriate)                      | <input type="checkbox"/>            | <input type="checkbox"/> |

Signed:  Executive Member

Date: 11 June 2012

Signed:  Director/Head of Service

Date: 12-6-12

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |  |          |              |
|--------------------------|--|----------|--------------|
| <b>Report Title</b>      | Small Scale Traffic Schemes & Traffic Management Works 2012-13 |          |              |
| <b>Key Decision</b>      | Yes  | Item No. |              |
| <b>Ward</b>              | All  |          |              |
| <b>Contributors</b>      | Executive Director for Resources and Regeneration              |          |              |
| <b>Class</b>             | Part 1   | Date:    | 20 June 2012 |

## **1. Purpose**

- 1.1. This report seeks approval for a prioritised programme of Small Scale Traffic Schemes to be funded by Transport for London (TfL) and implemented in 2012-13. It also proposes a revenue programme of traffic management works.
- 1.2. The report also provides information on the implementation of last year's Small Scale Traffic Schemes 2011-12, as well as the wider approach to road safety engineering, and the programme of transport schemes under the Local Implementation Plan (LIP) programme for 2012-13.

## **2. Recommendations**

The Mayor is recommended to agree:-

- 2.1. That prioritisation of Small Scale Traffic Schemes for 2012-13 in Appendix A be approved;
- 2.2. That applicable funding identified via S106 or other external sources be used to investigate and treat items from the priority list;
- 2.3. That the Mayor notes the small scale traffic schemes carried out in 2011-12 (as set out in section 7);
- 2.4. That officers report back next year on additional small scale traffic scheme requests received and action taken in respect of the 2012-13 programme.
- 2.5. That the Borough's 2012-13 "Local Transport Funding" allocation from Transport for London of £100,000 be allocated as listed below:
  - i. That £50,000 be allocated to the programme of Small Scale Traffic Schemes;

- ii. That £30,000 be allocated to the development of future traffic schemes;
  - iii. That £20,000 be allocated to public transport improvements.
- 2.6. That the revenue traffic management budget for 2012-13 of £75,000 be allocated as listed below:
  - i. That £25,000 be allocated to the programme of Small Scale Traffic Schemes;
  - ii. That £20,000 be allocated for new waiting and loading restrictions;
  - iii. That £10,000 be allocated for footway parking;
  - iv. That £10,000 be allocated for the application of Speed Indicator Devices;
  - v. That £10,000 be allocated for traffic flow and speed surveys;

### **3. Policy Context**

- 3.1. The Local Implementation Plan (LIP) sets out Lewisham's policy objectives for transport and has been developed within the framework provided by the Mayor's Transport Strategy.
- 3.2. The goals, objectives, and outcomes for the LIP reflect local policies and priorities and are aligned with the Council's Corporate Priorities and the Sustainable Community Strategy.
- 3.3. As a major policy document, the LIP supports all six priorities of the Sustainable Community Strategy and has particular relevance to the many economic, environmental and social improvement that rely on a modern transport system. The LIP Programme for improving "Corridors and Neighbourhoods" in 2012-13 is included in section 5.3.
- 3.4. More specifically, the road safety and traffic management measures contained in this report will contribute directly to the "Safer" priority, and to the "Clean green and liveable" priority.
- 3.5. These measures are also supported by local planning policies (TRN20 and TRN21) which are being taken forward into the Local Development Framework. These policies undertake to reduce the number and severity of road accidents in the borough and introduce traffic calming measures on the road network so as to:
  - reduce traffic to achieve the role assigned to roads in the hierarchy;
  - allocate road space to essential traffic and sustainable transport;
  - reflect the requirement of land uses, in terms of access, essential movement and environmental needs, and;

- reduce motorised traffic in residential areas and improve the environment for residents.

#### **4. Background**

- 4.1. A prioritised list of Small Scale Traffic Schemes has been updated and implemented on an annual basis since 2001. The purpose of the list is to record and assess the numerous requests for traffic related improvements to Lewisham's highway network, and to prioritise the schemes according to an agreed set of criteria.
- 4.2. In order to ensure the best use of limited funding, the Executive Committee approved a report on the 25th July 2001 that agreed:-
  - i. the priority assessment criteria for traffic management measures;
  - ii. the criteria for the assessment of formal pedestrian crossings, and;
  - iii. for officers to report on additional requests received and action taken in respect of the priority list.
- 4.3. The Council also has a limited revenue budget for traffic management improvements, which is used to supplement and enhance the value of external funding. In addition to essential minor works, this budget provides an evidence base and feasibility work to support the development of future traffic schemes.

#### **5. Small Scale Traffic Schemes - The Process**

- 5.1. This programme is intended for minor traffic management schemes and pedestrian facilities, which are prioritised using weighted assessment criteria, shown on the list in Appendix A. This system has been devised to ensure that schemes primarily address safety concerns, and are viable within the proposed budget. The prioritised list is reviewed annually and reported to Mayor and Cabinet.
- 5.2. Potential schemes are compiled from requests received from residents, Members and via petitions, or where a prima facie case for treatment exists. All requests are registered and assessed by Officers in the Transport Service.
- 5.3. Requests may be excluded from this list where they are within the scope of another project, where they may be funded from other sources, or where they form part of a submission for funding from Transport for London.
- 5.4. Officers carry out detailed investigation and design of the highest priority small scale traffic schemes. As a result some of the schemes proposed may not be viable or may require alteration following local consultation.

- 5.5. Schemes which are eligible for specific funding will be pursued following consultation with the relevant Ward Members and the Deputy Mayor, even if this results in treating schemes lower down the priority ranking. In this way the benefits of any opportunistic funding will not be lost whilst maintaining a data-led approach to available Council funding.
- 5.6. Any assessment of pedestrian crossings follows Department for Transport Guidance. This is a technical exercise with a wide range of factors, which determines whether a pedestrian crossing can be provided, and the type of crossing that is appropriate, as well as informing the order of priority.

## **6. Small Scale Traffic Schemes for 2012-13**

- 6.1. The full list of prioritised schemes, together with the approximate cost of each scheme is shown in Appendix A. The total estimated funding required to implement all the schemes is £470,000.
- 6.2. Subject to the approval of this report, the funding available for 2012-13 is £100,000. This comprises £50,000 from TfL's Local Transport Funding, which is allocated to boroughs to spend on local transport priorities, £25,000 from the Council's revenue traffic management budget, and £25,000 from the LIP "Corridors and Neighbourhoods" programme, which was approved by Mayor and Cabinet in September 2011.

## **7. Small Scale Traffic Schemes implemented in 2011-12**

- 7.1. The following schemes were implemented in 2011-12, in accordance with the current prioritisation policy:
- Avignon Road speed tables
  - Taylor's Lane traffic calming
  - Heather Road Traffic Calming
  - Kent House Road pedestrian island near Albermarie Lodge
  - Ashgrove Road and Coniston Road small 20mph zone
  - Hither Green Ln "Slow" road signs and road markings near Ryecroft Rd
  - Catford Hill guard railing at entrance to Kings Church
  - Pendragon Road removal of one-way
  - Hillyfields Crescent informal crossing table

## **8. Local Transport Funding**

### Small Scale Traffic Schemes

- 8.1. Transport for London provide annual flexible funding of £100,000 for local transport priorities. It is therefore proposed that £50,000 be

allocated from the Local Transport Fund to the programme of Small Scale Traffic Schemes.

#### Development of Future Traffic Schemes

- 8.2. Preparatory work is essential in the development of all the Council's transport programmes, incurring necessary costs on surveys, feasibility work, initial consultations and preliminary design.
- 8.3. It is also essential in order to make the best use of the available funding. It is therefore proposed that £30,000 be allocated to the development of future transport schemes.

#### Public Transport Improvements

- 8.4. Public transport is a crucial element of the transport network for Lewisham, with a high proportion of residents and businesses reliant on its effective operation.
- 8.5. In addition to lobbying transport operators, it is hugely beneficial to have leverage funding in order to maximise the effectiveness of partnership work with the transport operators and Transport for London. It is therefore proposed to allocate £20,000 to deliver small scale works on the highway that contribute to an improved public transport system.

### **9. Traffic Management Revenue Programme**

#### Small Scale Traffic Schemes

- 9.1. The programme of schemes, as set out above, is a fundamental element of the Council's traffic management responsibilities. It is therefore proposed that the annual contribution of £25,000 be allocated from the Council's revenue budget to the programme of Small Scale Traffic Schemes.

#### Waiting and Loading

- 9.2. The introduction of waiting and loading restrictions is essential in order to alleviate safety issues which are identified on the highway, usually on corners or bends in roads. Many of these problems are brought to our attention by concerned members, residents and officers.
- 9.3. It is important that such safety issues are investigated and any necessary action taken and it is proposed that £20,000 be allocated to address this issue.

### Footway parking

- 9.4. The increasing amounts of kerbside parking in narrow roads results in damage from passing vehicles, or unnecessary congestion due to the traffic's inability to pass. Similar problems exist in narrow roads where parking causes problems for service vehicles such as dustcarts.
- 9.5. Where the footway strength will allow vehicle loading, and where acceptable footway widths can be maintained, footway parking may be introduced. It is proposed that £5,000 be allocated to fund the necessary investigations and lining to address these issues.
- 9.6. In addition to investigating new footway parking, it is necessary to maintain existing areas of footway parking. It is therefore proposed that £5,000 be allocated to fund re-marking and maintenance of existing footway parking places.

### Speed Indicator Devices

- 9.7. The Council has 44 speed indicator devices (SIDs) sited around the borough, of which 14 are designed to be easily relocated and are used throughout the borough. These signs are a useful tool to draw drivers attention to the speed limit or when they travelling above that limit (depending on how they are set up). It is proposed that £10,000 be allocated for the maintenance and relocation of the devices.

### Traffic Flow and Speed Surveys

- 9.8. The Council requires up to date information on traffic growth and patterns in order to understand trends and issues on the boroughs highway network. This evidence is essential in designing effective traffic schemes and monitoring their impacts. In order to maximise the value of programmes such as the Small Scale Traffic Schemes, it is proposed that £10,000 be allocated for traffic flow and speed surveys.

## **10. Road Safety Engineering**

### Local Safety Schemes

- 10.1. In 2001 the Executive Committee agreed a prioritised approach to achieving a reduction in the numbers of personal injury accidents occurring in the borough. For local safety schemes, roads with the highest number of recorded personal injury records are investigated for possible remedial measures.
- 10.2. Until 2009-10 the Council made annual submissions to Transport for London for specific funding for safety schemes where engineering measures were likely to reduce accident numbers.
- 10.3. Over time, councils across London have generally been successful at targeting and treating accident clusters, and rather than identify specific



Local Safety Schemes, TfL have moved towards incorporating road safety issues into wider improvement programmes, which look at whole Corridors and Neighbourhoods. In the current LIP, Local Safety Schemes will therefore be carried out under the “Corridors, Neighbourhoods and Supporting Measures” programme.

- 10.4. Schemes with a strong road safety focus are reviewed after at least three years of implementation, to assess whether they have achieved their casualty reduction objectives and where additional measures are required.

#### Area Traffic Calming (20mph Zones)

- 10.5. Approximately two-thirds of the borough is currently within a 20mph zone. While accident trends will remain under scrutiny, it is currently considered that most areas which have a strong business case for a 20mph zone have now been implemented.
- 10.6. However, while a structured programme of new 20mph zones is not currently planned, individual cases will be considered on their merits under the wider LIP programme.
- 10.7. Where funding is available, existing 20mph zones are reviewed to ascertain whether the traffic calming has achieved its objectives and any necessary physical works are implemented. The LIP programme contains provision for such reviews. In 2012/13 the intention is to review four 20mph zones (Grove Park, Lewisham Central, Lewisham High Street and Perry Vale North) which were implemented in 2008.

### **11. TfL funded Schemes for 2012/13**

- 11.1. Transport for London LIP allocation for Lewisham in 2012-13 totals £5.319M. This includes £2.699M from the Corridors, Neighbourhoods and Supporting Measures Programme, which is detailed below in Table 1. The LIP allocation also includes £320K for Principal Road Renewal (Sydenham High Street) and £2.3M for the Sydenham Town Centre. Details of the LIP budget proposals were reported to Mayor and Cabinet on the 14th September 2011.
- 11.2. The table below lists of schemes proposed from the Neighbourhood and Corridors budget.

**Table 1: LIP “Corridors” Programme for 2012-13.**

| <b>Scheme</b>  | <b>Value (£)</b> |
|--|------------------|
| Ladywell Neighbourhood                                 | 450,000          |
| Hither Green Neighbourhood                             | 130,000          |
| Grove Park Neighbourhood                               | 40,000           |
| Bell Green Neighbourhood Study / Initial Works         | 100,000          |
| Sydenham Area Based Scheme (Construction contribution) | 127,000          |
| Brockley Cross Phase 2                                 | 100,000          |
| Surrey Canal Road ELLX subways                         | 462,000          |
| Electric Vehicle Charging Points                       | 5,000            |
| Sydenham Road East Corridor                            | 350,000          |
| Bus Stop Accessibility                                 | 50,000           |
| Green Chain Walk                                       | 15,000           |
| Road Safety, Education and Training                    | 75,000           |
| Cycle Training   | 125,000          |
| Evelyn Street Noise Assessment                         | 5,000            |
| Review of 20mph and Local Safety Schemes               | 160,000          |
| Roadside Air Quality Monitoring                        | 5,000            |
| School Travel Planning                                 | 160,000          |
| Independent Traveller Training                         | 25,000           |
| Travel Awareness                                       | 30,000           |
| Workplace Travel Plans                                 | 10,000           |
| Green Chain Walk Promotion                             | 10,000           |
| Whitefoot Lane / Southend Lane Corridor                | 100,000          |
| The Thorpes Neighbourhood                              | 80,000           |
| Completion of previous year schemes                    | 40,000           |
| Bellingham Estate Neighbourhood                        | 10,000           |
| Kender Corridor Local Streets                          | 10,000           |
| Small Scale Traffic Management Works                   | 25,000           |
| <b>Total</b>   | <b>2,699,000</b> |

## **12. Financial Implications**

- 12.1. The Traffic Management Schemes revenue budget for 2012/2013 has been set at £75,000. Of this amount £25k is to be spent on small scale traffic schemes, £20k on new waiting and loading restrictions, £10k on allocated footway parking, £10k for the application of speed indicator devices and £10k for traffic flow and speed surveys.
- 12.2. Transport for London have allocated £100,000 to each borough to be spent on “Local Transport” priorities of their choice. Of this amount £50k is to be allocated to small scale traffic schemes, £30k allocated to the development of future traffic schemes and £20k to public transport improvements.
- 12.3. The total LIP2 allocation for Lewisham submitted to and agreed by TfL thus far amounts to £5.319m. In addition there is £100k for “Local Transport” priorities as described in paragraph 12.2. The overall total will therefore be £5.419m for 12/13 of which £2.699M relates to the LIP

“Corridors” programme. The list of schemes proposed from this budget are listed in Table 1 paragraph 11.2 of this report. The table includes £25k for small scale traffic schemes.

### **13. Legal implications**

13.1. In relation to safety, section 39 of the Road Traffic Act 1988 requires the Council to:

- a) prepare and implement a programme of measures designed to improve road safety and in doing so must:-
  - i. carry out studies into accidents arising out of the use of vehicles on roads or parts of roads within their area, and;
  - ii. in the light of those studies take such measures as appear to them to be appropriate to prevent such accidents, and;
  - iii. in constructing new roads, must take such measures as appear to them to be appropriate to reduce the possibilities of such accidents when the roads come into use.

The measures detailed in this report would go towards discharging these various duties.

13.2. In addition the Council has a broad duty to maintain those highways for which it is responsible. The Council can also take pro-active steps in improving highways, by virtue of various powers given to it under the Highways Act 1980. The Road Traffic Regulation Act 1984 gives the Council the ability to provide pedestrian crossings, and introduce other measures that complement physical alterations to the roads themselves, such as speed limits or one-way restrictions. Both Acts give the Council implicit powers to incur expenditure to achieving those ends. The 1984 Act imposes a duty on the Council, in exercising its powers under the Act, to do so in a way which, so far as practicable, secures the expeditious, convenient and safe movement of traffic, including pedestrians. In complying with that requirement, the Council must have to have regard to:

- a) the desirability of maintaining access to premises;
- b) the effect on the amenities of the locality, and in particular the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads involved run;
- c) the national air quality strategy;
- d) the importance of ensuring public service vehicles can operate, and the safety of people using them; and
- e) any other matter which appears to be relevant.

#### **14. Crime and Disorder Implications**

14.1. There are no significant implications for the prevention of crime & disorder. However, the road safety and traffic management programmes in this report contribute to a safer environment which encourages motorists to drive with respect and in compliance of the highway code.

#### **15. Equalities Implications**

15.1. The Equality Act 2010 became law in October 2010. The Act aims to streamline all previous anti-discrimination laws within a Single Act. The new public sector Equality Duty, which is part of the Equality Act 2010, came into effect on the 5 April 2011.

15.2. The new equality legislation covers the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. It also applies to marriage and civil partnership, but only in respect to eliminating unlawful discrimination and only in relation to employment.

15.3. The Equality Duty has three aims. It requires public bodies (including local authorities) when making decisions to have due regard to the need to

- eliminate unlawful discrimination, harassment, victimisation and any conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

15.4. The Council's Comprehensive Equality Scheme for 2012-16 will provide an overarching framework and focus for the Council's work on equalities and help ensure compliance with the Equality Act 2010.

15.5. An Equalities Analysis Assessment has been developed alongside the LIP to ensure that any potential adverse impacts were fully considered and, where necessary, appropriate changes made. The overall findings of the assessment were that the proposals within the LIP do not discriminate or have significant adverse impacts on any of the protected characteristics.

15.6. Instead, the focus on improving access to services and better, safer streets will have broadly positive impacts on the local community. More specifically, the proposed schemes will reduce hazards for blind and partially sighted people, older people and those with impaired mobility.

## **16. Environmental Implications**

- 16.1. The preparation of the Local Implementation Plan (LIP) has been accompanied by a parallel process of Strategic Environmental Appraisal (SEA). A part of that process involved the development of objectives against which the proposals in the LIP might be assessed.
- 16.2. With regards to cumulative effects the assessment suggest that with all the policies, schemes and measures implemented through the period of the LIP, there are likely to be significant positive effects on SEA objectives relating to health, air quality, promoting more sustainable modes of transport, promoting safer communities, improving road safety, and improving accessibility in the Borough.
- 16.3. The proposed schemes will reduce hazards and make the road environment more attractive for pedestrians and cyclists. It is considered that the imposition of restrictions on vehicle movement referred to in the report, will not adversely impact on either the national or the Council's own air quality strategies.

## **17. Conclusion**

- 17.1. The allocation of funding set out in the recommendations of this report has been designed to maximise the value of TfL's investment in Lewisham, and to enhance the priorities set out in the Sustainable Community Strategy.

## **18. Background Documents**

- 18.1. Executive Committee Reports: 'Traffic Management and Pedestrian Facilities' and, 'An Integrated Approach to Traffic Calming, Environmental Improvements and Safer Routes to Schools'.

Date: 25 July 2001

Location: Lewisham Town Hall Lewisham Online

- 18.2. Mayor and Cabinet Reports: 'An Integrated Approach to Traffic Calming, Environmental Improvements and Safer Routes to Schools', and 'Prioritisation of Transport Schemes.....'

Date: July 2002, June 2003, July 2004, July 2006, July 2007, May 2008, Feb 2009, April 2010, May 2011

Location: Lewisham Town Hall Lewisham Online

- 18.3. Mayor and Cabinet Report: "Local Implementation Plan"

Date: 17 November 2010

Location: Lewisham Town Hall Lewisham Online

- 18.4. Mayor and Cabinet Report: "Annual Spending Submission"

Date: 14 September 2011  
Location: Lewisham Town Hall Lewisham Online

If there are any queries on this report please contact Simon Moss, Transport Policy and Development Manager, 020 8314 2269.

**Appendix A**  
**Procedure for Assessment and Priority Rating for Traffic Management and Pedestrian Facilities**

The schemes were prioritised using a weighted assessment criteria. The criteria and weighting as follows:

- Pedestrian Safety - Weighting 30
- Prevention of Rat Running – Weighting 10
- Prevention of Traffic Violations – Weighting 10
- Perceived Accident Risks – Weighting 30
- Scheme Viability – Weighting 20
- Scheme Cost

Schemes were assessed by Engineers to give a weighting value to each criteria listed above. The weighted values were added and divided by the estimated cost to give a total value, thus allowing a priority ranking to be made as in **Appendix A**.

**Notes on Appendix A**

1. The schemes are prioritised. All schemes and costings are subject to detail design. The costs are only budget estimates to give Members an indication of possible costs and these costs could vary. Following analysis it may not be possible to progress some schemes for engineering, cost or safety reasons.
2. Road Safety Schemes are not included in the above list and will be dealt with under the road safety programme.
3. Traffic Calming Schemes are not included in the list and will be dealt with under the area based traffic calming programme.
4. Larger more expensive schemes above £40,000 are generally not included in the list and where appropriate will be dealt with via the Local Implementation Plan.

**Appendix A**  
**Priority List Traffic Management and Pedestrian Facilities 2012/13)**

**Part 1 - Proposed for Funding**

| Scheme                            | Estimated Cost (£) | Description  | Pedestrian Safety | Prevent Rat-Running | Prevent Traffic Violation | Accident Risk | Viability & Effectiveness | Total Score | Ranking from benefit cost score |
|-----------------------------------|--------------------|--|-------------------|---------------------|---------------------------|---------------|---------------------------|-------------|---------------------------------|
|                                   |                    |  | 30                | 10                  | 10                        | 30            | 20                        | (100)       |                                 |
| Brookhowse Road<br>Swallands Road | 2,000              | New Give Way sign  | 0                 | 0                   | 0                         | 9             | 9                         | 18          | 1                               |
| Taylor's Lane                     | 2,000              | Measures to improve visibility and awareness of the concealed entrances to Sydenham Wells Park   | 0                 | 0                   | 0                         | 9             | 9                         | 18          | 2                               |
| Homecroft Road                    | 7,500              | a) introduce 1-way working southbound along Homecroft Road b) prohibit the entry into Homecroft Road at its junction with Tredown Road | 0                 | 10                  | 0                         | 0             | 20                        | 30          | 3                               |
| Dorville Road                     | 9,000              | Speed humps  | 10                | 3                   | 3                         | 5             | 8                         | 29          | 4                               |
| Meadowview Road                   | 9,000              | Speed humps  | 10                | 3                   | 3                         | 5             | 8                         | 29          | 5                               |
| Lawrie Park Rd                    | 7,500              | Traffic Calming  | 10                | 0                   | 0                         | 0             | 10                        | 20          | 6                               |
| Priestfield Rd & Garlies Rd       | 15,000             | Road humps in Garlies Road (3 nr); Road humps in Priestfield Road; Footway parking in Priestfield Road.                                | 5                 | 1                   | 0                         | 5             | 20                        | 31          | 7                               |
| Halifax Street                    | 19,500             | One way working in narrow street   | 5                 | 10                  | 0                         | 10            | 15                        | 40          | 8                               |
| Kingsand Place                    | 19,500             | One way working  | 5                 | 10                  | 0                         | 10            | 15                        | 40          | 9                               |
| Quentin Road                      | 10,500             | Speed humps  | 5                 | 1                   | 2                         | 5             | 8                         | 21          |                                 |
| <b>Sub Total</b>                  | <b>101,500</b>     |  |                   |                     |                           |               |                           |             |                                 |



**Appendix A**  
**Priority List Traffic Management and Pedestrian Facilities 2012/13)**

**Part 2 - Unfunded**

| Scheme                                      | Estimated Cost (£) | Description   | Pedestrian Safety | Prevent Rat-Running | Prevent Traffic Violation | Accident Risk | Viability & Effectiveness | Total Score | Ranking from benefit cost score |
|---|--------------------|---|-------------------|---------------------|---------------------------|---------------|---------------------------|-------------|---------------------------------|
|   |                    |   | 30                | 10                  | 10                        | 30            | 20                        | (100)       |                                 |
| South Row                                   | 19,000             | Traffic calming                                       | 10                | 5                   | 5                         | 5             | 10                        | 35          | 11                              |
| Hillmore Grove                              | 19,000             | Traffic calming Knighton Park Rd to Kent House Rd     | 10                | 5                   | 5                         | 5             | 10                        | 35          | 12                              |
| Nightingale Grove Road Closure improvements | 11,000             | Road closure re-design                                | 0                 | 0                   | 5                         | 5             | 10                        | 20          | 13                              |
| Granville Park                              | 31,000             | Traffic calming                                       | 5                 | 5                   | 7                         | 15            | 10                        | 42          | 14                              |
| Longhurst Road                              | 37,000             | Zebra crossing at Longhurst Road and Staplehurst Road | 20                | 0                   | 0                         | 15            | 15                        | 50          | 15                              |
| Wellmeadow Road                             | 37,200             | Pedestrian island kerb extension                      | 20                | 5                   | 0                         | 15            | 10                        | 50          | 16                              |
| Borncastle Road                             | 21,000             | No entry / one way system to prevent rat running      | 10                | 8                   | 0                         | 5             | 5                         | 28          | 17                              |
| Springbank Road                             | 31,000             | Install new zebra crossing                            | 15                | 0                   | 0                         | 15            | 8                         | 38          | 18                              |
| Geoffery Road width restriction             | 12,400             | Environmental works                                   | 0                 | 0                   | 0                         | 0             | 15                        | 15          | 19                              |
| Girton Road /Tannsfield Road                | 17,500             | Reverse the one way behind Supermarket                | 5                 | 0                   | 0                         | 5             | 10                        | 20          | 20                              |
| Rayford Avenue                              | 31,000             | Small 20mph zone                                      | 10                | 5                   | 10                        | 5             | 5                         | 35          | 21                              |
| Grove Street                                | 20,000             | Informal pedestrian crossing table near Sayes Court   | 15                | 0                   | 2                         | 5             | 10                        | 20          | 22                              |
| Maroons Way j/w Steve Biko Lane             | 37,200             | Improve the pedestrian environment by traffic calming | 15                | 0                   | 5                         | 10            | 5                         | 35          | 23                              |
| Barriedale Road                             | 17,360             | One way working                                       | 0                 | 5                   | 0                         | 5             | 5                         | 15          | 24                              |
| Sydenham Rise, J/W Tarleton Gardens         | 26,784             | Speed table and kerb realignment to prevent u turns   | 5                 | 0                   | 0                         | 0             | 0                         | 5           | 25                              |
| <b>Total Programme Cost:</b>                | <b>469,944</b>     |   |                   |                     |                           |               |                           |             |                                 |
| <b>Total Budget:</b>                        | <b>100,000</b>     |   |                   |                     |                           |               |                           |             |                                 |

# Agenda Item 11

|  |  |  |
|--|--|--|
| <b>Chief Officer Confirmation of Report Submission</b> |  |  |
| <b>Cabinet Member Confirmation of Briefing</b>         |  |  |
| Report for: Mayor                                      |  |  |
| Mayor and Cabinet                                      |  | X  |
| Mayor and Cabinet (Contracts)                          |  |  |
| Executive Director                                     |  |  |
| Information <input type="checkbox"/>                   | Part 1 <input checked="" type="checkbox"/> | Part 2 <input type="checkbox"/>                  |
|  |  | Key Decision <input checked="" type="checkbox"/> |

|                 |                            |
|-----------------|----------------------------|
| Date of Meeting | 20 <sup>th</sup> June 2012 |
|-----------------|----------------------------|

|                 |  |
|-----------------|--|
| Title of Report | Re-development of Excalibur: Demolition Notice and Future Lettings |
|-----------------|--|

|                      |               |        |
|----------------------|---------------|--------|
| Originator of Report | Rachel George | X48146 |
|----------------------|---------------|--------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | X   |    |
| Legal Comments from the Head of Law                      | X   |    |
| Crime & Disorder Implications                            | X   |    |
| Environmental Implications                               | X   |    |
| Equality Implications/Impact Assessment (as appropriate) | X   |    |
| Confirmed Adherence to Budget & Policy Framework         | X   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Susan Wise* Executive Member

Date: 6th June 2012

Signed: *[Signature]* Director/Head of Service

Date: 8/6/2012

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

|               | MAYOR AND CABINET   |      | Item no.     |
|---------------|---|------|--------------|
| Report Titles | RE-DEVELOPMENT OF EXCALIBUR: DEMOLITION NOTICE AND FUTURE LETTINGS  |      |              |
| Key Decision  | YES   |      |              |
| Ward          | WHITEFOOT   |      |              |
| Contributors  | EXECUTIVE DIRECTOR FOR CUSTOMER SERVICES, EXECUTIVE DIRECTOR FOR REGENERATION AND RESOURCES, EXECUTIVE DIRECTOR FOR COMMUNITY SERVICES, HEAD OF LAW |      |              |
| Class         | PART 1  | Date | 20 JUNE 2012 |

## 1. Summary

- 1.1 On 17th September 2010, Mayor and Cabinet agreed that the Council proceed with the regeneration of Excalibur in partnership with L&Q. This followed on from the positive ballot of residents that took place in July 2010 and also following the subsequent statutory Section 105 consultation that was carried out in September 2010. Progress since then has been on re-housing tenants and buying back freeholders in Phases 1 and 2, steps which were approved by Mayor and Cabinet on 17<sup>th</sup> November 2010 and 23<sup>rd</sup> February 2011. The latter of these reports saw Phases 1 and 2 rolled together and these Phases now together constitute the current decant phase.
- 1.2 Since this time, the planning permission has been formally issued and as agreed by Mayor and Cabinet on the 18<sup>th</sup> January 2012, the Council has added three properties to the current decant Phase and started the process of obtaining a Compulsory Purchase Order (CPO) for Phases 1 and 2.
- 1.3 In the light of recent Government changes on Right to Buy, this report requests authority for Officers to serve Initial Demolition Notices on all secure tenants within Phases 1, 2, 3 and 4 to suspend the requirement for the Council to complete right to buy applications for as long as the Notices remain in force.
- 1.4 In addition, in order to facilitate the decant needs within the estate, Officers are seeking agreement that future lettings of prefabs are retained for existing residents only.

## 2. Purpose of Report

- 2.3 To seek authority to serve Initial Demolition Notices on all secure tenants within Phases 1, 2 and 3 and 4 in order to suspend the requirement for the Council to complete right to buy applications for as long as the Notices remain in force.
- 2.4 To seek authority to serve Final Demolition Notices on all secure tenants within Phase 1, 2, 3 and 4 once the proposed demolition dates are known, in

order to render all existing right to buy applications ineffective and prevent any further right to buy applications being made.

- 2.5 To seek approval to end permanent re-letting of future Phase prefabs to residents other than existing Excalibur residents.

### **3 Policy Context**

- 3.1 The re-development of the Excalibur estate contributes to key national objectives, particularly in meeting the decent homes standard and increasing the supply of affordable housing.
- 3.2 The scheme supports Lewisham's Sustainable Community Strategy by setting out a framework for improving residents quality of life. This approach is borne out in the innovative design proposals of this scheme, especially towards the 'Clean green and liveable' priorities to increase the supply of high quality housing to accommodate the diverse needs of the population.
- 3.3 The Council has outlined ten corporate priorities which enables the delivery of the Sustainable Community strategy. The proposals for the re-development of the Excalibur Estate addresses the corporate priorities to provide decent homes for all, to invest in social housing and affordable housing in order to increase the overall supply of new housing. The scheme would also develop opportunities for the active participation and engagement of people in the life of the community.
- 3.4 The scheme supports the aims of Lewisham's Housing Strategy 2009-2014 'Homes for the future, raising aspirations, creating choice and meeting need' and would deliver on its main themes of 'People, homes and places and Quality and sustainability'
- 3.5 The scheme would increase local housing supply and by introducing a range of housing types and tenures for a range of income households, the scheme would help to widen housing choice. By obtaining funding from the HCA and using Council owned land for the purposes set out here, the Council is engaging with delivery partners and making the best use of available resources. The current proposals would deliver 61% affordable units and 40% family sized units (including 2 bed 4 person houses) across the scheme. A key principle of the scheme is to make the new development a desirable place to live, supporting the strategic objectives around design quality and safety, accessibility and improving environmental performance.

### **4. Recommendations**

- 4.1 The Mayor is recommended to agree that:
- 4.2 Initial Demolition Notices be served on all secure tenants within Phase 1, 2,3 and 4 in order to suspend the requirement for the Council to complete right to buy applications for as long as the Notices remain in force;
- 4.3 Final Demolition Notices be served on all secure tenants within Phase 1, 2 3 and 4 once the proposed demolition date is known, in order to render all

existing right to buy applications ineffective and prevent any further right to buy applications being made; and

- 4.4 Prefabs in Phases 3, 4 and 5 that become vacant are no longer let on a permanent basis in accordance with paragraph 8.

## **5. Background and Resident Involvement**

- 5.1 There is a long history of the Council working with the Tenant Management Organisation and other groups of Excalibur residents on the future of the prefab estate. This has included consultation groups and events, surveys and working with independent tenant advisors as detailed below.

- March 2002 – Council workers start to meet with Excalibur TMO and its Transfer of Ownership committee, pursuing a Stock Transfer option
- September 2003 PPCR survey undertaken to explore views on future ownership of the estate
- December 2003 Options Appraisal Steering Group established by LBL to ensure residents were at the heart of the process
- January 2004 Savills Stock condition survey said that 100% LBL homes non-decent
- July 2004 weekly meetings take place and open day planned. Meeting with PPCR held
- In November 2004, Minutes of the Stock Appraisal Steering Group record that Excalibur was keen to get on the ODPM's stock transfer list for January 2005.
- December 2004 visit to Family HA, Presentation HA, Hyde HA and Aragon HA. Letter sent to Adams Consulting re: tests on the prefabs of wall, floor and roof content. Signed off framework application for ODPM programme.
- January 2005, LBL submit application for the ODPM Housing Transfer Programme
- March 2005 residents group accepted Adams Consulting tests costs needed to bring homes up to DHS.
- April 2005 ITAs interviewed – Solon appointed
- June 2005 – Report to Mayor & Cabinet about Lewisham's Decent Homes Strategy recommended M&C to note the transfer programme bid highlighting that members of the co-op had been exploring alternative ownership and management models for over two years and they fully backed the bid.
- Autumn 2005 - Tenants against proposals hold Special General Meeting, Freeholders subcommittee held. Special general meeting held. Way Forward Group set up and meeting held. Management Committee minutes say Transfer of Ownership group to continue. Way Forward Group meeting. Open day held.
- November 2005 Report to Mayor and Cabinet – Lewisham Decent Homes Strategy recommending M&C to agree contingency for the Excalibur Co-op. Reports that Surveyors reports have made it clear that refurbishment of existing properties does not represent value for money. The ODPM has made it clear to the authority that they will not provide gap funding for any scheme that does not represent value for money. Residents, working closely with their independent tenants' advisors and technical advisor, have concluded that redevelopment of the estate is the only option remaining in

order to meet the Decent Homes standard. A new group of resident, comprised of TMO committee, freeholders and non-committee residents has been established to progress this proposal.

- December 2005 – TMO sacks Solon as ITA
- January 2006 – Bungalow Estate Newsletter goes out introducing Way Forward Group and reiterating to residents refurbishment not an option
- February and March 2006 visits to HA's
- April 2006 RSL selection due to take place but Way Forward Group unable to make a decision
- May 2006 Way Forward Group meeting held with LBL to discuss 'breakdown' of relations with WFG, TMO, Solon and how will affect deadlines
- June 2006 TMO commission TPAS to do survey of estate
- October 2006 Council made aware of a residents Vision Panel
- November 2006 meeting held with TMO, Vision Panel and LBL Officers and councillors to discuss re-engaging
- December 2006 new project officer starts work with Vision Panel on RSL selection
- February 2007 – PWC presentation to Excalibur TMO Working Party about the principles of gap funding.
- April 2007 – L&Q recommended by residents as preferred RSL partner for redevelopment and appointed by M&C.
- July & August 2008 – stage 1 consultation on offer document takes place.
- October 2008 – Ballot deferred following imminent listing decision.
- March 2009 – DCMS list 6 properties
- April 2009 – February 2010 - scheme redesign in order to accommodate listed properties and economic downturn, funding sought to make revised scheme deliverable.
- February 2010 – HCA confirm that funding could not be made available to a stock transfer, only a regeneration scheme. Residents are consulted, results of which are fed back in a report to Mayor and Cabinet.

5.2 At the Mayor & Cabinet meeting on March 24 2010, the unprecedented decision was taken to offer residents a ballot on the regeneration proposals. Residents were informed that, in the event of a 'yes' vote, the Council and L&Q would work together to deliver the regeneration of Excalibur. In the event of a 'no' vote, residents were informed the regeneration proposals put forward by L&Q would not go ahead.

5.3 In July 2010 Lewisham Council, through the independent Electoral Reform Services Ltd, conducted a confidential Ballot of residents. The Ballot was offered to resident tenants and freeholders whose primary home would be demolished in the proposals. In total, 224 Ballot papers were sent out.

5.4 Residents eligible to vote were asked 'Are you in favour of the regeneration of the Excalibur estate as proposed by L&Q?' Residents were given two options to answer. Out of the 224 possible votes, 203 (90.6%) were returned. A total of 56.2% of residents supported the re-development of the Excalibur estate as proposed by L&Q. This meant that if the 21 who did not vote, had voted 'No', there still would have been more residents that wanted the re-development to go ahead.

- 5.5 Following this, the Authority was required to carry out statutory Section 105 consultation with secure tenants affected by proposals. At the closing of the consultation period a total of 38 responses had been received from secure tenants, which represented a 21% response rate. 23 of the responses were classified as opposed to the development while 4 were in favour and 11 were neutral. The responses to the Section 105 consultation were reported to Mayor & Cabinet on 17 November 2010 and, having considered the responses and the Equalities Impact Assessment, the Mayor agreed that the Council should seek to achieve the redevelopment of the Excalibur estate in partnership with L&Q.
- 5.6 On the 18<sup>th</sup> January 2012 Mayor and Cabinet agreed a change to the phasing of the scheme. 3 prefabs from later phases are now in the current decant phase so that the sites of these properties can be included in the Phase 1 build site. Mayor and Cabinet agreed this on the basis of a second Section 105 consultation that took place with residents. A total of 4 responses were received in time to be included. The 4 responses represent a 6% response rate (of the total 140 secure tenants remaining on the estate). 3 were in favour of the proposed change and 1 was neutral, there were no objections.
- 5.7 Given the importance of the Council obtaining vacant possession of the Phase 1 and 2 site, on 7<sup>th</sup> March 2012 Mayor and Cabinet agreed that Officer begin the process of obtaining a CPO for the current decant Phase.

## **6 Project Progress**

### **6.1 Summary of the principles of this project and progress to date:**

- L&Q working with the Council as our partner since 2007;
- The regeneration scheme is to take place in 5 Phases as set out in Appendix A (with Phases 1 & 2 rolled together).
- Ongoing consultation with residents since 2002 that continues today with monthly meetings with the Resident Steering Group;
- 21 tenants re-housed to date in Phases 1 and 2;
- 24 void prefabs in Phases 1 and 2 with no squatters;
- 3 freehold interests bought back in Phases 1 and 2 and terms agreed with a further 2;
- The process of re-housing the remaining 11 tenants is ongoing, with recent acquisition of the Council's 'starred decant' policy to help tenants;
- The negotiations with the 2 remaining freeholders are ongoing;
- The Council is in the process of obtaining CPO powers for Phases 1 and 2;
- The Council continues to work towards obtaining vacant possession of the Phase 1 and 2 site however in discussion with L&Q this has been extended to December 2012. This fits within the wider timescales L&Q are required to meet for the Phase 1 and 2 funding approved by the HCA;
- L&Q have been granted Planning Permission. This is detailed approval for the Phases 1,2 and 3 and outline approval for the whole scheme;

- L&Q have obtained funding from the Homes and Communities Agency for the Phase 1 build and the funding requirement is that homes are to be complete by March 2015;
- The Council and L&Q continue to work on the detailed elements on the overarching Development Agreement, land disposal and financial model and Officers expect to bring a report to Mayor and Cabinet in October 2012.
- The Council continues to work with the TMO and Resident Regeneration Steering Group.

## **7 Demolition Notices**

- 7.1 The current Government has recently changed the Right to Buy policy and increased the discount from £16k to £75k, available for tenants that wish to buy their council homes. Because of this we expect a rapid rise in RTB applications. RTB presents a risk to regeneration schemes as the Council is required to buy back leasehold or freehold interests granted under RTB in order to proceed with the scheme. Increased RTB's increases scheme costs and potentially could make a scheme financially unviable.
- 7.2 Officers would therefore like to serve Initial Demolition Notices on all secure tenants within Phases 1, 2, 3 & 4 in order to suspend any current or future Right to Buy applications from completing. The Initial Demolition Notice is required to contain certain prescribed information including a statement that the landlord intends to demolish the property, the reasons for this and the period within which the demolition will take place. Once the proposed demolition date is actually known, the Council can then serve a Final Demolition Notice which renders all existing right to buy applications ineffective and prevents any further right to buy applications being made. At present it is envisaged that all prefabs in Phases 1, 2, 3 and 4 will be demolished by the Council within the next five years as shown in the programme attached as Appendix B.

## **8. Future Lettings**

- 8.1 Throughout development of the regeneration scheme on the Excalibur Estate, residents have been clear that when it comes to being decanted, most would like the opportunity to stay on the estate in a later Phase prefab until a new home is ready for them as part of the development. In order to facilitate this, Officers would like to make sure that existing residents have priority over any future voids on the estate. Due to the nature of the scheme, there is likely to be an off site (with right to return) component to most future decant phases.
- 8.2 During the course of the decant to date, between April 2011 and April 2012, there were 3 prefabs that became void in later Phases. This may indicate the potential number of prefabs that could become void in future years.
- 8.3 When a prefab becomes void, initially the Council will seek to use it as temporary re-housing for an Excalibur tenant in the current or following decant Phase. Officers certainly anticipate that most voids would be used for this purpose.



- 8.4 Beyond this, the Council would seek to use the void as temporary accommodation for a homeless households. The temporary letting would not acquire any of the commitments for re-housing in the new development that the existing secure tenants have. If the unit is not taken up by a temporary accommodation tenant, it may then be desirable to look at protection of the void with a property guardian.
- 8.5 A key issue for a decanting tenant or a temporary accommodation tenant in deciding whether they wish to move into a later Phase void, is the condition of the property. In some cases, where any works required are cosmetic, a decanting (secure) tenant receives a home loss payment and can use this to carry out any decorative works they wish. However in some cases where the condition of the property is very poor, whether the consideration is for a temporary accommodation tenant or a decanting tenant, the Council may need to make a decision about whether it is value for money to carry out more major works. The elements that would be considered would be: level and cost of works required; length of time prior to demolition; and interest from tenants to move in.
- 8.6 If no decanting tenant or temporary accommodation tenant wishes to occupy the prefab, then Officers will seek to place a property guardian in it until the unit is demolished. It maybe that during the course of the decant, a tenant does wish to move in, in which case, the Guardian could be moved out within a matter of weeks and the unit used for decant. Property Guardians were approved by Mayor and Cabinet as an alternative means of securing voids in regeneration schemes on the 14<sup>th</sup> September 2011 and Ad Hoc have recently started providing Guardian services on the current Heathside and Lethbridge decant Phase. As there has to be a basic level of habitation at the void for a Guardian to occupy the premises, if this is not suitable the property will be grilled and secured. Due to the need to re-house all on Excalibur and strong desire amongst residents to stay on the estate, Officers expect that most prefabs will be occupied by decants and that only the prefabs in the worst conditions would be secured in the longer term.
- 8.7 Officers propose to develop a Local Lettings Plan for Excalibur outlining the priorities and profile for current and future lettings on the estate, both prefabs and new build. Under the Allocations Policy, the Council will operate a Local Lettings Plan where we consider that there is an overriding need to respond to local conditions. The general principles of the Local Lettings Plan will take into consideration a number of factors:
- The commitments made (by the Council and L&Q) to Excalibur residents;
  - The requirement for the Council to carry out the decant in the most efficient manner, while taking into account the medical and household needs of residents;
  - The Councils Annual Lettings Plan.
  - The need to offer priority to people who previously lived in the area and had to move for the regeneration to take place
  - Creating mixed communities

- 8.8 The Council's Clienting Team continue to work with the TMO, looking at ongoing issues around allowances in light of the reducing numbers of prefabs on the estate.

## **9. Legal Implications**

### **Service of Initial Demolition Notices and Final Demolition Notices**

- 9.1 The Housing Act 2004 introduced a new statutory procedure for the service of Initial and Final Demolition Notices by authorities. Broadly, the effect of the service of Initial Demolition Notices on secure tenants is to suspend the requirement for the Council to complete right to buy applications for as long as the notice remains in force. The Initial Demolition Notice is required to contain certain prescribed information including a statement that the landlord intends to demolish the property, the reasons for this and the period within which the demolition will take place, which must be a reasonable period expiring not more than 5 years after the date of service of the Notice on the tenant. For this reason, it is only possible at the current time to serve Notices on tenants in Phases 1, 2, 3 & 4 where it is envisaged by the Council that the blocks will be demolished in the next 5 years. Separate approval will be obtained from Mayor and Cabinet at the appropriate time to serve Initial Demolition Notices on secure tenants in Phase 5. The Notice does not prevent tenants from making right to buy applications. However, the effect of the notice is that the Council is not required to complete any right to buy applications within the period specified in the Notice. In the event that the Notice expires before the demolition has taken place, the consent of the Secretary of State would be required to serve a further Initial Demolition Notice. Tenants with existing right to buy claims at the time the Initial Demolition Notices are served are entitled to claim compensation for legal and other fees, costs and expenses (e.g. survey fees) incurred prior to the Initial Demolition Notices coming into force.
- 9.2 Once the proposed demolition date is actually known, the Council can then serve a Final Demolition Notice which renders all existing right to buy applications ineffective and prevents any further right to buy applications being made. Again, compensation will be payable to Tenants with existing right to buy claims at the time the Final Demolition Notices are served.

### **Future Lettings**

- 9.3 The Localism Act 2011 received Royal Assent in November 2011. Section 150 (1) of the 2011 Act obliges local housing authorities in England to prepare and publish a "tenancy strategy" setting out "...the matters to which the registered providers of social housing for its district are to have regard in formulating policies relating to —
- (a) the kinds of tenancies they grant, (b) the circumstances in which they will grant a tenancy of a particular kind, (c) where they grant tenancies for a term certain, the lengths of the terms, and (d) the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy. "

- 9.4 Section 151 provides that “the authority must, in preparing [or modifying] a Tenancy strategy, have regard to— (a)its current allocation scheme under section 166A of the Housing Act 1996, (b)its current homelessness strategy under section 1 of the Homelessness Act 2002, and (c)... the London Housing strategy. “
- 9.5 At paragraph 8. above, reference is made to having a Local Lettings Plan for Excalibur. In April 2012, Mayor and Cabinet previously approved the proposed annual Lettings Plan of 2012/13 for the Borough.
- 9.6 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 9.7 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 9.8 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter to be considered when, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 9.9 The Equality and Human Rights Commission (EHRC) issued guidance in January 2011 providing an overview of the new public sector equality duty, including the general equality duty, the specific duties and who they apply to. The guidance covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The guidance was based on the then draft specific duties so is no longer fully up-to-date, although regard may still be had to it until the revised guide is produced by the EHRC. The guidance can be found at <http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/equality-act-guidance-downloads/>.
- 9.10 The EHRC guidance does not have legal standing, unlike the statutory Code of Practice on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now

stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the PSED as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.

## **10. Financial Implications**

- 10.1 The minor costs incurred by obtaining a Demolition Notice can be met within the existing budget agreed by Mayor and Cabinet on 23<sup>rd</sup> February 2011 therefore this report contains no financial implications. A report detailing the scheme's financial model is expected to be brought to Mayor and Cabinet in October 2012.
- 10.2 The Council's current financial model for the HRA assumes the loss of rental income on all properties being demolished over the period of the scheme. The changes proposed in respect of re-letting will not materially affect these assumptions.

## **Human Rights Act 1998 Implications**

- 11.1 The Act effectively incorporates the European Convention on Human Rights into UK law and requires all public authorities to have regard to Convention Rights. In making decisions Members therefore need to have regard to the Convention.
- 12.2 The rights that are of particular significance to Members' decision in this matter are those contained in Articles 8 (right to home life) and Article 1 of Protocol 1 (peaceful enjoyment of possessions).
- 12.3 Article 8 provides that there should be no interference with the existence of the right except in accordance with the law and, as necessary in a democratic society in the interest of the economic well-being of the country, protection of health and the protection of the rights and freedoms of others. Article 1 of the 1<sup>st</sup> Protocol provides that no-one shall be deprived of their possessions except in the public interest and subject to the conditions provided for by law although it is qualified to the effect that it should not in any way impair the right of a state to enforce such laws as it deems necessary to control the uses of property in accordance with the general interest.
- 12.4 In determining the level of permissible interference with enjoyment the courts have held that any interference must achieve a fair balance between the general interests of the community and the protection of the rights of individuals. There must be reasonable proportionality between the means employed and the aim pursued. The availability of an effective remedy and compensation to affected persons is relevant in assessing whether a fair balance has been struck.

- 12.5 Therefore, in reaching his decision, the Mayor needs to consider the extent to which the decision may impact upon the Human Rights of estate residents and to balance this against the overall benefits to the community which the redevelopment of the Excalibur Estate will bring. The Mayor will wish to be satisfied that interference with the rights under Article 8 and Article 1 of Protocol 1 is justified in all the circumstances and that a fair balance would be struck in the present case between the protection of the rights of individuals and the public interest.
- 12.6 It is relevant to the consideration of this issue, that should the scheme proceed most displaced occupiers would be offered re-housing in accordance with the Council's re-housing policy. Secure tenants will be entitled to home loss and disturbance payments. Freeholders will be entitled to receive market value for their properties as well as home loss and disturbance payments where appropriate in accordance with the Land Compensation Act 1973

### **13. Environmental Implications**

- 13.1 The proposed new homes to be built by London & Quadrant would exceed the requirements of the Decent Homes Standard; this means greater energy efficiency, reduced maintenance costs and lower fuel bills for residents. This would also reduce the environmental impact of the new homes.
- 13.2 As new landlord L&Q would develop minimum standards that tenants can expect from their home. A key part of that would be the affordability and sustainability of the energy usage. The homes are designed using principles of passive solar design and have been modelled by energy consultants to ensure high thermal comfort whilst keeping heat loss to a minimum. This includes making the home air tight through construction detailing and incorporating a heat recovery ventilation system to further reduce energy loss and provide homes with fresh air. The Greater London Authority requires this scheme to achieve 20% renewable energy and a Code for Sustainable Homes level 3-4, as a minimum; both pieces of legislation necessitate an energy efficient home.

### **14. Crime and Disorder Implications**

- 14.1 One of the key priorities of the TMO Resident Selection Committee in selecting a preferred RSL was how it tackles crime and anti social behaviour issues. L&Q has a strong track record in dealing with crime and anti-social behaviour (ASB) and they are committed to adopting a robust approach at Excalibur if needed. L&Q plays its part as a member of Lewisham's Crime Reduction Partnership in meeting targets and actions in the Local Community Plan and the Crime Disorder Strategy. They would work in partnership with the police and other agencies to tackle crime and ensure that safety at Excalibur is maintained and improved.
- 14.2 The Regeneration Proposals document outlined the proposed physical improvements, enhanced estate management and the diversionary opportunities which L&Q would implement to help reduce crime and anti-social behaviour. Under stock transfer, the Offer Document also demonstrated L&Q's commitment to tackling race and hate crime, domestic violence and improving child protection, which the residents of Excalibur

seek. These principles would be unaffected by the change from a stock transfer to a regeneration scheme.

## **15. Equality Implications**

- 15.1 Officers carried out an Equalities Impact Assessment in October 2010. This has been updated to reflect the new public sector equality duty contained in the Equality Act 2010 and a copy of the updated Equalities Analysis Assessment was agreed by Mayor and Cabinet on 7<sup>th</sup> March 2012.
- 15.2 There are equalities implications in the decanting and re-building process and equalities benefits would accrue from the completed scheme.

Equalities implications: during the process

- 15.3 From extensive door knocking, L&Q staff have began to build up a database of households that have English as a second language and as a result key information would be translated for them, if needed. In addition, a number of residents have also been identified who suffer from a visual impairment, so literature for them is routinely produced in larger print. These are exercises that would continue to be monitored and repeated.
- 15.4 The decant process involves the provision of an individual service, where decant officers visit tenants at home and get to know them and their needs on an individual basis. Any special requirements are identified and taken into account in planning the move, factors such as language, mobility and other support needs often need to be considered. It is recognised that decanting is a very stressful time and decant officers offer as much support as required to minimise the anxiety to residents.

Equalities implications: the completed development

- 15.5 The scheme would provide thermal and security improvements, with all new properties more than meeting the decent homes standard.
- 15.6 All new affordable units in the development would meet lifetime homes standards. A Lifetime Home incorporates 16 design features that together create a flexible blueprint for accessible and adaptable housing in any setting, so that the unit can be adapted when required to suit residents changing needs.
- 15.7 In line with GLA and Council policy, more than 10% of units across the development would be wheelchair accessible or easily adapted for those using a wheelchair.

## **16. Conclusion**

- 16.1 The Mayor is required to approve two elements that will strengthen the regeneration of Excalibur. Suspending the right to buy will reduce risks around financial viability and reserving all future lets for Excalibur tenants will aid the ongoing decant programme.

**17. Background Documents and Report Author**

- 17.1 The last background report was the Regeneration of Excalibur Estate – CPO agreed by Mayor and Cabinet on 7<sup>th</sup> March 2012.
- 17.2 If you require any further information about this report, please contact Rachel George on 020 8314 8146

## **Summary of human rights most relevant to local authorities**

- Article 2 - The right to life
- Article 3 - The right not to be subjected to torture or to inhuman or degrading treatment or punishment
- Article 5 - The right to liberty and security
- Article 6 - The right to a fair trial
- Article 8 - The right to respect for private and family life, the home and correspondence
- Article 9 - The right to freedom of thought, conscience and religion
- Article 10 - The right to freedom of expression
- Article 11 - The right to freedom of peaceful assembly and to freedom of association with others
- Article 14 - The right to freedom from discrimination on any ground such as sex, race, colour, language, religion, or political opinion
- Article 1 of Protocol 1 - The right for every person to be entitled to the peaceful enjoyment of their possessions
- Article 2 of Protocol 1 - The right to education



## Regeneration of Excalibur Programme - June 2012

### PHASE 1&2

- Decant: April 2011 – December 2012
- Start on site (SOS) build ph 1&2: Jan 2013
- Demolition build ph 1&2: Jan/Feb 2013
- Practical completion (PC) build ph 1&2: Sept 2014

### PHASE 3

- Decant: March 2013 – September 2014
- SOS build ph 3: Oct 2014
- Demolition build ph 3: Oct/Nov 2014
- PC build ph 3: June 2016

### PHASE 4

- Decant : November 2014 - June 2016
- SOS build ph 4: July 2016
- Demolition build ph 4: July/August 2016
- PC build ph 4: March 2018

### PHASE 5

- Decant: September 2016 – March 2018
- SOS build ph 5: April 2018
- Demolition build ph 5: April/May 2018
- PC build ph 5: December 2019

Please note these dates are subject to change in line with the ongoing development of the regeneration scheme. Any changes will be agreed between the Council and L&Q and discussed with stakeholders.



|  |                               |                                     |  |
|--|-------------------------------|-------------------------------------|--|
| <b>Chief Officer Confirmation of Report Submission</b> |                               |                                     |  |
| <b>Cabinet Member Confirmation of Briefing</b>         |                               |                                     |  |
| Report for:  | Mayor                         | <input type="checkbox"/>            |  |
|  | Mayor and Cabinet             | <input checked="" type="checkbox"/> |  |
|  | Mayor and Cabinet (Contracts) | <input type="checkbox"/>            |  |
|  | Executive Director            | <input type="checkbox"/>            |  |
| Information  | Part 1                        | Part 2                              | Key Decision <input checked="" type="checkbox"/> |

|                 |                            |
|-----------------|----------------------------|
| Date of Meeting | 20 <sup>th</sup> June 2012 |
|-----------------|----------------------------|

|                 |                      |
|-----------------|----------------------|
| Title of Report | The Tenancy Strategy |
|-----------------|----------------------|

|                      |               |  |        |
|----------------------|---------------|--|--------|
| Originator of Report | Louise Spires |  | X46649 |
|----------------------|---------------|--|--------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | x   |    |
| Legal Comments from the Head of Law                      | x   |    |
| Crime & Disorder Implications                            | x   |    |
| Environmental Implications                               | x   |    |
| Equality Implications/Impact Assessment (as appropriate) | x   |    |
| Confirmed Adherence to Budget & Policy Framework         | x   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Louise Spires* Executive Member

Date: 12th June 2012

Signed: *[Signature]* Director/Head of Service

Date: 14/6/2012

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |   |                    |
|--------------------------|---|--------------------|
| <b>Report Title</b>      | Tenancy Strategy                        |                    |
| <b>Key Decision</b>      | Yes                                     | Item No.           |
| <b>Ward</b>              | All Wards                               |                    |
| <b>Contributors</b>      | Executive Director of Customer Services |                    |
| <b>Class</b>             | Part 1                                  | Date: 20 June 2012 |

## **1 Summary**

- 1.1 The Localism Act 2011 brought in the requirement for local authorities to publish a Tenancy Strategy to inform social housing landlords of Lewisham Council's expectation around tenancy arrangements. The report summarises the information contained in the draft Tenancy Strategy which is attached as an appendix.

## **2 Policy Context**

- 2.1 The contents of this report are consistent with the Council's policy framework. It supports the achievement of the Sustainable Community Strategy policy objective:

- Empowered and responsible – where people are actively involved in their local area and contribute to supportive communities;
- Clean, green and liveable – where people live in high quality housing and can care for and enjoy their environment;
- Dynamic and prosperous – where people are part of vibrant communities and town centres, well connected to London and beyond.

- 2.2 Lewisham's Housing Strategy 2009-14 'Homes for the future: raising aspirations, creating choice and meeting need' has 5 strategic priorities the second of which is:

- 2.3 Widening housing choice and managing demand:

- We will ensure a comprehensive range of housing types and tenures are available to local people, giving them real housing

choices that are flexible to their needs and are able to adapt to their changing circumstances. We strive to make residents' housing choices as easy as possible and are working to make movement between tenures as straight-forward as possible, by providing clear and timely information and support to those that need it, and exploring new housing options that might better suit the needs and aspirations of our residents and communities.

### **3 Recommendations**

3.1 It is recommended that the Mayor:

3.1.1 agree the draft Tenancy Strategy;

3.1.2 agree to the variation from the Mayor and Cabinet position agreed on 20<sup>th</sup> April 2011:

- review of fixed term tenancy linked to the age of youngest child amended from youngest child 18 years old, to oldest child 21 years old – to allow for further education;

3.1.3 agree that formal consultation with Registered Providers and the Greater London Authority can be undertaken;

3.1.4 agree to a one year review to be reported back to a Mayor and Cabinet meeting in 2013;

3.1.5 delegate authority to the Executive Director of Customer Services to agree and publish the final version.

### **4 Background**

4.1 The Localism Act 2011 requires local authorities to prepare and publish a Tenancy Strategy for which registered providers of affordable housing should have regard. The strategy should cover the kinds of tenancies to be granted, the circumstances in which a tenancy of a specific type will be granted, the length of tenancies and the circumstances in which a further tenancy shall be granted.

4.2 The Council must have regard to its tenancy strategy in exercising its housing management functions and publish the Tenancy Strategy before the end of the period of 12 months beginning with the day on which the relevant section of the Act comes into force, which is expected to be around January 2013.

- 4.3 A local housing authority must keep its tenancy strategy under review, and may modify or replace it from time to time and any proposed modifications should be published.
- 4.4 The Tenancy Strategy should be publicly and easily available
- 4.5 The Tenancy Strategy should be consulted on with every registered provider in Lewisham (which is close to 60 organisations) and allow comment on the document. The contents of the Tenancy Strategy have been discussed with active providers through Lewisham Affordable Housing Group (LEWAHG)
- 4.6 Before adopting a tenancy strategy, or making a modification to it reflecting a major change of policy, the authority must:
- consult such other persons as the Secretary of State may by regulations prescribe;
  - in the case of an authority that is a London borough council, consult the Mayor of London.
- 4.7 Tenancy Strategies are expected to have regard to the Council's:
- current allocation scheme under section 166A of the Housing Act 1996;
  - current homelessness strategy under section 1 of the Homelessness Act 2002;
  - in the case of an authority that is a London borough council, the London housing strategy.

## **5 Mayor and Cabinet 20<sup>th</sup> April 2012**

- 5.1 At Mayor and Cabinet on the 20<sup>th</sup> April 2011, the following position was agreed:
- On tenure, Lewisham will aim to retain security of tenure. If there is no option, the Council will consider a minimum 5 year tenancy offer and the following tenure options:
  - Lifetime tenancies for specific groups:
    - All older people (aged 65+);
    - Residents with serious permanent physical or mental vulnerabilities;
  - Flexible tenancies for:
    - families occupying large family homes that are a premium within the locality (with review when youngest child 18);

- households occupying properties that have benefitted from major adaptations;
- those with health problems regarded as temporary;
- those who face a temporary crisis from which there is a good prospect of recovery.

5.2 The minutes also recorded that:

- a strategic policy on tenancies with local housing providers which considers the impact on both Lewisham's current and future tenants be brought back to Mayor and Cabinet.

## **6 Tenancy Strategy**

6.1 The full draft Tenancy Strategy is attached at Appendix A. It has been drafted in consultation with the South East London Housing Partnership (SELHP) to ensure some consistency across the five boroughs.

6.2 The draft Tenancy Strategy includes general background information explaining why local authorities are required to produce the document, relevant demographics providing a picture of the borough and housing need, and the Councils guidance to Registered Providers (RP) for their Tenancy Policies.

6.3 The Strategy proposes that tenants are given a minimum 5 year tenancy linked to 21<sup>st</sup> birthday of oldest child with some exceptions requiring a secure or assured tenancy. This differs slightly from the SELHP proposal to link to the 18<sup>th</sup> birthday.

6.4 The exceptions relating to 6.3 above would be where existing tenants with assured or secure tenancies are moving for decant, under occupation or fleeing violence, intimidation, harassment or hate crime reasons and should therefore be offered an equal level of security as they currently have. In addition to this a lifetime tenancy should normally be offered to any person aged over 60 years old with no prospect of under occupation or any single person/couple who become the tenant of a wheelchair accessible home with no prospect of under occupation or not needing a wheelchair home.

## **7 Consultation**

7.1 As part of the review of the Allocations Policy full consultation with residents of the borough was undertaken and has been reported separately as part of the Mayor and Cabinet report detailing the changes. As part of this consultation, we also sought residents views on fixed term

tenancies, the results of which are contained as an appendix to the Tenancy Strategy.

7.2 See below a summary of the responses:

- **Who should get a lifetime tenancy?**

People with long term mental or physical disability (77.29%) and people over 65 years old (76.93%) were the most strongly supported categories for lifetime tenancies.

- **How long do you think the minimum period should be for the grant of a flexible tenancy?**

5 years was the most popular choice as the minimum period for a flexible tenancy (43.78%).

7.3 Consultation with providers to date has been informal and predominantly through LEWAHG and quarterly liaison meetings with the larger providers. If Mayor and Cabinet agree the Tenancy Strategy a formal consultation will take place which will include each of the registered providers in the borough being sent a copy of the draft for comment.

7.4 As required through legislation a copy will also be sent to the GLA for comment.

7.5 All comments will be fully considered and where operational issues are highlighted and evidenced changes will be made. If these changes affect the fundamental basis of the document it will be brought back to Mayor and Cabinet.

## **8 Financial Implications**

8.1 The purpose of the report is to seek agreement to the Tenants Strategy. The strategy, as set out in appendix A, has no financial impact on the Council. There are, therefore, no financial implications arising from this report.

## **9 Legal Implications**

9.1 The Localism Act 2011 received Royal Assent in November 2011. Chapter 2 of Part 7 of the 2011 Act is relevant to social housing, tenure reform and specifically relates to Tenancy Strategies. Sections 150, 151 and 152 of the 2011 Act came into force on 15<sup>th</sup> January 2012.

9.2 Section 150 (1) of the 2011 Act obliges local housing authorities in England to prepare and publish a “tenancy strategy” setting out “...the



matters to which the registered providers of social housing for its district are to have regard in formulating policies relating to —

(a) the kinds of tenancies they grant, (b) the circumstances in which they will grant a tenancy of a particular kind, (c) where they grant tenancies for a term certain, the lengths of the terms, and (d) the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy. “

(b) Section 105(2) of the 2011 act provides that a Tenancy Strategy must summarise those policies or explain where they may be found.

9.3 In accordance with the provisions of Section 105 (4) “A local housing authority must publish its tenancy strategy by no later than the 14<sup>th</sup> January 2013.

9.4 Then, by virtue of s. 105( 5) A local housing authority must keep its Tenancy Strategy under review,”... and may modify or replace it from time to time”. If however a local housing authority does modify its Tenancy Strategy, “ it must publish the modifications or the strategy as modified (as it considers appropriate)...” (s. 105 (6)).

9.5 Procedurally, s. 105 (7) provides that “... a local housing authority must—  
(a) make a copy of everything published under this section available at its principal office for inspection at all reasonable hours, without charge, by members of the public, and  
(b) provide (on payment if required by the authority of a reasonable charge) a copy of anything so published to any member of the public who asks for one. “

9.6 Consultation requirements before adopting a Tenancy Strategy are expressly provided for within section 151 of the 2011 Act as follows: “the Authority must “1(a) send a copy of the draft strategy, ..., to every private registered provider of social housing for its district, and (b) give the private registered provider a reasonable opportunity to comment on those proposals...[s. 151(2)(b)], and ... consult the Mayor of London.“

9.7 Section 151(3) further provides that “the authority must, in preparing [or modifying] a Tenancy strategy, have regard to— (a) its current allocation scheme under section 166A of the Housing Act 1996, (b) its current homelessness strategy under section 1 of the Homelessness Act 2002, and (c)... the London Housing strategy. “

9.8 The European Convention on Human Rights states in Article 8 that “Everyone has the right to respect for his private and family life, his home and correspondence”. The Human Rights Act 1998 incorporates the

Convention. Whilst it does not, however, necessarily mean that everyone has an immediate *right* to a home, (because Article 8 is a “qualified” right and therefore is capable in certain circumstances, of being lawfully and legitimately interfered with,) the provision by an Authority of a relevant Tenancy Strategy and proactive Allocations Policy does assist to reinforce the Article 8 principles.

- 9.9 The Equality Act 2010 brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 9.10 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 9.11 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 9.12 The Equality and Human Rights Commission issued guides during January 2011 providing an overview of the new equality duty, including the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides do not have legal standing unlike the statutory Code of Practice on the public sector equality duty, However, that Code is not due to be published until April 2012. The guides can be found at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>

## **10 Crime and Disorder Implications**

- 10.1 The Tenancy Strategy outlines the expectation that a person (or family) fleeing violence, intimidation, harassment or a hate crime should be offered a tenancy of equal security to the one that they are leaving. Therefore a person leaving an assured or secure tenancy should be given a lifetime tenancy.

## **11 Equalities Implications**

- 11.1 Consultation on Fixed Term Tenancies formed part of the wider consultation for the revisions to the Allocations Scheme.
- 11.2 Anticipating that the introduction of FTT for affordable housing may impact negatively on certain protected characteristics, the Tenancy Strategy is intended to mitigate these impacts by asking RP's to provide secure (or lifetime) tenancies for certain groups.
- 11.3 An EAA has been drafted and is expected to complement the EAA for the Revisions to the Allocations Scheme.

## **12 Environmental Implications**

- 12.1 There are no specific environmental implications for this report.

## **13 Conclusion**

- 13.1 The Tenancy Strategy is a requirement of the Localism Act 2011 to provide guidance for registered provider landlords in the borough when letting their properties. A review will be undertaken after the Strategy has been in place for one year.

## **14 Background documents and originator**

If you have any queries relating to this report please contact Louise Spires (Strategy, Policy and Development Manager) on x46649

APPENDIX A – Tenancy Strategy

APPENDIX B – Draft Equalities Analysis Assessment

## Lewisham Tenancy Strategy

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DRAFT

## **1 Introduction**

The Localism Act 2011 (Section 126) includes new powers relating to allocations and flexible tenancies; it requires local authorities to produce a Tenancy Strategy that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Scheme.

The legislation requires the Strategy to cover:

- What kind of tenancies to offer;
- Circumstances in which the landlord will grant a tenancy of a particular kind;
- Where a tenancy is set for a term, the length of term;
- Circumstances where the landlord will grant a further tenancy on the ending of the existing tenancy.

## **2 Background and Scope of the Tenancy Strategy**

### **Draft direction agreed by Mayor and Cabinet on 20<sup>th</sup> April 2011**

The position recommended by Mayor & Cabinet, related to tenancies, is summarised below:

- Prefer to retain security of tenure until effects of welfare benefit changes and other housing changes are known. If no option any flexible tenancies should be for a minimum of 5 years, although lifetime tenancies are supported by the Borough for over 65s and people with serious permanent physical or mental vulnerabilities.

## **3 Delivery of New Homes**

### Tenure Options

RPs who have entered into a contract with the HCA to deliver new homes will be able to offer fixed term tenancies with a minimum of 2 years on new supply and a proportion of re-lets. The Government has clarified that it will only expect tenancies of less than 5 years in extreme circumstances. Lifetime tenancies remain an option.

Some RPs will continue to offer introductory tenancies.

## **4 South East London Housing Partnership**

A statement has been prepared and agreed by the South East London Housing Partnership and can be found at Appendix A.

Lewisham generally agrees and complies with the statement however RPs should refer to the Lewisham specific strategy.

## **5 Governance**

RPs will be publishing their own individual tenancy policies which are required to recognise the policies of the local authority areas in which they work.

## Monitoring and Reviewing the Tenancy Strategy

Lewisham will utilise the pre-existing Lewisham Affordable Housing Group, consisting of representatives of RP's and other key stakeholders, to monitor and review the effectiveness of this strategy.

Regular individual meetings with key partners will also form part of the monitoring process.

Monitoring will need to include trends in:

- housing needs
- homelessness
- Reviewing effectiveness of allocation scheme
- RPs activity in the borough
- Number of new homes built including affordable, and which tenure(s)
- Any negative effects on site viability?
- Lettings of FTT homes including number of bids and acceptances

Where possible data will be used from existing sources.

We will investigate how we can ensure compliance with the strategy by including a suitable clause within future Section 106 agreements. This will be consulted on prior to inclusion in any agreements.

## **6 The Borough of Lewisham in Context**

Lewisham has a population of around 250,000. The population is relatively young with one in four under 19. The population over 60 represents one in seven in our community. It is the 15<sup>th</sup> most ethnically diverse local authority in England. Two out of every five of our residents are from a black and minority ethnic background and there are over 130 languages spoken in the borough making links throughout London and across the world. Lewisham's vitality and dynamism stem from the energy of its citizens and diverse communities.

Lewisham's people have a long history of welcoming and championing new communities, valuing diverse viewpoints and recognising the contribution that different cultures can make to the quality of life in the borough.

Lewisham has become an increasingly popular place to live and compared to the rest of London, it is considered one of the more affordable boroughs to live in.

## **7 Lewisham Vision**

The overarching vision for Lewisham is "Together we will make Lewisham the best place in London to live, work and learn".

We also have a series of core values which provide a benchmark for behavior across the organisation:

- we put service to the public first
- we respect all people and all communities

- we invest in employees
- we are open, honest and fair in all we do.

The above values provide a simple message for us all in how we act and behave in our dealings with each other and with the community we serve. They are particularly relevant when we need to resolve a problematic situation with competing interests; values guide us in our response to how we seek to resolve such situations.

Priorities for action are to work with partners to:

- improve the well-being of the people of Lewisham
- develop and engage local communities
- improve public sector performance and delivery.

## **8 Housing Market**

There are major changes and challenges facing housing in Lewisham in the next few years which can be encompassed by three general headings:

- Building more housing to help meet people's needs and aspirations (Increasing Supply);
- Ensuring our current households live in homes that are up to modern day standards (Investing in Existing Homes); and
- Improving the Private Rented Sector Offer – (Increasing Opportunities for People to live in more secure, affordable and good quality homes in the PRS).

### Stock and tenure profile

Total housing stock in Lewisham 117,340 (107,600 in 2001) of which:

- 32,000 units (28%) are social housing (11% Council and 17% RSL);
- 34,000 units (29%) are private rented;
- 51,000 units (43%) are owner occupied.

The private rented sector has doubled from 2001 census figure of 14%, to 29% in 2010 (Private Sector Stock Condition Survey) at a faster rate than the rest of London.

Home Ownership sector has dropped from 50% to 43% in the same period.

According to the most recent Regulatory and Statistical Return (RSR) date March 2011 there are 19,293 general needs rented units and bedspaces owned and managed by RPs in Lewisham.

### Supply, Demand and Population Trends

Demand for housing in Lewisham is far in excess of the existing supply available. The data below demonstrates this.

ONS projects an additional 37,000 households will form in Lewisham between 2008-2023. Population growth is estimated at 23,500 over the next 20 years. There is an existing

backlog of 5,574 households with a priority for housing on our housing register. Total demand is somewhere between 30,000 and 44,000 new homes over 15-20 years.

The actual and projected new housing supply completions between 2008 and 2023 is 14,821 units. This is based on Lewisham's Core Strategy. Hence there is a projected shortfall of between 15,000 and 30,000 units.

Lewisham will see particularly strong growth among households aged 35–55. The greatest increases are amongst single person households (including lone mothers), and real decreases in the number of couples.

At March 2012, we had 17,772 households on the housing register of which 5,574 (32%) have a housing priority (Bands 1-3). There were 1,440 lettings from April 2011 to March 2012.

Housing needs register by size of home needed

In March 2012 the housing waiting list was as follows:

| Mar 12       | Bed Size   |             |             |             |            |              |
|--------------|------------|-------------|-------------|-------------|------------|--------------|
|              |            |             |             |             |            |              |
| 1            | 9          | 367         | 270         | 78          | 10         | 734          |
| 2            | 17         | 222         | 169         | 327         | 280        | 1015         |
| 3            | 73         | 717         | 2156        | 1654        | 377        | 4977         |
| 4            | 577        | 5942        | 3259        | 1067        | 201        | 11046        |
| n/a          | 0          | 0           | 0           | 0           | 0          |              |
| <b>Total</b> | <b>676</b> | <b>7248</b> | <b>5854</b> | <b>3126</b> | <b>868</b> | <b>17772</b> |

Income of social housing movers and applicants

The Strategic Housing Market Assessment (2007) indicated that 23% of households in Lewisham had a salary over £40,000, 42% had a salary of £15,000 or less (excluding housing benefit). In Lewisham 2010 the average house price was almost 11 x median annual salary (£255,351 v £23,592).

**9 Guidance for Registered Providers**

**Fixed Term Tenure (FTT)**

**Minimum 5 year tenancy linked to 21<sup>st</sup> Birthday with some exceptions requiring secure/assured tenancy.**

In April 2011, Mayor and Cabinet recommended that Lewisham:

Prefer to retain security of tenure until effects of welfare benefit changes and other housing changes are known. If no option any flexible tenancies should be for a minimum of 5 years, although lifetime tenancies are supported by the Borough for over 65s and people with serious permanent physical or mental vulnerabilities.



Assured tenancies, or lifetime tenancies that involve no less security than that associated with assured tenancies, should normally be offered to any household transferring from, or relinquishing, an existing assured or secure tenancy on the grounds of:

- Decant
- Underoccupation
- Fleeing violence, intimidation, harassment or hate crime.

In addition to this category a lifetime tenancy should normally be offered to:

- any person aged over 60 years old for whom there is no prospect of under occupation in the future;
- any single person/couple who become tenant of a wheelchair accessible property for whom in the future there is no prospect of under occupation or no prospect of accessible accommodation not being needed.

These exceptions are in accordance with the SELHP statement.

For families a minimum tenancy term of more than 5 years should be linked to at least the 21st birthday of the oldest child.

Lewisham recognises the use of probationary or introductory tenancies by RPs and suggests that they are in addition to the first tenancy arrangement.

Any exceptions (tenancies between 2 and 5 years) should derive from the characteristics of the property (e.g. due for demolition) rather than the characteristics of the household and should in all cases be discussed with the Council.

It is expected that unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period. The circumstances where a tenancy is not renewed should be driven by housing management 'best practice' factors. Examples where it may be considered acceptable to not renew a tenancy would be:

- The tenant has breached the terms of their tenancy and has failed to reach or maintain an agreement to remedy this breach;
- Under occupation – In which case landlords will need to have made an offer of suitable alternative accommodation at least 6 months prior to the end of the FTT;
- No further need for purpose built wheelchair accessible accommodation or for accommodation to which substantial adaptations have been carried out.

Where a tenancy is renewed the rent may change as the property would be subject to a new assessment of the market rent. Lewisham would expect RPs to fully inform the tenant of any changes and provide financial advice.

Responsibility for housing options and financial advice lies with the landlord, though for priority cases early notification should be given to local authorities. RPs should be aware that a charge may apply to referrals to local authorities for housing options advice or for access to alternative or private rented sector accommodation.

## **Mobility in social housing (moving house)**

**Retain a secure or assured tenancy when an existing tenant moves and commit to a target rent as a minimum.**

Existing tenants will not be affected by the introduction of FTTs unless they wish to move. The Council expects RPs to retain a secure or assured tenancy when an existing tenant moves and to commit to a target rent as a minimum.

Lewisham supports increased mobility for tenants needing to move to be closer to work, family etc. and is working with the GLA on the *housingmoves* scheme. It has been agreed that around 61 lets be made available in 2012-13 to *housingmoves*.

## **Under-occupation and 'down-sizing'**

Overcrowding is of major concern in Lewisham, therefore support is given to any landlord taking positive action to facilitate a move to more suitable accommodation where tenants circumstances change, their current home is too large or indeed where the accommodation is too small.

RPs should work with Lewisham to identify schemes and properties that may be suitable for under occupiers. The Council is doing a lot of work in this area to ensure the best use of existing stock and a protocol for working with RPs will be developed.

RPs should be aware of the impact of housing benefit restrictions on bedroom size from April 2013 (for working age households) and facilitate any moves for financial reasons for tenants affected.

Under occupancy is linked to the provision of appropriate advice and assistance at the end of a fixed tenancy where a review will be carried out.

## **Properties with Adaptations**

An adaptation is made to homes to make it easier to access facilities within it. Adaptations usually mean structural changes are needed to a home such as adapting the home for wheelchair (for example widening doors, installing a ramp).

As adaptations can be expensive it is important that adapted properties are lived in by those needing the adaptations. Where there is a change in circumstances and the tenant no longer requires an adapted property, Lewisham is of the view that it is important that, where possible and where a FTT tenancy allows, the tenant is offered a new property and the adapted property is allocated to someone requiring these adaptations. This will ensure that the best use is made of that property and a scarce resource is made available to as many applicants as possible.

Lewisham is also supportive of the Accessible Housing Register and, at a future date, will be considering its use in the allocating of properties via the choice based lettings system.

This is linked to advice and assistance at the end of a fixed term tenancy.

## **Advice and Assistance at the end of a Tenancy**

**Unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period.**

Lewisham has established some initial views in discussion with RP partners about the review process at the end of the fixed term tenancy.

*It is expected that unless there has been a significant change in circumstances the tenancy will be renewed for a further period following a review.*

Suggested instances where tenancies in a particular property may not be renewed:

|                             |  |
|-----------------------------|--|
| Under occupation            | A property of a more suitable size could be identified for the tenants circumstances, however consideration should be given to families that may grow in the future and/or may need to remain in an area for support from extended family. |
| Overcrowded circumstances   | At the point of renewal of a tenancy any identified overcrowding issues should be addressed. RPs will need to work with Lewisham in finding suitable accommodation however it remains the RPs responsibility to facilitate.                |
| Suitability of the property | Consideration should be given to the layout or location of the property and the tenants needs - for instance adaptations no longer being required.   |

While some movement within the stock is recognised as a benefit, Lewisham has concerns that unnecessary moves will cause an unmanageable churn in the housing stock. It could prevent sustainable communities forming and result in resource issues for RP housing management staff and Lewisham teams such as the Homeseach team and Re-housing Development team. Therefore non-renewal of tenancies is expected to be exceptional rather than standard practice.

## **Succession Rights**

The Localism Act 2011 removes the statutory right of those other than spouses and partners to succeed to a secure tenancy

The Act also enables landlords to grant additional succession rights for assured tenancies.

All new secure and flexible tenancies will only have a statutory right of succession to a spouse/partner and not to other members of the household.

Tenancies commenced before these sections come into force are not affected by these changes therefore existing tenants' right to succession will not be affected.

## **Conversion of Stock**

### **Conversion of re-lets to be kept to a minimum**

While we accept that RPs are encouraged to convert a proportion of their re-lets to the new affordable rent levels and introduce FTT, we would expect these to be kept to a minimum.

RPs should remain aware of the Councils large housing regeneration programme and the decants required to allow this to happen and ensure that enough homes with lifetime tenancies are available via Homesearch to ensure that decants do not lose the security that they currently have. This approach would also apply to underoccupiers.

## **Disposals of Stock**

### **Disposals to be kept to a minimum**

We expect the disposal of stock to generate funding for development to be kept to a minimum and for RPs to inform the Council about any property that will be disposed of (in the same way as disposals for asset management purposes are discussed).

## **Local Lettings Plans**

For some new developments it may be necessary to draft a Local Lettings Plan to ensure a sustainable community and prevent future housing management problems. A plan can be requested by either the RP or Lewisham.

## **Equalities and Diversity**

Lewisham expects RPs to carry out Equality Analysis Assessments (EAAs) for their tenancy policies. The EAA for Lewisham's Tenancy Strategy is at Appendix D

The EAA should cover any impact on the protected characteristics as defined by the Equality Act 2010 – race, sex, disability, age, sexual orientation, gender reassignment, pregnancy/maternity, religion or belief and marriage/civil partnership.

An EAA involves assessing the likely or actual effects of policies or services on people in respect of a protected characteristic and any mitigation required. It helps to make sure the needs of all groups are taken into account when a new policy is developed and implemented.

## **10 Communication/Consultation**

Discussions around proposed changes flowing from the Localism Act 2011 have been underway since the summer of 2011. A stall at Lewisham Peoples Day asked for views on the key changes, details have been taken to various groups/meetings including Lewisham Affordable Housing Group and Lewisham Pensioners Forum.

A consultation survey was launched in February 2012, the responses from which were fed into the revised Housing Allocations Scheme and this document.

A summary of the responses and comments received can be found at Appendix C

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# APPENDIX A – SELHP Position Statement

## Lettings by Registered Providers

**This statement is based on the following principles:**

1. Best use of existing stock
2. Achieving a balance between churn and long term stability
3. Minimising operational cost
4. Ensuring administrative simplicity, fairness and transparency
5. Providing vulnerable households with an adequate degree of security
6. Providing the necessary advice and options to tenants who may need to move on from a fixed period tenancy
7. Supporting local authority efforts to meet housing needs
8. Supporting and incentivising employment and training

## **Affordability**

Detailed guidance on affordability is beyond the scope of this statement. However, it is recommended that rents be set at a level that is within, and that remains within, the applicable Local Housing Allowance level and that ensures that tenants are able to afford to pay their rent from within the Universal Credit cap.

### **1. Type of tenancy to offer**

Fixed term tenancies may be offered.

### **2. Circumstances in which different tenancies may be offered**

Assured tenancies or lifetime tenancies that involve no less security than that associated with assured tenancies should normally be offered to any household transferring from, or relinquishing, an existing assured or secure tenancy on the grounds of:

- Decant
- Under occupation
- Fleeing violence, intimidation, harassment or hate crime

In addition to this category a lifetime tenancy should normally be offered to:

- any person aged over 60 for whom there is no prospect of under occupation in the future
- any single person or couple who become tenant of a wheelchair accessible property for whom in the future there is no prospect of under occupation or no prospect of accessible accommodation not being needed

For families a minimum tenancy term of more than 5 years should be linked to at least the 18<sup>th</sup> birthday of the oldest child.

### **3. If set term, minimum length**

The minimum fixed term for a tenancy is 5 years – in addition to a probationary period of up to 18 months.

Any exceptions (tenancies of between 2 and 5 years) should derive from the characteristics of the property (e.g. due for demolition) rather than the characteristics of the household.

#### **4. Circumstances under which further term would be granted**

It is assumed that a further term will normally be granted if there are no significant changes of circumstance but exceptions to this may include:

- the tenant has breached the terms of their tenancy and has failed to reach or maintain an agreement to remedy this breach
- under occupation. (In which case of landlords will need to have made an offer of suitable alternative accommodation at least 6 months before the end of the fixed term).
- No further need for purpose built wheelchair accessible accommodation or for accommodation to which substantial adaptations have been carried out

Responsibility for housing options and financial advice lies with the landlord, though for priority cases early notification should be given to local authorities. A charge may apply to referrals to local authorities for housing options advice or for access to alternative or private rented sector accommodation.

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## **APPENDIX B - Lewisham Interim Position on Affordable Rents – Published in 2011**

### **Interim position statement on Affordable Rent and fixed term tenancies**

This statement provides guidelines for developers and Registered Providers wishing to provide affordable homes in Lewisham. It is an interim position, agreed at the [Council's Mayor and Cabinet meeting on 20<sup>th</sup> April 2011](#) (click for full details).

The introduction of Affordable Rents in Lewisham would cause significant difficulties and would be unaffordable to most people in Lewisham in need of affordable homes. Proposed universal credit caps of £500 per week for families and £350 per week for single people and couples will not be sufficient to cover 80% market rents on any size property and will not be sufficient to cover the costs of 60% or 50% market rents on properties with more than 2 bedrooms.

Income levels are generally very low in Lewisham. [The Housing Market Assessment \(2007\)](#) indicated that while 23% of households in Lewisham had a salary of over £40,000, 42% of households had a salary of £15,000 or less (excluding housing benefit). Our interim position takes account of this and other evidence, including work carried out by the South East London Housing Partnership (SELHP).

We will carry out further consultation with partners and stakeholders over the coming months in order to establish a final position which will be published as part of our Strategic Tenancy Policy by April 2012. As part of this process, we will also be carrying out a review of the Council's Allocations Scheme.

We do not expect developers and Registered Providers to deviate from these guidelines in Lewisham without full discussion and agreement with the borough's strategic housing team.

The Council also supports the [guidance](#) issued by SELHP relating to the provision of affordable housing through the Affordable Rent model.

### **The council's interim position**

#### **Affordable Rents**

1. Housing costs should be able to be met within 30 - 40% of net disposable income, especially for claimants in receipt of the new universal credit.
2. The Council will work with providers on a scheme by scheme basis to minimise 80% rents and set a range of rents up to 60% but no higher unless agreed as an exception.
3. The Council will not support schemes where all rents are at 80% of market rents.
4. The Council supports parity of rent levels at a lower rate across a wider tenant group to minimise the high end impacts.
5. Social or "target" rents will still be needed (for instance for decanting households from regeneration schemes and for under-occupiers). The Council will look at schemes on a case by case basis and planning permissions and section 106 legal agreements will refer to social or target rents as well as the new affordable rent models as necessary.



### Conversion of re-lets

The Council feels that the Affordable Rent regime will result in a reduction in the number of relets coming forward and wishes to encourage partners to minimise the number of relets converted to Affordable Rent.

We wish to see similar restrictions on rent levels as outlined above for new homes, and will aim to reach agreement with individual partners on the percentage that would be converted to Affordable Rent.

### Conversion of schemes under development

The Council does not support the conversion of schemes under development that have already received funding.

### Fixed Term Tenancies

Lewisham is adopting a cautious approach on tenure and is reluctant to pull back from security of tenure until all the effects of the welfare benefit proposals and changes are better known. Early indications are that our partner Registered Providers have no appetite for tenancies shorter than 5 years. We will continue to consult on this area and a final position will be part of our Strategic Tenancy Policy.

### Quantity, size and tenure mix of affordable housing

Our starting point for planning negotiations with developers and Registered Providers is contained within the Council's [Local Development Framework Core Strategy](#), due to be adopted in the summer of 2011 and [Planning Obligations Supplementary Planning Document](#). Any proposal to depart from this framework would need to be developed through negotiation with the Council and through production of evidence including a financial viability assessment where appropriate.

Local Development Framework documents were developed prior to the government's proposals for the new Affordable Rent tenure being announced. However, the recent consultation on the revision of Planning Policy Statement 3 (PPS3) makes it clear that affordable housing (including Affordable Rent) should be at a cost low enough for eligible households to afford, taking into account local incomes and local market values. For this reason, the Council requires developers to engage the Council and the Registered Provider in discussions on tenure early in the planning process.

### Disposals

We do not expect to see Registered Providers increasing the number of disposals of properties in the borough as a result of the new HCA grant regime.

We would be concerned about high volumes of disposals in the borough, particularly family homes and particularly in areas where there is a relative shortage of affordable housing. We will continue to discuss disposals with providers as part of their asset management strategies.

For further information, please contact Louise Spires: [louise.spires@lewisham.gov.uk](mailto:louise.spires@lewisham.gov.uk) (0208 314 6649) or Karen Cleverly: [karen.cleverly@lewisham.gov.uk](mailto:karen.cleverly@lewisham.gov.uk) (0208 314 9163).

# APPENDIX C – CONSULTATION RESPONSES

## Tenancy Strategy – Consultation Responses

### Introduction

The Localism Act 2011 (Section 126) includes new powers relating to allocations and flexible tenancies; it requires local authorities to produce a Tenancy Strategy that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Policy.

The legislation will require the Strategy to cover:

- What kind of tenancies to offer;
- Circumstances in which the landlord will grant a tenancy of a particular kind;
- Where a tenancy is set for a term, the length of term;
- Circumstances where the landlord will grant a further tenancy on the ending of the existing tenancy.

Consultation focussed on the issue of fixed term tenancies and was undertaken at the same time as the consultation for the Review of the Allocations Policy.

### Who was consulted?

Consultation was carried out over a period of approximately 8 months and consisted of:

- General public at People's Day 2011 – surveys and interactive exhibits;
- General public through the web survey (live from 2 Feb to 9 March);
- Elected Members through officer attendance and discussion at Housing Select Committee;
- Discussion at Lewisham Affordable Housing Group and sign posting to web survey;
- Letter to over 19,000 housing register applicants to sign post them to the web survey;
- Sign posting to the web survey from Lewisham Homes website, Phoenix Community Housing's website and through the Council's social media such as Twitter;
- Sign posting to web survey from Homesearch;
- Sign posting to web survey via local groups and media through council press office including;
  - ↳ Brockley Central Blogspot
  - ↳ DAGE (Deptford Action Group for the Elderly)
  - ↳ VAL (Voluntary Action Lewisham)
  - ↳ SE8 news
  - ↳ The Gate Post (NX paper)
  - ↳ East London Lines (Goldsmiths media students for their online 'paper')
  - ↳ Deptford Dame (blogger from Deptford!)
  - ↳ Several Sydenham forums
  - ↳ Ladywell Village Improvement Group
  - ↳ Rerezent Radio (DAB radio station based in Peckham, broadcasts in Lewisham, listeners are under 25s)
  - ↳ London Housing News (e-news bulletins)
  - ↳ Lewisham Housing News.

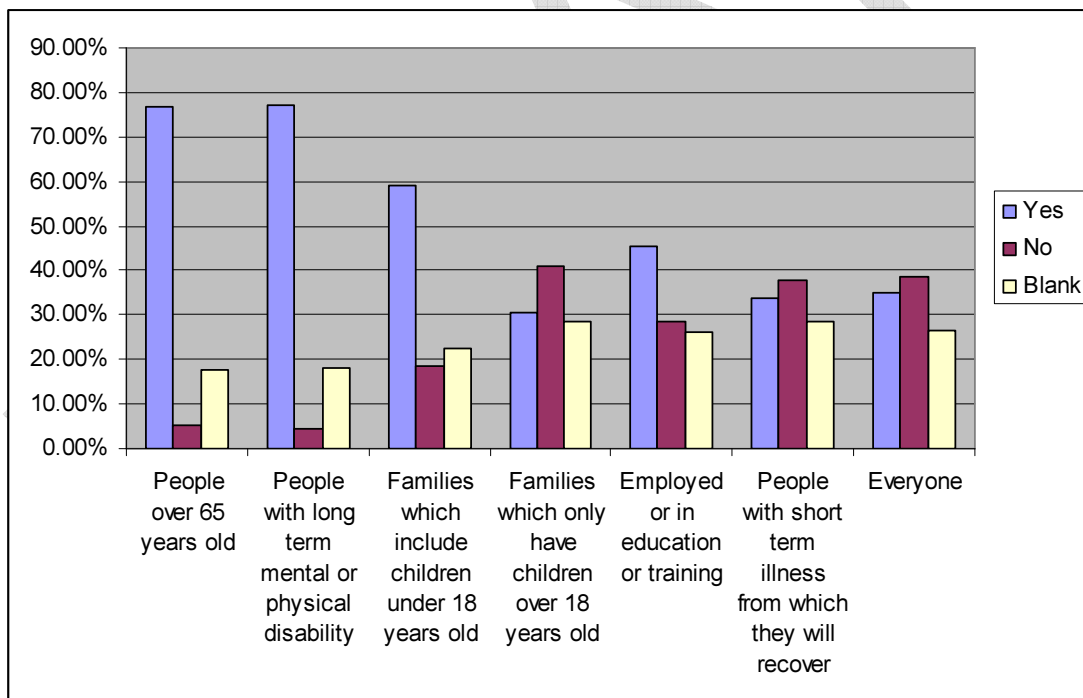
- Older persons at Lewisham Pensioner’s Forum – presentation, discussion and surveys – also sign posting to web survey;
- Disabled persons and representatives – discussion with the Chair of Lewisham Disability Coalition and presentation and discussion at Housing & Disability Group – also sign posting to web survey;
- Attendance at various Local Area Assemblies, Lewisham Homes Area Panel and Regenter B3 Area Panel – officers gave a presentation and sign posted to web survey where possible;
- Housing Needs staff at briefings and team meetings;
- Colleagues in Children & Young People’s Services, Adult Social Care Services, Neighbourhood Community Safety, Alcohol Delivery Group and MARAC were also sign posted to the web survey.

## Web Survey

The questions relating to the Tenancy Strategy in the web survey, and the responses to them, are outlined below;

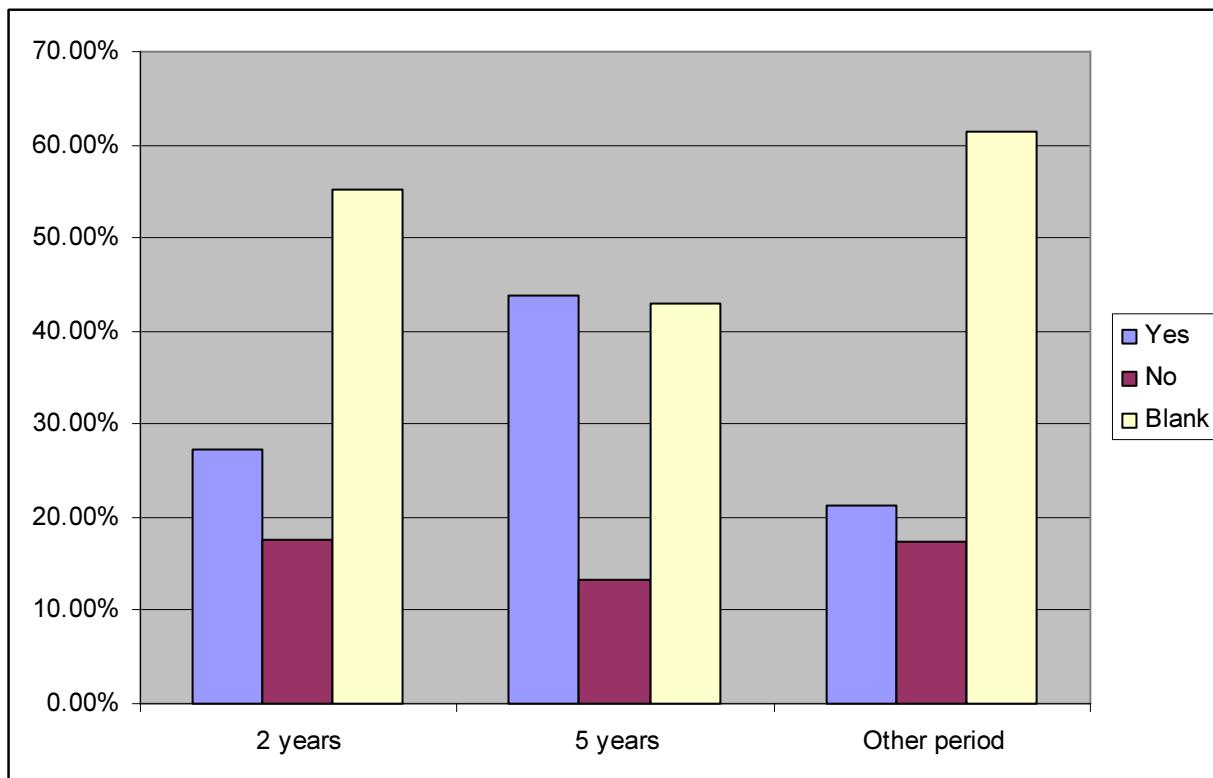
### ➤ Who should get a lifetime tenancy?

People with long term mental or physical disability (77.29%) and people over 65 years old (76.93%) were the most strongly supported categories for lifetime tenancies.



➤ **How long do you think the minimum period should be for the grant of a flexible tenancy?**

5 years was the most popular choice as the minimum period for a flexible tenancy (43.78%).



**People's Day 2011**

Consultation at People's Day took place on 9 July and took a different format to the questions asked in the web survey as these were not developed until late 2011. The conclusions were as follows:

- The majority of respondents said they would be prepared to pay a higher rent if the home better suited their needs, except for housing association tenants;
- Respondents selected persons over 65 years old and persons with long term mental or physical disability as groups who should get lifetime tenancies;
- Many respondents made no comment about the length of a social tenancy. Of those who did, 5 or 10 years were the most popular.

**Lewisham Pensioner's Forum**

Consultation at LPF took place at a meeting on 15 August and took a different format to the questions asked in the web survey as these were not developed until late 2011. The conclusions were as follows:

- The majority of respondents said they would be prepared to pay a higher rent if the home better suited their needs, except for housing association tenants;

- Respondents selected persons over 65 years old and persons with long term mental or physical disability as groups who should get lifetime tenancies;
- Many respondents made no comment about the length of a social tenancy. Of those who did, permanent for disabled, 10 years and 40/50 years were suggested.

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# APPENDIX D – EQUALITIES ANALYSIS ASSESSMENT

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# **Tenancy Strategy**

## **Equalities Analysis Assessment**

### **June 2012**

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## **1. Equalities Analysis Assessment process:**

### Introduction:

In April 2010 the Government introduced new legislation in the form of the Equality Act 2010. This Act replaced and consolidated a number of historic Acts relating to equalities and discrimination.

By law, public bodies (i.e. local authorities) are legally required to consider the three aims of the new Equality Duty (see below) and document their thinking/assessment, as part of the process of decision making. When making decisions public bodies are required to have 'due regard' (i.e. consideration) to the need to:

- i. eliminate unlawful discrimination, harassment, victimisation;
- ii. advance equality of opportunity; and
- iii. foster good relations.

Having due regard means consciously thinking about the three aims of the Equality Duty (numbered above) as part of the process of decision making. Having due regard 'to the need to' is not the same as eliminating discrimination, advancing equal opportunities and fostering good relations, rather it is one step away from actually doing this.

### Protected characteristics

Also under the Public Sector Equality Duty we are required to consider the following equality characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and belief
- Gender
- Sexual orientation
- Marriage and civil partnership (only in relations to employment)

### What is an Equalities Analysis Assessment?

An Equalities Analysis Assessment (EAA) is the process of systematically analysing a proposed or existing policy or strategy to identify what effect, or likely effect, will follow from its implementation for different groups in the community. Similarly, it can be the process for analysing the impact of a service or function on different groups in the community.

An EAA can anticipate and identify the equality consequences of particular policy initiatives and ensure that as far as possible, any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

## **2. Why is this Equalities Analysis Assessment (EAA) being carried out?**

The Localism Act 2011 brought in the requirement for local authorities to publish a Tenancy Strategy. The Strategy should be shared with social housing landlords in the local authority area, and the Tenancy Policies of the registered provider landlords should have due regard to the Strategies relevant to the area in which their stock is located.

The Tenancy Strategy has been drafted alongside the review of the Allocations Scheme and has been consulted on simultaneously.



The Localism Act 2011 requires that a Strategy is in place 12 months from enactment which at this time is estimated to be January 2013.

The principles included in the Tenancy Strategy have evolved through discussions with registered providers in the borough, the results of the consultation, recommendations from Mayor and Cabinet and agreement with the South East London Housing Partnership.

In summary, the key points of the Strategy are:

- Minimum 5 year tenancy linked to 21<sup>st</sup> Birthday with some exceptions requiring secure/assured tenancy;
- Retain a secure or assured tenancy when an existing tenant moves;
- Unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period;
- Conversion of re-lets to be kept to a minimum;
- Disposals to be kept to a minimum.

The focus of the consultation was around the key changes that would affect tenants and prospective tenants. The two consultation questions were:

- Who should get a lifetime tenancy?
- How long do you think the minimum period should be for the grant of a flexible tenancy?

**Initial Assessment of the impact**

| <b>Proposed Change:</b>   | <b>Protected Characteristics – possible Positive/Negative impacts</b> |                   |                            |                                  |             |                           |               |                           |   |
|---|---|-------------------|----------------------------|----------------------------------|-------------|---------------------------|---------------|---------------------------|---|
|   | <b>Age</b>  | <b>Disability</b> | <b>Gender reassignment</b> | <b>Pregnancy &amp; Maternity</b> | <b>Race</b> | <b>Religion or belief</b> | <b>Gender</b> | <b>Sexual orientation</b> | <b>Marriage &amp; Civic Partnership</b> |
| Who should get a lifetime tenancy?  | Negative  | Positive          | Neutral                    | Neutral                          | Neutral     | Neutral                   | Neutral       | Neutral                   | Neutral                                 |
| How long do you think the minimum period should be for the grant of a flexible tenancy? | Neutral   | Neutral           | Neutral                    | Neutral                          | Neutral     | Neutral                   | Neutral       | Neutral                   | Neutral                                 |

## Detailed Assessment for each proposed change

Historically tenants with either an assured or secure tenancy were entitled to a lifetime tenancy. Landlords can, in specific circumstances, issue shorter term tenancies such as Assured Shorthold Tenancies (for 6 months at a time). Circumstances relating to these tenancies often relate to the property that the tenant is living in, such as a property leased to the Council on a temporary basis, which therefore means that a lifetime tenancy is not in the landlords power to grant.

It is not proposed, at this time, that there will be any change to the councils provision of secure tenancies. A number of registered providers have already implemented 5 year fixed term tenancies (FTT) on a small number of new lettings. Existing tenancies will not be affected.

It is not expected that any one protected characteristic will be unfairly treated however there will be households, such as families, that may be subject to a review as their children grow up and leave the home. Families, per se, are not a protected characteristic.

The consultation showed that people with long term mental or physical disability (77.29%) and people over 65 years old (76.93%) were the most strongly supported categories for lifetime tenancies.

The Housing Register shows that 86% of applicants are 54 or under with a further 570 households in the age range 55-74, which may include a number of under 60 year olds. In general, if someone on the household aged 60 or above is housed, it will be to somewhere that suits their need and is likely to be specialist older person housing such as sheltered. Where this is the case it does not make sense to issue a fixed term tenancy for someone whose circumstances are unlikely to change enough to mean an end to the tenancy, for instance they are not likely to be under occupying at any point in the future. As most specialist older person housing is available to those over 60 years old, the Tenancy Strategy has been worded accordingly.

| Number on Register | Band |       |       |        |         | Grand Total |
|--------------------|------|-------|-------|--------|---------|-------------|
|                    | 1    | 2     | 3     | 4      | No Band |             |
| Under 18           | 1    |       | 6     | 21     |         | 28          |
| 18-34              | 96   | 234   | 1,881 | 4,749  | 2       | 6,962       |
| 35-54              | 260  | 602   | 2,614 | 4,828  | 4       | 8,308       |
| 55-74              | 271  | 131   | 492   | 958    | 1       | 1,853       |
| 75+                | 117  | 72    | 162   | 218    | 1       | 570         |
| Not Known          | 4    | 4     | 11    | 31     |         | 50          |
| Grand Total        | 749  | 1,043 | 5,166 | 10,805 | 8       | 17,771      |

The Tenancy Strategy asks that a lifetime tenancy should normally be offered to any single person/couple who become tenant of a wheelchair accessible property for whom in the future there is no prospect of under occupation or no prospect of accessible accommodation not being needed.

Recording on the Housing Register of households with a person with a disability is sporadic after the initial application has been made therefore there is limited data available to inform this EAA.

| Who should get a lifetime tenancy?                              |                 |                |                 |   |  |
|---|-----------------|----------------|-----------------|---|--|
| Protected Characteristic  | Positive impact | Neutral impact | Negative impact | Explanation   | Mitigation/Opportunity   |
| Age   |                 |                | ✓               | While the consultation and Tenancy Strategy protect those over 60 years old, younger people may feel that they should also be given a lifetime tenancy.         | Where tenants are given a fixed term tenancy the Strategy proposes that it be renewed unless in exceptional circumstances. |
| Disability  | ✓               |                |                 | People with a long term disability that relates to the housing they require will be given a lifetime tenancy.   |  |
| Gender reassignment   |                 | ✓              |                 | Data collected is limited for this characteristic but the introduction of FTT is not expected to affect this group negatively.                                  |  |
| Pregnancy and maternity   |                 | ✓              |                 | Any cases of pregnancy will be a factor in the decision about whether or not to renew a tenancy therefore a pregnant household should not be unfairly affected. |  |
| Race  |                 | ✓              |                 | The introduction of FTT is not expected to affect this group negatively.  |  |
| Religion and belief   |                 | ✓              |                 | The introduction of FTT is not expected to affect this group negatively.  |  |
| Gender  |                 | ✓              |                 | The introduction of FTT is not expected to affect this group negatively.  |  |
| Sexual orientation  |                 | ✓              |                 | The introduction of FTT is not expected to affect this group negatively.  |  |
| Marriage and Civil Partnership (only in relation to employment) |                 | ✓              |                 | Not applicable to housing.  |  |

The Council would prefer that all tenancies are lifetime however as registered providers are able to give fixed term tenancies, guidance is required as to what would be considered acceptable. The Localism Act 2011 allows for a tenancy length of as low as 2 years, however the Housing Minister has stipulated that he would only expect to see a tenancy length of less than 5 years in exceptional circumstances. Lewisham and the South East London Housing Partnership have agreed that 5 years should be the minimum.

The responses to the consultation showed that 5 years was the most popular choice as the minimum period for a flexible tenancy (43.78%).

| Minimum length of a fixed term tenancy                          |                 |                |                 |   |   |
|---|-----------------|----------------|-----------------|---|---|
| Protected Characteristic  | Positive impact | Neutral impact | Negative impact | Explanation   | Mitigation/Opportunity  |
| Age   |                 | ✓              |                 | <p>The earlier table shows the impact of a lifetime tenancy versus a fixed term tenancy. Any household not protected by the exceptions for FTT would rather have a lifetime tenancy than FTT however it is not anticipated that any particular protected characteristic will be unfairly impacted by this change.</p> | <p>There will be a review of the Tenancy Strategy after one year which will ascertain if any one group is unfairly treated.</p> |
| Disability  |                 | ✓              |                 |   |   |
| Gender reassignment   |                 | ✓              |                 |   |   |
| Pregnancy and maternity   |                 | ✓              |                 |   |   |
| Race  |                 | ✓              |                 |   |   |
| Religion and belief   |                 | ✓              |                 |   |   |
| Gender  |                 | ✓              |                 |   |   |
| Sexual orientation  |                 | ✓              |                 |   |   |
| Marriage and Civil Partnership (only in relation to employment) |                 | ✓              |                 |   |   |

**Sign off**

*Detail the date that your Equality Analysis was signed of by your DMT.*

**ACTION PLAN**

| <b>Issue of possible concern and equality protected characteristic category it may impact</b> | <b>Action to be taken</b>  | <b>When</b>    | <b>Who by</b>                         |
|---|--|----------------|---------------------------------------|
| Potential impact on different ages  | There will be a review of the Tenancy Strategy after one year which will ascertain if any one group is unfairly treated. | June/July 2013 | Strategy, Policy and Development Team |
| Impact on families – although not a protected characteristic                                  | There will be a review of the Tenancy Strategy after one year which will ascertain if any one group is unfairly treated. | June/July 2013 | Strategy, Policy and Development Team |

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## Tenancy Strategy – Consultation Responses

### Introduction

The Localism Act 2011 (Section 126) includes new powers relating to allocations and flexible tenancies; it requires local authorities to produce a Tenancy Strategy that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Policy.

The legislation will require the Strategy to cover:

- What kind of tenancies to offer;
- Circumstances in which the landlord will grant a tenancy of a particular kind;
- Where a tenancy is set for a term, the length of term;
- Circumstances where the landlord will grant a further tenancy on the ending of the existing tenancy.

Consultation focussed on the issue of fixed term tenancies and was undertaken at the same time as the consultation for the Review of the Allocations Policy.

### Who was consulted?

Consultation was carried out over a period of approximately 8 months and consisted of:

- General public at People's Day 2011 – surveys and interactive exhibits;
- General public through the web survey (live from 2 Feb to 9 March);
- Elected Members through officer attendance and discussion at Housing Select Committee;
- Discussion at Lewisham Affordable Housing Group and sign posting to web survey;
- Letter to over 19,000 housing register applicants to sign post them to the web survey;
- Sign posting to the web survey from Lewisham Homes website, Phoenix Community Housing's website and through the Council's social media such as Twitter;
- Sign posting to web survey from Homesearch;
- Sign posting to web survey via local groups and media through council press office including;
  - ↳ Brockley Central Blogspot
  - ↳ DAGE (Deptford Action Group for the Elderly)
  - ↳ VAL (Voluntary Action Lewisham)
  - ↳ SE8 news
  - ↳ The Gate Post (NX paper)
  - ↳ East London Lines (Goldsmiths media students for their online 'paper')
  - ↳ Deptford Dame (blogger from Deptford!)
  - ↳ Several Sydenham forums
  - ↳ Ladywell Village Improvement Group

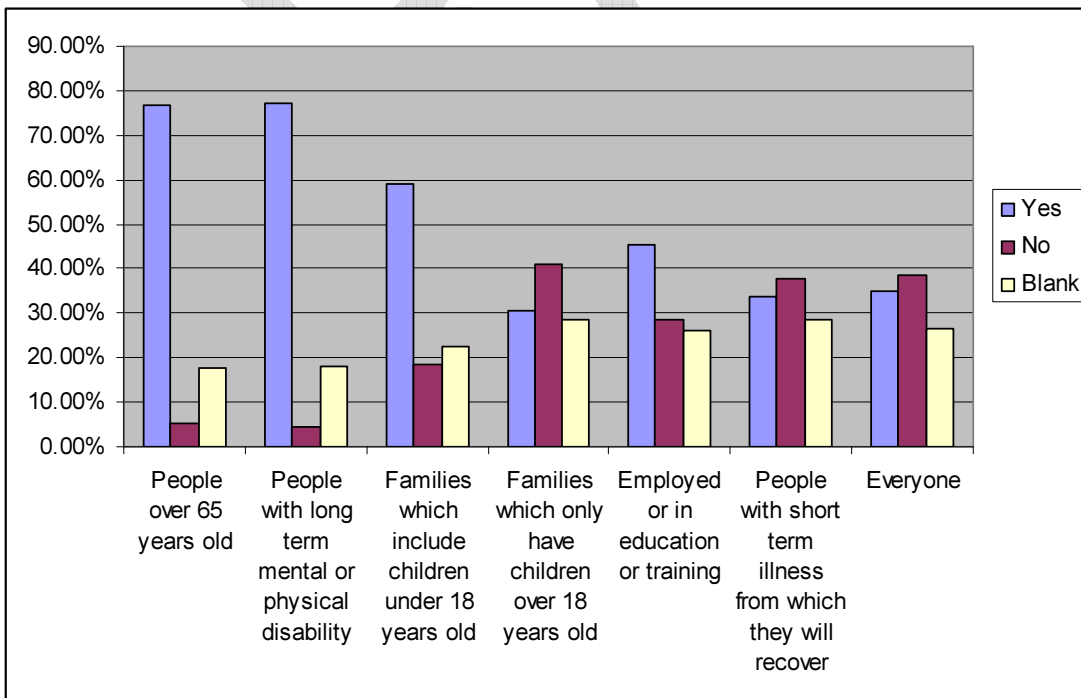
- ↳ Reprerent Radio (DAB radio station based in Peckham, broadcasts in Lewisham, listeners are under 25s)
- ↳ London Housing News (e-news bulletins)
- ↳ Lewisham Housing News.
- Older persons at Lewisham Pensioner’s Forum – presentation, discussion and surveys – also sign posting to web survey;
- Disabled persons and representatives – discussion with the Chair of Lewisham Disability Coalition and presentation and discussion at Housing & Disability Group – also sign posting to web survey;
- Attendance at various Local Area Assemblies, Lewisham Homes Area Panel and Regenter B3 Area Panel – officers gave a presentation and sign posted to web survey where possible;
- Housing Needs staff at briefings and team meetings;
- Colleagues in Children & Young People’s Services, Adult Social Care Services, Neighbourhood Community Safety, Alcohol Delivery Group and MARAC were also sign posted to the web survey.

**Web Survey**

The questions relating to the Tenancy Strategy in the web survey, and the responses to them, are outlined below;

➤ **Who should get a lifetime tenancy?**

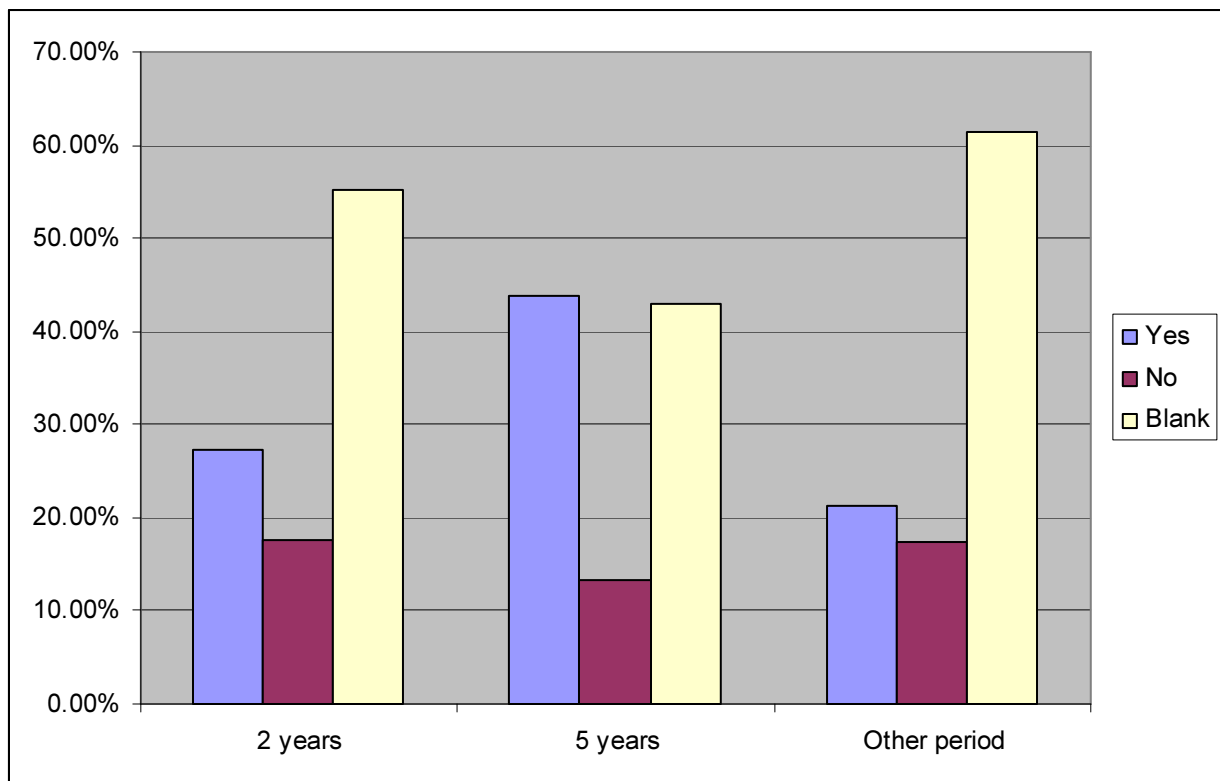
People with long term mental or physical disability (77.29%) and people over 65 years old (76.93%) were the most strongly supported categories for lifetime tenancies.





➤ **How long do you think the minimum period should be for the grant of a flexible tenancy?**

5 years was the most popular choice as the minimum period for a flexible tenancy (43.78%).



### People's Day 2011

Consultation at People's Day took place on 9 July and took a different format to the questions asked in the web survey as these were not developed until late 2011. The conclusions were as follows:

- The majority of respondents said they would be prepared to pay a higher rent if the home better suited their needs, except for housing association tenants;
- Respondents selected persons over 65 years old and persons with long term mental or physical disability as groups who should get lifetime tenancies;
- Many respondents made no comment about the length of a social tenancy. Of those who did, 5 or 10 years were the most popular.

### Lewisham Pensioner's Forum

Consultation at LPF took place at a meeting on 15 August and took a different format to the questions asked in the web survey as these were not developed until late 2011. The conclusions were as follows:

- The majority of respondents said they would be prepared to pay a higher rent if the home better suited their needs, except for housing association tenants;
- Respondents selected persons over 65 years old and persons with long term mental or physical disability as groups who should get lifetime tenancies;
- Many respondents made no comment about the length of a social tenancy. Of those who did, permanent for disabled, 10 years and 40/50 years were suggested.

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|  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| <b>Chief Officer Confirmation of Report Submission</b> |                                 |                                 |
| <b>Cabinet Member Confirmation of Briefing</b>         |                                 |                                 |
| Report for: Mayor                                      |                                 | <input type="checkbox"/>        |
| Mayor and Cabinet                                      |                                 | X                               |
| Mayor and Cabinet (Contracts)                          |                                 | <input type="checkbox"/>        |
| Executive Director                                     |                                 | <input type="checkbox"/>        |
| Information <input type="checkbox"/>                   | Part 1 <input type="checkbox"/> | Part 2 <input type="checkbox"/> |
| Key Decision   |                                 | X                               |

|                        |                            |
|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
|------------------------|----------------------------|

|                        |                              |
|------------------------|------------------------------|
| <b>Title of Report</b> | Review of Allocations Policy |
|------------------------|------------------------------|

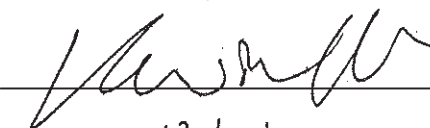
|                             |            |        |
|-----------------------------|------------|--------|
| <b>Originator of Report</b> | Karen Shaw | X43650 |
|-----------------------------|------------|--------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | X   |    |
| Legal Comments from the Head of Law                      | X   |    |
| Crime & Disorder Implications                            | X   |    |
| Environmental Implications                               | X   |    |
| Equality Implications/Impact Assessment (as appropriate) | X   |    |
| Confirmed Adherence to Budget & Policy Framework         | X   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed:  Executive Member

Date: 12th June 2012

Signed:  Director/Head of Service

Date: 12/2/2012

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

|                     |                                       |             |              |
|---------------------|---------------------------------------|-------------|--------------|
|                     | <b>Mayor and Cabinet</b>              |             |              |
| <b>Report Title</b> | Lewisham's Housing Allocations Scheme |             |              |
| <b>Key Decision</b> | Yes                                   |             |              |
| <b>Wards</b>        | All                                   |             |              |
| <b>Contributors</b> | Executive Director, Customer Services |             |              |
| <b>Class</b>        | Open                                  | <b>Date</b> | 20 June 2012 |

## 1. Summary and Purpose of this report

- 1.1 This report is to seek approval of the proposed new Housing Allocations scheme.
- 1.2 In Lewisham, there are more people who need or who want to move, than there are homes available for them to move to. In particular, there are not enough rented homes owned by the Council and its partners (Housing Associations and Tenant Management Organisations) to offer housing to all who want it, or even to everyone who needs a home.
- 1.3 Lewisham's Allocations Policy is a means by which we may distribute a small number of homes as fairly as possible.

## 2. Recommendations

The Mayor is recommended to:

- 2.1 Note the implications of the proposed new policy.
- 2.2 Agree that the policy should be implemented with effect from 29<sup>th</sup> October 2012. The delay in implementation is to enable staff to implement an upgrade of the choice based lettings IT system. Should the relevant provisions of the Localism Act 2011 relating to allocations not have received a commencement date by 29<sup>th</sup> October, to agree that the affected policy provisions shall come into effect on the commencement date of the relevant Localism Act provisions.
- 2.3 Agree that the new policy be reviewed after 6 months and that any changes be reported for approval to Mayor and Cabinet.
- 2.4 Note the issues from the equalities analysis assessment carried out for this change and summarised at paragraph 9 this report.

## 3. Policy Context

- 3.1 Lewisham's Sustainable Community Strategy 2008-2020 contains the shared priorities for the borough. It sets out a framework for improving the quality of life and life chances for all who live in the borough. This approach works towards meeting the 'Clean green and liveable' priority to increase the supply and quality of housing to accommodate the diverse needs of the population.
- 3.2 The Council has outlined ten corporate priorities which enables the delivery of the Sustainable Community strategy. The Allocations Policy addresses the corporate

priorities to provide decent homes for all, to invest in social housing and affordable housing in order to increase the overall supply of new housing and to reduce the number of households in temporary accommodation, tackle homelessness and address housing need and aspirations.

### 3.3 The legislative framework and statutory guidance

Housing Allocations policies are governed by legislation. It is a requirement that certain groups are given “reasonable preference” above other groups within the policy. These groups are:

- People who are homeless
- Those living in unsatisfactory housing, e.g. overcrowded or lacking amenities
- Those who need to move on medical grounds
- Those who need to move to a particular locality within the district where it would cause hardship if they were unable to do so
- Those owed a duty under other relevant legislation such as a closing order on a property.

Allocations policies must give preference to these groups above others. There is no requirement to give an equal weighting to all of the reasonable preference categories.

3.4 The government has made a number of changes to the approach to allocations and homelessness in the Localism Act. In January 2012 they also published a new draft Code of Guidance on Allocations for consultation and a draft statutory instrument on former members of the armed forces. Guidance on the homelessness provisions is awaited from government. A draft statutory instrument on the suitability of private rented offers in discharge of the homelessness duty was issued for consultation on 31<sup>st</sup> May 2012 and this is currently open for comments until 26<sup>th</sup> July 2012. We expect that the Department for Communities and Local Government will issue commencement orders on the allocations and homelessness provisions of the Localism Act shortly before or after the 2012 Summer Parliamentary recess. In summary, the core legislative changes affecting allocations involve:-

- The power to change the housing register so as to only register households that have a recognised housing need, (either as a result of that need being amongst the statutory reasonable preference categories or as a local need recognised within the Authority’s own allocations scheme.
- The introduction of a national mobility scheme
- Dealing with social housing transfers with no recognised need outside of the allocations scheme
- Allowing the duty to homeless households to be discharged into the private rented sector rather than by a social housing offer
- Awarding additional preference to former members of the armed forces designed to ensure that personnel recently on active service and with an urgent housing need, receive additional preference for housing and are not prevented from living where they want by restrictive local connection criteria.
- Encouraging authorities to consider awarding preference within their allocations scheme on the grounds of community contribution, which could include employment and volunteering in the community

3.5 The passing of this new legislation, along with the new affordable rents regime and

pan London mobility have made it necessary to consult on changes to the allocations scheme to bring it in line with legislative requirements. An opportunity has also been taken to make changes that would address local priorities and enable better management of the scheme. This includes using the review to consider how we balance need and who the council think we should house. It is also important to review our own policy reasonably regularly to ensure it is based on local needs here in Lewisham. There is also major reform of the welfare system going through and this will have an impact on housing. The Tenancy Strategy is being developed at the same time given the two policies are intrinsically linked.

- 3.6 Lewisham's current Housing Allocations Scheme (which can be found at <http://www.lewisham.gov.uk/SiteCollectionDocuments/HousingAllocationsPolicyNov2011.pdf>) was published in September 2011. The whole allocation policy was substantially changed in 2009 to create some revised priorities and to remove the elements of "multiple need" contained within the scheme which were found no longer to be necessary by the House of Lords in London Borough of Newham v Ahmed (2009). Lewisham's policy reflected the core legal principles and guidance but also contained a number of local priorities which were given preference, including decants, under occupation and preventing homelessness. Since that time some additional, largely minor, changes were made in February 2010 and some changes were made to prioritise regeneration decants in September 2011.
- 3.7 Changes to the approach to housing tenure and social housing rents were also made as part of the Localism Act. These introduced fixed term tenancies called flexible tenancies and new affordable rent levels for social homes at up to 80% of market levels. They also placed a responsibility on the local authority to have a Tenancy Strategy. A draft Tenancy Strategy is also being taken to Mayor & Cabinet in June 2012.
- 3.8 These are all reasons why the authority is currently reviewing its allocations policy and considering the need for any changes to ensure the policy is compliant with the law and gives the council the appropriate powers and flexibilities it needs to effectively manage housing supply and demand.
- 3.9 The Government issued consultation on new statutory Guidance on Allocations in January 2012. It is designed to replace all the existing statutory guidance and statutory instruments which need to be referred to when applying allocations rules. The stated aims of the document are to ensure authorities continue to work towards the national commitment, giving priority to those in the greatest housing need, but also give greater scope to meet local needs and priorities. It allows authorities to set local qualification criteria which determine who, outside of the reasonable preference groups, is able to register. It also promotes ideas such as promoting mobility, supporting the armed forces, the employed and those who contribute to the community in other ways (e.g. volunteers).
- 3.9 The government has indicated that it will not be issuing completely new guidance on homelessness but will instead be issuing an addendum to the current guidance so as to cover the new approach to discharging the homeless duty. A consultation on a draft statutory instrument on the suitability of accommodation for discharging the homeless duty into the private sector, focused on minimum property standards, was issued on 31<sup>st</sup> May 2012. This looks specifically at the suitability of accommodation used to bring the homeless duty to an end in the private sector. In addition, the consultation document contains the governments view on making placements out of the local authorities area, an issue which has gained media attention recently and had been considered by some authorities in light of the

impact of the welfare changes and in particular, the universal credit cap. Lewisham will prepare a response to the statutory consultation on both quality and location. A report on homeless discharge will be prepared and consulted on and brought back to members to consider later in the year.

3.10 Authorities are also required to ensure their allocations scheme meets the requirements of equalities legislation, promotes equality of opportunity and is transparent and fair.

### 3.11 Lewisham's Lettings Plan

Since Lewisham introduced its new allocations scheme the allocations outcomes and numbers waiting on the housing register have been monitored and reported to Mayor & Cabinet, most recently in April 2012. At that meeting, the Borough Annual Lettings Plan for 2012/13 was also approved. This identified five priority areas and set targets for allocations to these groups. They were:-

- Decants
- Under-occupation
- Severe overcrowding
- Move on from supported housing schemes
- Homeless households in temporary accommodation

### 3.12 Housing Supply & Demand

Mayor & Cabinet agreed on 13<sup>th</sup> July 2011 to proceed with the recommendation of a report to progress plans for a comprehensive regeneration programme for Catford Town Centre. It was agreed in April 2012 to begin the decant programme for Milford Towers. The decant needs to be achieved before December 2014. During 2011/12 and 2012/13 the next phase of Heathside & Leathbridge and the first 2 phases of Excalibur are being decanted

3.13 New build supply is predicted to reduce after the current programme completes in 2012/13, given reduced grant levels. In 2012/13 projected supply is shown below:-

#### Projected lets 12/13 broken down by re-lets and new build

|       | Total Projected New Build 2012/13 | Total projected relets 12/13 | Total projected lets |
|-------|-----------------------------------|------------------------------|----------------------|
| 0 bed | 0                                 | 90                           | 90                   |
| 1 bed | 112                               | 432                          | 544                  |
| 2 bed | 225                               | 414                          | 639                  |
| 3 bed | 156                               | 154                          | 310                  |
| 4 bed | 42                                | 41                           | 83                   |
|       | 535                               | 1131                         | 1666                 |

Re-lets supply is predicted to decline this year, although it held up better than predicted in 2011/12. Overall lets were also maintained at a positive level due to the contribution of a buoyant supply of new build social rented homes in the last 2 years. This will not continue at that level beyond 2012/13 based on current development deals in the pipeline.

- 3.14 Changes to welfare benefits made in the last year and forthcoming changes with the introduction of universal credit and under occupation provisions have made it even more important to refocus the limited and diminishing supply of homes on those who need it most.
- 3.15 It is against this background that the need to ensure an effective response to the social housing allocations issue affecting decants have been considered and some changes proposed to ensure that decant processes are managed within timescale and do not therefore put at risk funding and development agreements which require vacant possession and progress on sites by fixed timescales.

#### **4 Consultation**

- 4.1 Formal and informal consultation on the proposed changes have taken place over the last 10 months. An equalities analysis has been prepared as a result of this process and is summarised below. A consultation paper was taken to Housing Select committee in February 2012.
- 4.2 We consulted on the following issues:-
- Removing priority from households with no assessed housing need under the scheme (band 4)
  - Offering some limited priority to working households who are struggling to pay their existing rent costs and who are at risk of being unable to stay in employment because of higher rent levels and other essential costs
  - Reinforcing the need to prioritise regeneration decants in light of the demand from a number of schemes in the borough which will deliver substantial benefits to the community, including new homes
  - The appropriate income threshold for qualification to register in light of welfare benefit changes and the introduction of the new affordable rent regime
  - Our statutory responsibility to former armed forces personnel so that the policy reflects the proposed changes which have been outlined in a draft statutory instrument from government.
  - Reducing the number of bids available each week on Homesearch from 5 to 1
  - The London Mayor's pan-London mobility scheme which came into operation after the London Mayoral elections and requires the policy to be amended to make it possible for Lewisham to make the required 5% re-let contribution.
  - Introducing a local connection residence criteria
  - The principle of whether the authority should discharge the homeless duty into the private rented sector rather than through an offer of social housing. We did not consult on the details because a draft statutory instrument has only just been published and no statutory guidance has yet been issued.
- 4.3 In addition to the specific questions we explored in the various consultation events, the policy document was revised in draft, in line with statutory requirements, so we could highlight the specific wording of each proposal and take views on a number of more minor changes that we were considering. These included
- Some changes to ensure the policy complied with the law relating to Allocation policies which changed as a result of the new Localism Act
  - Some changes to eligibility for those affected by immigration controls
  - Some changes reflecting the introduction of flexible tenancies and affordable rents
  - Some necessary links with the Tenancy Strategy



- 4.4 As part of this process the following steps have been undertaken
- an analysis of the current register
  - an analysis of past, current and future housing supply
  - a desktop review of current policy and relevant documents
  - a review of context for allocations, including recent legislation, revised guidance from CLG and changes happening in other boroughs and across London as a result of housing changes and welfare reform.
- 4.5 A consultation exercise with relevant stakeholders and applicants throughout the review. This included:
- Consultation with Lewisham Affordable Housing Group and the formulation of an allocations sub group which included representatives from registered social landlords who are partners in Homesearch.
  - Communication with Supported housing providers through SHIP;
  - Customers, through an on-line survey on the council website and on the websites for Phoenix, Lewisham Homes and Regenter B3
  - All 17,500 applicants to the Housing Register through a direct mail out
  - The general public at Lewisham People's Day;
  - Elected members via a presentation to Housing Select Committee and briefings to MP's.
  - Lewisham Homes tenants Area Panels
  - Presentations at a range of Local Area Assemblies
  - A stakeholders event held on
  - The Homesearch Development Group
  - Internal stakeholders including health and social services
  - A formal consultation exercise was completed from in January 2012 for 8 weeks with stakeholder and applicants. The complete list of agencies who participated in this consultation process and received a copy of the proposed policy can be found in Appendix 2.
- 4.6 Feedback from the consultation that has been carried out demonstrated that:

| <b>Disqualifying households from the register with no priority</b>   |
|--|
| <p><b>What the consultation broadly said</b></p> <ul style="list-style-type: none"> <li>- <b>survey</b> – 46% in favour of removing it and 42% in favour of keeping it.</li> <li>- <b>registered providers</b> – mix of views, some in favour, comments that we need to have a mechanism for dealing with hard to let voids and for low cost home ownership and some concern about sustainable communities if the register is focused only on those in need. <span style="float: right;">– <b>Lewisham</b></span></li> <li><b>Homes</b> – agreed with the proposal</li> <li>- <b>Housing Select Committee</b> – disagreed, felt that little prospect of rehousing was better than no hope at all.</li> <li>- <b>Area Panels &amp; LAA's</b> – Question about how we would support the rehousing of 18-25 year olds living at home. Point made that 65% of member and MP casework is housing related</li> <li>- <b>Housing &amp; Disability Group</b> – no specific comments</li> <li>- <b>Pensioners Forum</b> – no specific comments</li> </ul> |

- **People's Day** – no specific comments

### **Discharge of the Homelessness duty into the private rented sector**

#### **What the consultation broadly said:–**

- **survey** – no specific comments
- **registered providers** – all the main Lewisham providers were in favour at LEWAHG
- **Lewisham Homes** – no comments
- **Housing Select Committee** – only as a last resort
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – vulnerable tenants may struggle to maintain a PRS tenancy. Disabled applicants may be disadvantaged if there is no individual assessment
- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

### **Pan London Mobility**

#### **What the consultation broadly said:–**

- **survey** – 78% supported this proposal
- **registered providers** – supportive
- **Lewisham Homes** – no comments
- **Housing Select Committee** – supportive
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – no specific comments
- **Pensioners Forum** – in favour
- **People's Day** – in favour

### **Employment**

#### **What the consultation broadly said:–**

- **survey** – 67% supported this proposal
- **registered providers** – supportive, some felt 2 years employment was too long
- **Lewisham Homes** – supportive
- **Housing Select Committee** – supportive of this but not the broader community contribution concept
- **Area Panels & LAA's** – concern it discriminates against young BME residents and the disabled; Puts young people fleeing gang violence at risk; system helping on the able; discriminating against the unemployed; 2 years too much; wait until the recession is over
- **Housing & Disability Group** – could discriminate against the disabled
- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

### **Local Connection**

#### **What the consultation broadly said:–**

- **survey** – 68% felt there should be some period of qualification. 2 years received the most support
- **registered providers** – mixed views but not 5 years
- **Lewisham Homes** – 1 year
- **Housing Select Committee** – 5 years
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – concern about young disabled adults placed out

of borough in a residential placement being disqualified

- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

#### **Income level**

##### **What the consultation broadly said:–**

- **survey** – mixed but 44% in favour of current level
- **registered providers** – mixed views but main calls for increase have come from this group  
– **Lewisham Homes** – remain at £30,000
- **Housing Select Committee** – £50,000
- **Area Panels & LAA's** – asked if it was fair to encourage tenancies for middle income families and questioned where this change was coming from
- **Housing & Disability Group** – no specific comments
- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

#### **Number of bids**

##### **What the consultation broadly said:–**

- **survey** – 32% in favour, 58% against
- **registered providers** – supportive
- **Lewisham Homes** – supportive
- **Housing Select Committee** – concerned it reduces choice
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – concern because Homesearch currently gives limited information to enable someone disabled to appropriately bid and this may compound that
- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

#### **Armed Forces**

##### **What the consultation broadly said:–**

- **survey** – 62% supportive
- **registered providers** – no specific comments
- **Lewisham Homes** – no specific comments
- **Housing Select Committee** – supportive
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – no specific comments
- **Pensioners Forum** – no specific comments
- **People's Day** – no specific comments

#### **Decants**

##### **What the consultation broadly said:–**

- **survey** – 66% supportive
- **registered providers** – supportive. Concern about high expectations from decants
- **Lewisham Homes** – supportive
- **Housing Select Committee** – supportive
- **Area Panels & LAA's** – no specific comments
- **Housing & Disability Group** – no specific comments

- Pensioners Forum – no specific comments
- People’s Day – no specific comments

4.7 Consultation clearly has limitations and throughout the consultation a number of contradictory views have been expressed. Attempts were made to reach a range of interested groups, and most importantly applicants in housing need themselves, but clearly only a limited sample of the boroughs overall population responded. The proposals being brought forward for member consideration have been carefully considered in light of consultation comments and the impacts have been assessed. Implementation of the policy will be monitored so that any adverse or unforeseen impacts can be addressed.

## 5. Proposed Changes to the new policy

5.1 The detailed drafting changes required to the allocations scheme are outlined in a background document to this report. A summary of these changes and the reasons for them is outlined in the paragraphs below.

### 5.2 Delete band 4

It is proposed that we change the policy so that we have only 3 bands, all of which contain those with a priority or preference recognised in the allocations scheme.

5.3 The size of the housing register in Lewisham is growing. The two tables below show the scale of demand and where it is concentrated and how this has changed over the last 10 months.

#### May-11

| Band          | Beds required |             |             |             |             | TOTAL        |
|---------------|---------------|-------------|-------------|-------------|-------------|--------------|
|               | 0             | 1           | 2           | 3           | 4+          |              |
| 1             |               | 361         | 315         | 105         | 24          | 805          |
| 2             |               | 245         | 209         | 291         | 413         | 1158         |
| 3             | 2             | 796         | 2112        | 1557        | 458         | 4925         |
| 4             | 19            | 5354        | 2623        | 859         | 183         | 9038         |
| Awaiting band |               | 18          | 21          | 20          | 6           | 65           |
| <b>TOTAL</b>  | <b>21</b>     | <b>6774</b> | <b>5280</b> | <b>2832</b> | <b>1084</b> | <b>15991</b> |

#### Mar-12

| Band         | Bed Size   |             |             |             |            | Total        |
|--------------|------------|-------------|-------------|-------------|------------|--------------|
|              | 0          | 1           | 2           | 3           | 4+         |              |
| 1            | 9          | 367         | 270         | 78          | 10         | 734          |
| 2            | 17         | 222         | 169         | 327         | 280        | 1015         |
| 3            | 73         | 717         | 2156        | 1654        | 377        | 4977         |
| 4            | 577        | 5942        | 3259        | 1067        | 201        | 11046        |
| n/a          | 0          | 0           | 0           | 0           | 0          |              |
| <b>Total</b> | <b>676</b> | <b>7248</b> | <b>5854</b> | <b>3126</b> | <b>868</b> | <b>17772</b> |

The trends show:-

- An overall increase in the register of 1,781
- An increase in band 4 of 2,008

- A decrease in bands 1 and 2
- An increase across all bed sizes but concentrated on single households rather than family households, with 1,129 more bedsit and one bed needs registered
- An decrease of 216 in those needing 4 or more bedrooms, an area of very limited supply

- 5.4 The aim of this proposal is to take a more realistic view on who to include on the Housing Register. Most of the people on our Housing Register currently in band 4 will never have any chance of being offered a social housing home but it could be argued that allowing them to register, encouraging them to bid etc are all ways in which the system gives them the impression they might. The aim would be to have a new policy which makes it clearer realistically who the council can and cannot house.
- 5.5 Many applicants register as an ‘insurance policy’ or on advice of relatives and friends, but do not have a high enough housing need to ever be considered for housing. Although these cases with little prospect of housing and with no assessed housing need are advised of the relative likelihood of ever receiving an offer of social housing they often make assumptions that their registration will lead to an offer. This is despite the evidence that 99% of them are unsuccessful in obtaining social housing. They may bid pointlessly under the choice based lettings system which inevitably involves administration and leads to disappointment. If they understood at the outset that they were not a priority on the register and it is much more likely that finding a home in the private rented sector is the only realistic option for them they may make different choices.
- 5.6 Under a new policy we could help these cases look for accommodation in the private rented sector, or to move elsewhere or to look for accommodation with friends. Of course clear and accessible signposting advice needs to be provided. We would set out clearly what the options were for people who didn’t qualify and provide information available at offices and on-line which would explain the different types of accommodation available, where to look for it (details of local estate agents, accommodation websites), and other things to consider – such as information on local housing allowance and the universal credit which may impact on the choices someone makes about where they live and the type of home they choose. We will focus on ensuring the standards of accommodation let are of high standard and that customers have access to good quality solutions.
- 5.7 As well as raising expectations which are unlikely to be met, there is a further downside to keeping band 4. The administration of applications is time consuming for the citizen and the council with a significant amount of time spent applying or processing and verifying many applicants who have little prospect of receiving an offer of social housing
- 5.8 We would need to develop a mechanism for ensuring that the small number of lets currently going to band 4 were either picked up by those in the higher bands, used by provider partners for other priorities such as transfers or were able to be advertised outside of the scheme to interested customers who would then transact directly with the registered provider. As part of our new approach we will create a “housing advice roll” which will contain details of customers assessed as not having a housing register need but who have expressed an interest in receiving advice updates. This could include, information on available accommodation through accredited landlords working in partnership with our private rented sector unit, and if they chose, would enable registered providers to notify interested customers of properties that may be available because they did not receive bids on the housing

register.

- 5.9 A reduced register will allow us to provide a more individual 'case management' service to those in most need, combined with better advice and practical help to those who have no prospect of being offered help.

**5.10 Homeless households in temporary accommodation**

Homeless households in temporary accommodation get band 3 priority and are allocated a significant number of lets annually. We consulted on the principle of whether the policy would be amended to make clear that we can discharge through a social offer or in the private sector, something we will be able to do as a result of the Localism Act, once the provisions receive a commencement date. However we are not proposing the council implements these proposals at this stage. Given the legislation does not yet have a commencement date from government we will develop more detailed proposals on this point, with a policy on discharge, which will be brought back to the Mayor once statutory guidance has been issued and it is clear that London boroughs and others are implementing the powers.

**5.11 Pan London Mobility**

To make provision in the allocations scheme to withdraw 5% of re-lets from the scheme in order to make them available for Pan London Mobility

- 5.12 The lack of mobility across London creates problems for households who need to move for jobs, to be nearer family to provide or receive support. Opportunities exist to incentivise under occupation moves, employment and family support moves via this route which are crucial at a time when applicants freedom to join any housing register is starting to be restricted. There is no net loss in lets to Lewisham by contributing to the scheme, we get out what we put in. A piece of work will need to be done to identify those Lewisham social tenants who want to move and join the scheme.

**5.13 Employment**

To create a category of priority in band 3 aimed at allowing clients to register who are struggling to pay their existing rent costs and who are at risk of being unable to stay in employment because of higher rent levels and other essential costs, such as child care or travel costs and who may be forced onto benefits. Parameters are set that they will only qualify if they have been employed for 20 months in the previous 2 years and for at least 16 hours a week.

- 5.14 A revised Policy could encourage people who can, to work, which will contribute to raising levels of aspiration and ambition. This can be achieved through offering increased priority to applicants who are working but are on a very low income who may never be able to afford to buy a home and for whom renting in the private sector will mean they are hardly better off financially from continuing to work.

- 5.15 This does have to be balanced with targeting need and ensuring that we do not open the floodgates and grow the register significantly at a time when we are proposing to reduce it because of the mis-match between supply and demand. This is why the proposal is limited to those who we find through a financial assessment are at risk of losing their home or needing to give up there job and why parameters have been set

around a track record of consistent work over the previous two years. It is a limited attempt to support those households where the balance between income and appropriate outgoings (travel, child care costs) puts them on the margins of affordability.

- 5.16 This would also contribute to the mix of social housing and contribute to sustainable social housing communities.

#### **5.17 Local connection**

To introduce a time period living in the borough before someone qualifies to register. Currently applicant need only be resident in the borough for 1 day to register. It is proposed a resident applicant must demonstrate they have been resident for 2 years.

- 5.18 The Localism Act makes it easier to set local rules, such a residence, about who qualifies to join the register. This allows boroughs to manage housing demand and prioritise local residents whilst ensuring through the employment and care and support criteria and pan London mobility, that others who need to live in the area are able to do so.

Where boroughs have no or very low residence period requirements this could have an impact on shifts across borough boundaries from those who want social housing, moving to areas where there are fewer barriers. A balance needs to be struck between this and introducing such an onerous requirement that it is challengeable on equalities grounds and it is felt this period achieves that.

#### **5.19 Income threshold**

It is proposed to raise the level to £50,000. This proposal was strongly advocated by a number of housing providers and was focused on a getting a balance of working and non-working households for new affordable rents. This can be reconsidered in 2013 when the Lettings Plan for 2012/13 is presented to Mayor and Cabinet because the figure is subject to annual review.

#### **5.20 Number of bids**

it is proposed to reduce the number of bids on choice based lettings from 5 bids each week to to one bid and provide landlords with a multiple shortlist of several applicants (3-6 probably, depending on providers).

This proposal is designed to cut down void times and to make the allocations process work more smoothly. Current practice causes void rent loss as if an applicant refuses the provider needs to request further matches and set up further viewings. This also has issues in terms of best use of stock – properties empty and customers waiting longer to occupy.

Customers and others have expressed the view that choice is reduced. How real this choice is is difficult to quantify. Many customers bidding patterns show them bidding speculatively for a range of properties which they refuse or in some cases do not even view.

Other approaches have been considered and include letting people continue to bid for 5 properties but still give providers multiple nominations. This could even further affect void times as applicants hedge their bets and neither refuse or accept an offer until they have seen everything they have come in the top group for. This

impact can be mitigated in two ways:-

- Providers rigidly enforce timescales for customers making decisions on properties forcing customers to make choices about the properties where viewings are earliest. This would be likely to increase complaints
- Develop a rationale for deciding which of the properties a customer is in the top 6 for they are put forward for and ensure it is only one – this is not a scientific process and rationale is likely to be challengeable as there will be winners and losers

Give the problems with available options it is proposed that we go ahead with reducing bids. This approach is one followed in many authorities, including in London, where the realities of needing to apply best management of the system for swiftly and appropriately letting homes is prioritised.

#### 5.21 **Former armed forces personnel**

To award additional priority to former armed forces personnel who have been on active service within the last 5 years and have an urgent housing need. This means if a household has a band 2 (urgent need) and have the required military background, we will award band 1 as additional priority. We are also amending the local connection criteria to ensure the restrictions we place on registering do not affect this group who would have difficulties being able to register.

- 5.22 The government have made it clear they intend to require this change and have issued a draft statutory instrument for consultation. Lewisham's proposal is designed to satisfy the proposed requirements but does not go beyond them. The Statutory code of guidance the CLG have released for consultation talks about the possibility of extending the support to this group further, for example by giving priority to those who have served but do not have an urgent need as a way of rewarding "community contribution" and potentially extending it to groups such as the territorial army. Our proposal does not go this far. The number of servicemen we deal with in Lewisham currently is we believe relatively small, compared to for example neighbours such as Greenwich.

#### 5.23 **Decants**

To reinforce the agreed changes made in September 2011 to create starred decant status and introduce a new definition of large scale decants.

- 5.24 A range of more minor changes to give effect to legal and process changes that are viewed as necessary and appropriate for the effective working of the scheme
- Some changes to the rules on eligibility and property size entitlement for those affected by immigration control rules
    - Makes clear an ineligible households member (because they are subject to immigration control) can be considered as part of an applicants household in terms of determining the size of home that is needed but cannot be granted a tenancy of that home.
    - An ineligible households member, because they are subject to immigration control (called a "restricted person"), will be disregarded for the purpose of assessing priority.

We are proposing to do this because of changes in the law from the Localism Act and some case law



- Some changes to management discretion to ensure we have the flexibility to make appropriate decisions within the allocations scheme in genuinely exceptional situations. This will strengthen the ability of the reviewing manager to ensure allocations are appropriate both in terms of priority and type of accommodation
- The scope to use the annual lettings plan to set aside a small number of lets each year for uses such as prioritising transfers with no housing need, employment or other contribution. This merely creates the ability to set this local priority annually but is not a requirement
- An explanation of the new social housing framework of affordable rents and flexible tenancies to establish the principles in the emerging Tenancy Strategy – the Tenancy Strategy and Allocations scheme need to be linked and consistent. The drafting changes are to the introductory part of the policy and merely ensure applicants understand the new environment. They introduce the principles stated by the Mayor previously that we would prefer providers to continue to create lifetime tenancies at target rents. But where they are introduced the council would expect tenancies to be a minimum of five years, and lifetime tenancies would continue to be granted to the over 65s and people with serious permanent physical or mental vulnerabilities. Where a fixed term tenancy is given to a family with children we would aim to see the length of tenancy match the 21<sup>st</sup> birthday of the youngest child. It also makes renewal of a flexible tenancy a letting exempt from the allocations scheme.
- Outlines the new equalities duty created by the Equalities Act 2010
- To establish that if an applicant is disqualified from the list but another person in their household qualifies, they may be able to join the housing list.
- To amend the rules on allocation of houses, where we restrict eligibility to households with younger children. This will be amended to exclude four and five bedroom homes from this restriction, because there are few opportunities to meet the needs of applicants with older children, because the majority of homes in the social stock of these size are houses and not flats – this change was proposed by Carol Mew from the Disability Coalition during the consultation and makes sound sense, particularly in relation to limiting the needs of older disabled children who are restricted from moving
- Some minor textual changes to reflect process and contact number changes

## **6 Financial Implications**

- 6.1 There are no direct financial implications associated with the proposed changes to the allocations policy. There are significant costs associated with housing generally, including managing the allocations service, managing the provision of council housing and providing services to those experiencing homelessness. All of these are affected over time by the demand for housing. Ways of meeting that demand are to be considered as a part of the Council's consideration of future housing options taking place in the coming months. However, the allocations policy per se is

merely the means by which that demand is allocated to existing properties, and so changes to it do not have direct financial implications

## **7 Legal & Human Rights Implications**

- 7.1 Section 159(1) of the Housing Act 1996 requires a local authority to comply with Part 6 of the Act (sections 159 to 174) in allocating housing accommodation. Section 159(7) provides that “subject to the provisions of this Part, a local housing authority may allocate housing accommodation in such manner as they consider appropriate.” Section 169 provides that, when exercising their functions under Part 6 of the 1996 Act, as amended by the 2002 Homelessness Act, local housing authorities “shall have regard to such guidance as may ...be given by the Secretary of State” when carrying out their role in allocating social housing.
- 7.2 In compliance with section 167,(1) (of the 1996 Act,) Lewisham Housing Authority has an Allocations Policy, “... for determining priorities,...” which sets out the procedure to be followed when allocating housing accommodation.
- 7.3 The statutory guidance on social housing allocations 2009 entitled “Fair and Flexible” has encouraged local authorities to make greater use of existing flexibilities to “...prioritise needs specific to their local areas ...”.
- 7.4 The ‘Allocation of accommodation; guidance for local housing authorities in England’ which is currently being consulted upon, expressly reinforces the need for local authorities to adopt a more flexible approach to allocations.
- 7.5 The Localism Act 2011 received royal assent on 15<sup>th</sup> November 2011. The 2011 Act introduces a number of significant amendments to Part 6 of the 1996 Act. Of particular relevance here are the following provisions: Section 160ZA replaces s.160A in relation to allocations by housing authorities. Social housing may only be allocated to ‘qualifying persons’ and housing authorities are given the power to determine what classes of persons are or are not qualified to be allocated housing (s.160ZA(6) and (7)).
- 7.6 Section 166A requires housing authorities in England to allocate accommodation in accordance with a scheme which must be framed to ensure that certain categories of applicants are given reasonable preference for an allocation of social housing. Section 166A(9) includes a new requirement for an allocation scheme to give a right to review a decision on qualification in s.160AZ(9), and to inform such affected persons of the decision on the review and the grounds for it. This is in addition to the existing right to review a decision on eligibility.
- 7.7 Section 166A(12) provides that housing authorities must have regard to both their homelessness and tenancy strategies when framing their allocation scheme. The requirement for an allocation scheme to contain a statement of the authority’s policy on offering a choice of accommodation or the opportunity to express preferences about their accommodation is retained. (s.166A(2)). However, the requirement to provide a copy of this statement to people to whom they owe a homelessness duty (under s.193(3A) or s.195(3A) of the 1996 Act) is repealed by s.148(2) and s.149(3) of the 2011Act. This is because, following the changes to the main homelessness duty made by the Localism Act 2011, there can no longer be a presumption that the homelessness duty will be brought to an end in most cases with an allocation under Part 6.
- 7.8 The European Convention on Human Rights states in Article 8 that “Everyone has

the right to respect for his private and family life, his home and correspondence". The Human Rights Act 1998 incorporates the Convention. Whilst it does not, however, necessarily mean that everyone has an immediate *right* to a home, (because Article 8 is a "qualified" right and therefore is capable in certain circumstances, of being lawfully and legitimately interfered with,) the provision by an Authority of a relevant and considered Allocations Policy does assist to reinforce the Article 8 principles.

7.9 As noted within paragraph 3.10 above, the principles of the 2010 Equality Act are relevant. The 2010 Act, brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.10 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

7.11 As was the case for the original separate duties, the new duty continues to be a "have regard duty", and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

7.12 The Equality and Human Rights Commission issued guides during January 2011 providing an overview of the new equality duty, including the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides do not have legal standing unlike the statutory Code of Practice on the public sector equality duty, However, that Code is not due to be published until April 2012. The guides can be found at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>

## **8 Crime and Disorder Implications**

8.1 The allocations scheme recognises the importance of housing in responding to the needs of victims of crime who can be awarded emergency priority where their life is in danger and their case is supported by the police. These include applicants under the witness protection programme. Furthermore, the policy contributes to reducing offending and awards priority for offenders (dependent upon the nature of their offence), imprisoned for over 13 weeks who relinquish their existing social tenancy. Increasing priority to other groups may impact on allocations to emergency and

other cases. This risk will need to be mitigated by careful management of lettings plan targets and the allocations process.

## 9 Equalities Implications

9.1 A full equalities analysis assessment has been carried out on the proposed new policy and can be found amongst the background documents to this report. An action plan to address some of the impacts on protected characteristics has also been devised.

9.2 The analysis showed a number of things:-

- Whilst there were some possible negative impacts from the removal of band 4, analysis of this band showed that
  - 57% of those registered in the band have never bid
  - Only 1% of those in the band were successful in bidding for homes in 11/12, all of these in the bedsit/1 bed category. A significant proportion of these were age restricted homes (over 55) or homes that those in higher bands did not bid for because they were less popular in terms of location or type of home
  - Proportions of BME households in band 4 were higher than in the population as a whole but they were also high on the housing register as a whole
  - The number of single people, particularly men, in band 4 was higher than on the register as a whole
- The pan London Mobility changes were assessed as having an overall positive impact
- The employment changes have positive impacts on each characteristic but may have negative impacts too. This arises where groups cannot meet the criteria set in the priority category, or where allocations go to this rather than other groups on the register. The importance of monitoring impact, achieving good assessments and linking advice customers into employment opportunities are all identified ways of addressing this impact
- The income analysis shows that the average income in the borough is £29,476pa. However the average income of those rehoused in social housing in 2010/11 was £11,649. Average house prices in the borough have increased to £255,351. The median income to house price ratio is now 11:1. Affordability in terms of purchasing your own home has become significantly more difficult
- The proposals on local connection affect new entrants to the borough and could affect all protected characteristics for this group.
- The armed forces and decant proposals have generally positive impacts across protected groups

9.3 Recommendations in the action plan from the analysis include:-

- Reviewing and updating the range and quality of signposting and advice information, available in a range of formats, including Braille and translation, in hard copy and on-line. This is to ensure that where households are disqualified from registering they still have access to good quality advice about how to find an alternative home, including options such as shared ownership. The plan contained some specific examples of activities to support this change
- Appropriate monitoring of the effectiveness of advice and information needs to be carried out

- Address data gaps by amending the application process and systems to ensure all the protected characteristic data is fully captured. This action has already been addressed with amendments to the application. ICT changes have also been specified to support this
- Work, through the Private rented Sector Unit being developed in Strategic Housing and Regulatory Services, to increase the overall supply and range of accommodation available for all groups in the private rented sector
- Review and regular updating of homesearch guidance
- Regular review of bidding patterns
- Seeking periodic feedback from providers on voids and whether changes to bidding have supported improvement in this area
- Development of an online initial assessment tool
- Consider participating in a residents survey, to include information on the housing needs of disabled people
- Raise awareness of pan London Mobility
- Capture data and monitor impacts of the policy on former armed forces personnel in urgent housing need
- Ensure systems maximise the possibilities for informed bidding choices on homesearch, including improving the quality of advertisement data from providers
- Consider targeted advice information for specific groups
- Development of a private sector housing advice website
- Review of medical assessment processes

9.4 The policy document has been amended to reflect the council's duties under the Equalities Act 2010.

## **10 Environmental Implications**

10.1 There are no environmental implications.

## **11 Conclusion**

11.1 It is proposed that the amendments to the allocations scheme are agreed.

## **12 Background documents and originator**

12.1 There are 3 background documents to this report. The equalities analysis assessment, the consultation report and a report of the detailed, line by line drafting changes to the document.

12.2 If you require more information on this report please contact Genevieve Macklin, Head of Strategic Housing on 0208 314 6057.

## Appendix 1 - Consulted groups:-

Abbeyfield  
All residents – Lewisham People’s Day; on-line survey  
All housing register applicants – direct mail  
Affinity Sutton  
Amicus Horizon  
ARHAG  
ASRA  
Barnado’s  
Bench  
Brockley Tenants Co-Op  
CAB  
Car-Gomm  
Centrepoint  
Circle Anglia Housing Association  
CCHT  
CHISEL  
CRI  
Crisis  
DePaul  
Deptford reach  
Dinardo’s  
Downham LAA  
East Thames Housing Association  
Eaves Housing  
Ekaya Housing Association  
Evelyn 190  
Evelyn LAA  
Excelcare  
Family MosaicGuinness Housing Trust  
Foundation 66  
Gallions Housing Association  
Greenwich and Lewisham Nightstop  
Heidi Alexander MP  
Hestia  
Hexagon Housing Association  
Homelessness Forum  
Homes and Communities Agency  
Homeless Link  
Housing 21  
Housing Four Women  
Housing Select Committee  
Housing & Disability Group  
Hyde Housing Association  
In Touch  
Kings Church  
Job Centre Plus  
Lewisham Adult Social Care  
Lewisham Affordable Housing Group & Allocations Sub Group  
Lewisham Children & Young People service  
Lewisham Homes  
Lewisham Homes Combined Area Panel  
Lewisham Housing Benefit service  
Lewisham Police

Lewisham Pensioners Forum  
Lewisham Supporting People Team  
Lewisham Youth Offending service  
London & Quadrant Housing Trust  
Marsha Phoenix  
Metropolitan Housing Association  
Moat Housing Association  
New Cross LAA  
New World Housing Association  
Notting Hill Housing Trust  
One Housing  
Orbit Housing Association  
PCT  
Penrose Fusion  
Phoenix Community Housing  
Phoenix website  
Pinnacle  
Places for People  
Raglan  
Regenter B3  
Regenter Residents Board meeting  
Riverside Housing Association  
Rushey Green LAA  
Sanctuary  
Servite Homes  
Shelter  
SHP  
SLAM  
South east London Housing Partnership  
Southern Housing Group  
Southwark Anglican HA  
Saint Christopher's Fellowship  
St Giles  
St Mungo's  
Tamil Housing Association  
Telegraph Hill LAA  
Thamesreach  
Victim Support  
Viridian Housing Association  
Wandle Housing Association  
Youthaid  
999 Club

# **Lewisham Housing Allocations Scheme**

**29<sup>th</sup> October 2012**



**ADDRESS DETAILS  
LOCAL HOUSING OFFICES**

**Lewisham Homes (North)**

**Pepys Office**

1a Eddystone Tower, Oxestalls Road,  
London SE8 3QU

Tel: 0800 028 2028

Open: Monday–Friday 9am–5pm and  
Wednesdays 10am–5pm

**Lewisham Homes (South)**

Holbeach House, 9 Holbeach Road SE6 4TW

Tel: 0800 028 2028

Open: Monday–Friday 9am–5pm and  
Wednesdays 10am–5pm

**Lewisham Homes: Home Park**

129 Winchfield Road, Sydenham,  
London SE26 5TH

Tel: 0800 028 2028

Open: Monday–Friday 9am–4.30pm and  
Wednesdays 10am–1pm

**Lewisham Homes (North)**

**Honor Oak Office**

29 Spalding House, Turnham Road, Brockley,  
London SE4 2HT

Tel: 0800 028 2028

Open: Monday–Friday 9am–4.30pm and  
Wednesdays 10am–1pm

**Regenta B3 (Pinnacle Housing)**

6 Mantle Road, Brockley SE4 2EX

Tel: 020 7635 1200

Open: Monday–Friday 9am–5pm

**Housing Options Centre**

1a Eros House

Brownhill Road SE6 2EG

Tel: 020 8314 7007

Letting & Support Services Unit

Tel: 020 8314 6455

RegenRDU@lewisham.gov.uk

Open: Mon, Tues, Thurs, Fri 9am–3.30pm, Wednesday 12.30p–3.30pm  
(this is also the address for applicants who live  
outside the borough)

**Single Homeless Intervention and Prevention service (SHIP)**

38-39 Winslade Way

Catford, SE6

Tel: 020 8314 3020

(single homeless applicants)

Open: Mon, Tues, Thurs, Fri 9.30am–3.30pm, Wednesday 12.30-3.30pm

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## **1. Introduction**

### **1.1 Introduction to Lewisham's Lettings Scheme**

In Lewisham, there are many more people who need or who want to move, than there are homes available for them to move to. There are not enough rented homes owned by the Council and by partners (Housing Associations and Tenant Management Organisations) to offer housing to all who want it, or even to everyone who needs a home. To illustrate the size of the problems we face, the number of households on the Housing List has increased to nearly 17,800, whilst the number of properties available to let has reduced to around 1,600 per year. There is a particularly severe shortage of family-sized properties.

Our Lettings Policy is a way to distribute a small number of homes as fairly as possible, while using the resources available to us as efficiently as possible, retaining flexibility to respond to fluctuations in demand from different client groups, preventing homelessness and offering choice to applicants where we can. Everyone on the housing list has a reason for wanting to move, but in general we can only offer homes to those in the greatest need. This policy sets out our criteria for deciding who should have priority for available housing. We must comply with the law, which says that we must give "reasonable preference" to certain groups of people. We have had to make some tough choices in order to balance our objectives of fair allocation, efficiency, flexibility, preventing homelessness and choice and we appreciate that not everyone will agree with the decisions that we have made. It is not always easy to appreciate why someone else should be given priority over you and your family. However, in drawing up this policy we have used our knowledge and experience of allocating housing to many thousands of households across Lewisham.

There are particular legal and practical difficulties letting accommodation to 16 and 17 year olds, which have led us to decide not to allocate permanent housing to persons under 18 years of age. We are of the view that these difficulties, and the potential problems and costs which they give rise to, outweigh any reasonable preference a 16 or 17 year old may have for an allocation of accommodation – up until his or her 18<sup>th</sup> birthday.

We operate a Choice Based Lettings Scheme called Lewisham HomeSearch. This document explains how the scheme works. Choice Based Lettings means that applicants can express an interest in the homes they wish to be considered for. However, in reality, the shortage of housing is so severe that any applicants who are restrictive about their choices may not be able to find housing. In some circumstances we will directly allocate properties to those groups we consider to be in most urgent need, who have not been able to find a property of their choice within a given timescale. This is explained further below.

Lewisham Council and our Housing Association partners have agreed to offer all our available homes to people registered on the scheme. We will also use this policy to let privately rented homes where landlords choose to work with us, and other Housing Association properties over which we acquire nomination rights. If you have indicated on your application form that you are interested in Housing Association properties, you may also receive an offer from a Housing Association who is not in partnership with us, but with whom we have nomination rights.

If you are allocated a tenancy or nominated for a Housing Association tenancy, to begin with this is likely to be a probationary or introductory tenancy (sometimes also called a “starter tenancy”). Unless steps are taken to end it within the probationary period, usually a year, this will be converted into a full secure or assured tenancy after the probationary period.

Under the Localism Act 2011, local housing authorities and Housing Associations are able to grant fixed term tenancies called “flexible tenancies” instead of the traditional “lifetime tenancies”. Lewisham’s aim is to retain full security of tenure until the effects of current welfare benefit changes and other changes in housing conditions are known. If flexible tenancies are allocated, Lewisham’s aim is that these should be for a minimum of 5 years, and that lifetime tenancies would continue to be granted to the over 65s and people with serious permanent physical or mental vulnerabilities. Where a fixed term tenancy is given to a family with children we would aim to see the length of tenancy match the 21<sup>st</sup> birthday of the youngest child. The Council’s aims in relation to tenure will be published in its Tenancy Strategy and are subject to review from time to time.

This allocations scheme has been written to comply with the provisions of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Localism Act 2011. It also takes into account the Code of Guidance on Allocations 2012. It has been drafted in line with the council’s homelessness strategy, Tenancy Strategy, the London Housing strategy and in accordance with the council’s equalities duties.

## **1.2 Your options**

You are strongly recommended to consider all possible options for your future housing. Even if you are awarded a high priority under this Lettings Scheme, other options may still meet your needs more quickly. Our Housing Advisors will discuss this with you.

Your options may include:

- **Privately rented housing:** You can contact local lettings agents and use the local newspaper papers to find privately rented properties.
- **Low cost home ownership:** There are schemes to help you to buy a home of your own. If you are in regular employment, you may be eligible for one of these schemes. There are income limits, so you need to look at [www.housingoptions.org.uk](http://www.housingoptions.org.uk) for more information. They include properties built especially for low cost home ownership and properties available on the open market
- **Moving to an area of the country where Council and/or Housing Association properties are more freely available:** The Councils closest to Lewisham such as Southwark, Bromley, Bexley and Greenwich also have a shortage of housing. You can apply direct to their and any other housing list. The Council also has nomination rights to properties in the Thames Gateway. This is an area that is benefitting from massive investment, including new schools. Properties in the Gateway **area to which Lewisham Council has nomination rights will be let via Homesearch but you may also wish to apply directly** to other Councils who have properties in the Gateway area. Our housing advisors will be able to give you more information.

- **Staying where you are now but getting help to make the property more suitable for your needs:** If your property is in a poor state of repair or you are having problems with your landlord we may be able to help. Please contact the Environmental Health residential team at [www.ehres@lewisham.gov.uk](mailto:www.ehres@lewisham.gov.uk)
- **A mutual exchange:** This is where an existing Council tenant agrees to swap homes, with the Council's consent. There are rules about the size of home you can move to. There is a separate leaflet available on mutual exchanges. If you are an existing tenant you should consider registering for a mutual exchange even if you need a different size property to the one you are in now. There is a separate website with information about the mutual exchange scheme and for details please go to [www.houseexchange.org.uk](http://www.houseexchange.org.uk).
- **Fresh Start:** This scheme helps households who want to relocate to different parts of the country find accommodation in the private sector. It is particularly aimed at those on the housing list that are overcrowded or homeless.
- **Applying to the Seaside and Country Homes scheme,** where there are some flats, and a small number of bungalows, in seaside and country towns in the South of England South West, Lincolnshire, Norfolk, Suffolk, Shropshire and Wiltshire., available to single Londoners aged over 60, or couples where at least one partner is aged over 60. For more information about this scheme please speak to one of our housing advisors in the Letting & Support Service Unit on 020 8314 6455.
- **Reciprocal arrangements:** with other local authority partners in the South East London Housing Partnership
- **Pan London mobility:** existing tenants of this Council can make transfer applications through Pan London Mobility to be considered for vacancies in other London local authority areas.

Our Housing Advisors will help and advise you on options that may be suitable for you. They can also give you general advice about how realistic your chances of being offered a Council or Housing Association home might be. It is very difficult to tell you how long you may have to wait for a property as this will vary greatly depending on where you want to live, what size of property you are looking for, and the priority band you are given. If you are looking for a smaller flat in a less popular area you may be able to move quite quickly; if you have set your heart on a house in a popular area you may have to wait for more than ten years or, depending on your circumstances, it may be unrealistic to expect an offer of that type of property in that area at all.

If you are already homeless, or think you may be going to lose your home, you should contact the Council's Housing Options Service. It is important that you talk to us as soon as possible – we may be able to help you to keep your current home, at least for a while whilst you look at your housing options. Being homeless does not mean that you will be housed more quickly than other people in need.

If we can work with you to prevent you becoming homeless this may give you a higher priority under the scheme than someone who is already homeless. If you do become homeless, you may face a long period of time in temporary accommodation before being housed permanently..

If you are in hospital, prison or another institution you can still apply for housing. The Council offers assistance to tenants who are remanded to help them to retain their housing options when they are discharged, there is more on this in section 2.5.2. The Council also has special arrangements in place to assist those who cannot return to their home after a stay in hospital, because it is no longer suitable for their needs. This will include people who need adapted housing because they have become disabled. You should liaise with the Housing Medical Advisor and the Community Occupational Therapy Team to see if your existing accommodation can be made suitable for your needs.

If you are suffering from domestic violence we will work with you to try to identify the best solution for you. This may include giving you support to remain in your current home and excluding the perpetrator. If you are experiencing domestic violence you should seek advice from your landlord, Refuge or the Housing Options service. There are a number of initiatives the Council supports which may enable you to stay in your home. These include:

- Access to floating support services for victims of domestic violence
- Advice on legal remedies such as injunctions

The Council and its Partner Landlords will not tolerate sexual, racial, homophobic or disability related harassment.

Wherever possible, a landlord should be seeking to resolve issues of anti social behaviour and harassment by taking action against the perpetrator, rather than moving the victim. It is however recognised that in extreme cases it is no longer safe for the victim to remain in the property. If you pursue an application through the housing list, it may be appropriate for you to be awarded High Priority on the ground of preventing homelessness. In very exceptional cases, such as where the police believe that there is a serious danger to you in remaining in the home, your case can be referred to the Housing Panel to be considered for Emergency Priority and we may be able to assist you with temporary accommodation or a permanent home. The Council is committed to working with partner agencies to promote housing options for single young people and there are a number of supported housing schemes that may be suitable for your needs funded throughout the borough. For more information on how to access these schemes please contact the SHIP service at [SHIP@lewisham.gov.uk](mailto:SHIP@lewisham.gov.uk) or 020 8314 3020/3898.

### **1.3 What properties are excluded from this policy?**

This policy covers all Council and Partner Landlord properties, and other properties over which the Council has nomination rights that are available to let on introductory, secure, assured tenancies and includes flexible tenancies and those let under the affordable rented regime (up to 80% of market rents) except for:

- Statutory rights of succession to a tenancy on the death of the original tenant
- When an introductory tenancy becomes a secure tenancy at the end of the probationary period
- Where a Court makes a decision about a tenancy (such as an order under the Children Act)
- Where we let a property directly to someone who needs temporary accommodation only. This may include people who need to move out for a



while whilst refurbishment is carried out (temporary decant), but does not include permanent decants

- Where the tenant is returning to the property after refurbishment or improvement
- Properties that are let in conjunction with employment by the Council, such as to caretakers
- Mutual exchanges
- Tenancies granted under section 39 of the Land Compensation Act 1973 or sections 554 and 555 of the Housing Act 1985
- A letting to a person who lawfully occupies a family intervention tenancy
- Properties given to other authorities to advertise via sub regional agreements
- Renewal of a flexible tenancy

The Council participates in pan London mobility arrangements and accordingly up to five per cent of the properties that become available to the Council for re-letting or nomination each year will be made available to transferring tenants from other boroughs under those arrangements. For more information on Pan London Mobility please go to [www.housingmoves.org](http://www.housingmoves.org) or contact one of our housing advisors.

The decision as to which of our vacancies will be put forward to the operators of pan London mobility for applicants from other boroughs will be made by the Letting & Support Services Manager in the Housing Needs Group.

The ultimate decision as to which pan London mobility applicant will be let the property will be made by the Letting & Support Services Manager in the Housing Needs Group.

#### **1.4 Equality and diversity**

Lewisham is home to people from a wide range of backgrounds, from many communities.

This lettings policy contributes to our aspirations for making Lewisham a good place to live, work and learn for people of all communities. We are committed to “Reducing Inequality – narrowing the gap in outcomes for citizens” (Shaping our future – Lewisham’s sustainable community strategy). This means that we are trying to ensure that no section of the community should be excluded from the benefits and opportunities available, and that we have regard to the need to eliminate discrimination, harassment and victimization, the need to advance equality of opportunity and to foster good relations between minority groups and others.

. We will operate the lettings policy equally to everyone who applies to or is on the housing list, regardless of their race, gender, disability, age, sexuality, religion or belief . We are committed to delivering quality services to all.

An equalities analysis has been completed on the allocation policy.

#### **1.5 Who can you contact for advice, or to make a complaint?**

For advice about your housing options, please contact any of the local housing offices [see address details] and/or the Letting & Support Services Unit on 020 8314 6455.

If you think you may become homeless, you should contact the Council for advice at the earliest opportunity. The earlier you contact us the more chance we have of helping you to avoid becoming homeless.

You can call the Housing Options Centre [HOC] on 020 8314 7007 or e-mail HOC at [www.housingoptionsenquiry@lewisham.gov.uk](mailto:www.housingoptionsenquiry@lewisham.gov.uk).

If you want to join the housing list then ask for an initial assessment. You can do this by telephone on [ ] or you can complete an application electronically at our website [www.lewisham.gov.uk](http://www.lewisham.gov.uk)

If you are vulnerable (for example you are elderly, have a learning or other disability, or do not have the ability to read English or another language) we can assist you in accessing housing and bidding for properties. The Homesearch Support Officer based in the Letting & Support Services Unit assists applicants to engage with the choice based lettings system and can assist clients with bidding. Please contact the Letting & Support Services Unit for further information on 020 8314 6455 or email [RegenRDU@lewisham.gov.uk](mailto:RegenRDU@lewisham.gov.uk)

If you have a complaint about a decision we have made about your housing application, in the first instance you should ask for a review of that decision following the procedure set out in the following section. You will be advised of any further rights to make a complaint when notified of the review decision.

### **1.6 What to do if you disagree with our decisions**

If we make a decision about your housing application that you do not agree with, you can ask for a review within 21 days of the decision being notified to you. Your request should be in writing, and should give us as much information as possible. If you need help in making a request, you can contact our housing advisors, the Homesearch Support Officer or other advice centres, such as the CAB who will be able to assist you in submitting your review.

We will give you a response as soon as possible, and aim to reach a decision within 56 days of receiving your request. We will tell you how we made our decision. A decision will always be reviewed by someone who did not make that decision. We will tell you who has reviewed the decision.

There is no right to a review of a decision by a Housing Panel or the Housing Needs Manager.

## **2 The Lettings Policy**

### **2.1 Who can join the housing list?**

Anyone aged sixteen or above can join the housing list, unless you are ineligible or disqualified. You will be ineligible if you are:

- A person that the Government says cannot be on the list (this includes people who are subject to immigration control and do not have permission to be in the UK, or whose immigration status does not allow them to benefit from government help).

These rules are summarised below.

- Unsuitable to be a tenant because you, or a member of your household who lives with you, have engaged in unacceptable behaviour. This is defined below.

However, if you are aged 16 or 17 you will be able to register on the list but you will not be offered a property until you are 18 years old.

### **2.1.1 Ineligible because of immigration status**

The Government says that in general we cannot allocate housing to persons who need leave to enter or remain in the UK – and this applies to all persons except British citizens and persons with a right to reside in the UK under European law. If you need leave to enter or remain in the UK (regardless of whether or not you have leave) you will only be eligible to join the housing list if you fall into one of the following categories: (A) a person recorded by the Secretary of State as a refugee, (B) a person granted Exceptional Leave to Remain which is not subject to a condition of non recourse to public funds, (C) a person who has unconditional and unlimited leave to remain in the UK, is habitually resident in the Common Travel Area (UK, Channel Islands, Isle of Man or EIRE) and who is not sponsored and (D) a person who has been granted Humanitarian Protection.

The Government also says that we cannot allocate housing to anyone unless they are habitually resident in the Common Travel Area, subject to certain exceptions for: persons with rights of residence under European law, persons who are in the UK as a result of being deported or expelled from another country and other limited categories of persons who came to the UK fleeing from Montserrat, Lebanon or Zimbabwe. The Government also says that we cannot allocate housing to a person whose only right to reside in the UK arises under European law based on their status as a jobseeker or an initial 3 months' right of residence.

These rules do not apply to a person who is already a secure or introductory tenant or an assured tenant of accommodation to which they have been nominated by a local housing authority. In that case, you are free to apply for a transfer regardless of your immigration status.

The detailed provisions of these rules are quite complex and the above is only a summary of them. They are also subject to change by statutory instruments issued from time to time.

### **2.1.2 Unacceptable behaviour**

Unacceptable behaviour means behaviour serious enough for a local authority or Housing Association landlord to have obtained a possession order.

Your behaviour or the behaviour of a member of your household must have been sufficiently serious for us to consider that you are unsuitable to be our tenant. If you have been guilty of unacceptable behaviour in the last two years, you will not normally be eligible to join the housing list. If you have a demoted tenancy with the Council, because your secure tenancy has been ended due to you, or a member of your household, causing anti-social behaviour, you will not normally be eligible.

However, in either case you can seek to persuade the Council that in the particular circumstances of your case you are suitable to apply for rehousing despite the unacceptable behaviour. You can rejoin the housing list following a demotion order when your secure tenancy is reinstated. However, your application date will be the date you reapply.

## **2.2 Disqualification or suspension from the housing list**

As a result of the severe shortage of housing in Lewisham, we have identified certain groups of applicants to whom we will not normally allocate housing and who are therefore disqualified from being on the housing list or suspended while on the housing list.

The Council considers that the factors set out in the grounds for disqualification and suspension below will ordinarily outweigh any reasonable preference to which an applicant is entitled.

We also disqualify certain applicants to give effect to our One Offer Policy, following the refusal of an offer of housing, as explained below at section 2.2.3.

In addition, we will disqualify applications for 2 years where false information has been supplied in connection with the application: see section 3.1.2 below.

Some grounds of disqualification do not apply to homeless persons to whom the Council owes the main housing duty under section 193 of the Housing Act 1996, transfer applications from existing secure tenants of the Council or existing secure or assured tenants of our Partner Landlords. These are specified below.

The effect of being disqualified from the housing list is that your application will be cancelled, during the period of disqualification you will be unable to reapply and when the period of disqualification comes to an end, if you wish to pursue your application again, you will have to reapply. Your application will be taken to have been made on the date of your reapplication.

If you are disqualified but another person in your household qualifies, they may be able to join the housing list. The Council may grant a joint tenancy to you and that other household member, but we would normally allocate joint tenancies only to the applicant and their spouse or civil partner.

The effect of suspension is dealt with at section 2.3.4 below.

### **2.2.1 If you have significant financial resources**

If you or another member of your household have sufficient financial resources, including assets such as property, which could be used to resolve your own housing difficulties without the help of the Council, you will be disqualified from the housing list for so long as your household's income or assets exceed the limits. Each year we will review the amount of income, savings and other assets that we define as sufficient financial resources, and publish this.

The current limits are as follows:

- gross annual income of £50,000 or more
- savings or assets of £16,000 or more

We will also disqualify your application for a period of 6 months from the date of our decision if we are satisfied that you, or a member of your household, has deliberately foregone income or disposed of savings or other assets for the purpose of pursuing an application for housing.

This does not apply to homeless persons to whom the Council owes the main housing duty under section 193 of the Housing Act 1996, transfer applications from existing secure tenants of the Council or secure or assured tenants of our Partner Landlords or leaseholders where the Council is buying back as part of a decant programme.

### **2.2.2 If you do not have a local connection with Lewisham**

If you do not have a local connection with Lewisham, your application will be disqualified for a period of 6 months from the date of our decision.

Local connection means that:

- You are currently resident in Lewisham and have been resident for a period of 2 years
- The Council have accepted that they owe you the main housing duty under section 193 of the Housing Act 1996 (as amended by the Homelessness Act 2002) and you have been placed in temporary accommodation by the Council; or
- You work in Lewisham and need to move in order to enable you to continue working in Lewisham; or
- You need to move to Lewisham to take up an offer of employment in Lewisham; or
- You give or receive care or support from a family member who is already normally resident in Lewisham. For further information of what is meant by “giving and receiving care or support” please see section 3.1.1
- If you have recently left, prison or other institution, we will consider whether or not you have a local connection bearing in mind where you were living before you joined the armed forces, were imprisoned or institutionalised and whether you have family and other connections in the Borough.

We will ask you for evidence of your local connection with your application. This may include proof of residence, evidence from your employer or a social care assessment.

This ground of disqualification does not apply to transfer applications from existing secure tenants of the Council or existing secure or assured tenants of our Partner Landlords, applicants nominated via sub regional and pan London agreements or applications from those who have served in the regular armed forces within the period of 5 years preceding their application.

### **2.2.3 One Offer Policy**

Certain categories of applicants are covered by the Council's One Offer Policy. They are as follows:

- Emergency Priority awarded by the Housing Panel
- Lewisham residential employees who are retiring
- Applicants who cannot leave hospital because they have no suitable accommodation elsewhere and/or require specially adapted accommodation
- Young people who have been looked after by the Council and for whom the Council has a corporate parent responsibility. This applies to a “relevant child” within the meaning of section 23A of the Children Act 1989 and a “former relevant child” within the meaning of section 23C of the Children Act 1989.
- Decants from Council or Partner Landlord properties whose homes are due to be demolished within 24 months – see 2.5.1
- Applicants placed in temporary accommodation by the Council and whose temporary accommodation is due to end within 6 months
- Applicants towards whom the Council has accepted the main housing duty under section 193 of the Housing Act 1996 or other homeless applicants in temporary accommodation
- Applicants awarded High Priority because they are moving on from supported housing
- Applicants awarded High Priority on the grounds of leaving institutions
- Applicants awarded High Priority on the grounds of homelessness prevention

Where the One Offer Policy applies, officers may bid on your behalf. They will bid for any property, provided that it is suitable, taking into account the Council’s size standards and any medical recommendation. Whether officers bid on your behalf, or you bid successfully for yourself, where the One Offer Policy applies you will receive one offer of a suitable property whichever bid is successful. Housing Panel and supported housing priority cases are only allowed to bid for themselves for a 12 week period. After that period, they will only receive a management offer. Management offers may also be made within the 12 week period.

If an applicant refuses an offer under the Council’s One Offer Policy, and that offer is upheld as suitable on review, their application will be cancelled, they will be disqualified for a period of 12 months, following which they will need to make a fresh application (see 2.2 above).

Tenancies offered of properties let as flexible tenancies will be allocated in line with the council’s Tenancy Strategy. This defines categories of person to whom the council expects only a lifetime tenancy to be offered. An offer of a flexible tenancy which conflicts with these priorities will not be considered to be suitable for the purposes of the one offer policy operated against certain categories of need.

#### **2.2.4 Suspension for significant rent arrears**

It is an important policy of the Council to reduce the amount of rent arrears owed by Council tenants and tenants of our Partner Landlords. If you or a member of your household owe the Council or one of our Partner Landlords in excess of the threshold of 1 month’s or 4 weeks’ worth of rent arrears, your application will be suspended until you reduce the arrears below this level. This means that, subject to reinstatement (see below), the rent arrears will outweigh any priority for rehousing you may have and you will not be able to bid or receive offers while you are in rent arrears above the threshold level. However, once your arrears have been reduced

below the threshold, your application will be active again and you will not need to re-apply. If you feel your rent account is incorrect or your level of arrears has changed you should contact your landlord to review this and you will need to submit clear evidence to satisfy us as to the correct level of arrears.

### **2.2.5 No priority**

If your application is assessed as not coming within any of the Priority Bands stated at 2.5 below, your application will be disqualified. This is to ensure that the Council makes efficient use of its resources and does not give false hopes to those who are unlikely to receive an offer within a reasonable time (or at all)

### **2.2.6 Reinstatement in exceptional cases**

In exceptional cases, the Council will reinstate a disqualified or suspended application despite the existence of one or more grounds of disqualification or suspension. In order to be reinstated, an applicant must apply to the Housing Needs Manager, who will reinstate the application only if satisfied that disqualifying the application would cause exceptional hardship to the applicant and their household.

There will be no further review of the decision of the Housing Needs Manager to refuse to reinstate a disqualified or suspended application.

The effect of a decision to reinstate a disqualified application on the ground of exceptional hardship will be that the application is treated as having been made on the date it was originally made, not the date on which it was reinstated.

The reinstatement of a formerly disqualified application is no guarantee that, if the applicant is nominated to another landlord, that landlord will accept the nomination.

The effect of a decision to reinstate a suspended application on the ground of exceptional hardship will be that the application is active again and you will be able to bid or receive offers.

## **2.3 What happens if you are not eligible or disqualified from the housing list?**

If we decide that you are not eligible or disqualified from the housing list, we will tell you why. You can ask us to review the decision. Every application is treated individually. How we carry out a review of a decision is detailed in Section 1.6 above.

## **2.4 Who can be included on your application?**

We normally refer to the other persons included on your application as your "household".

If you are homeless person to whom the Council owes the main housing duty under section 193 of the Housing Act 1996, then who you can include within your household is governed by the same rules as apply under the Housing Act 1996. In particular, section 176 states that a homeless person's household includes: (a) any other person who normally resides with them as a member of their family and (b) any other person who might reasonably be expected to reside with them. In cases falling under (b), it is for the Council to judge who it is reasonable to expect to live with you.

For all other applicants, you can include within your household only members of your immediate family who are normally resident with you, or who would normally live with you but cannot do so because your accommodation is not suitable for them, and other people who have a welfare need to live with you.

We will assess the size of property you require based on who is included within your household according to these rules.

As an exception to these rules, transfer applicants who are existing secure tenants of the Council or secure or assured tenants of our Partner Landlords may include within their household anyone who has been living with them for at least 12 months as a member of their family

Immediate family means the main applicant, their spouse, civil partner or long-term partner (including same sex partners), and their children, except where those children are living with a partner (whether married or not) or have their own children. It does not include your or your partner's: parents, grandparents, brothers, sisters, aunts, uncles, grandchildren, nieces or nephews, cousins, friends or lodgers.

Other people who have a welfare need to live with you means people who we do not include within our definition of "immediate family" but who need to live with you in order to give or to receive care or support from you or a member of your immediate family – see 3.1.1.

People who live with you and fit into one of the above categories but who are ineligible (because they are subject to immigration control) means people who are part of your household but are ineligible for an allocation. They may be considered as part of your household in terms of determining the size of home that you need but cannot be granted a tenancy of that home.

### **What happens to other people currently living with me?**

You can continue to allow other people to live with you, if you choose to do so, unless by doing so you are making your home statutorily overcrowded, are breaking the terms of your tenancy or another legal duty. However, we will not take them into account in assessing your application. This may mean that your home is overcrowded, but we do not assess you as being overcrowded under the terms of our policy.

If you are currently living as part of a larger household we can provide help and advice to the other members of the household who are not part of your immediate family to find their own accommodation. This can include referrals to our "Fresh Start" programme for young adults, or advice on other ways to find private sector accommodation, or it may include applications to the housing list if they are eligible to do so.

This may mean that you do not need to move, or that you need a smaller property than you think. Your chances of being rehoused are greater if you need a smaller property as we have very few four, five or six bedroom homes.

### **Family members who are currently living elsewhere**



If you are applying to include family members or other persons who are living abroad, we will not include those living abroad in your household. They will not be considered for inclusion within your household until they have arrived in the UK.

If you are applying to be reunited with family members living elsewhere in the UK (anywhere outside of Lewisham), we will consider including them within your household in accordance with the above criteria. You should also consider applying to be rehoused where they live, especially if the demand for housing is lower there.

If you share the residence or care of children with someone else (for example, under a shared residence order or contact order), we will only include the children as part of your household if you are the main care provider. We will decide who is the main care provider in the first instance by looking at who is paid child benefit or tax credits and who the children stay with for the most nights each week. If this information is inconclusive, we will consider the wider circumstances of the case. Only one parent can qualify as the main care provider for a child.

## **2.5 Priority Bands**

If you are eligible and your application is not disqualified, you may make an application to join the housing list. Your application will be assessed according to the information and evidence required and placed into a Priority Band. Your application date will be the date we receive your application for housing with the Borough, or the date on which you reapplied following a decision that you were not eligible or a period of disqualification of your application. You must answer the questions on the form fully, and ensure that you provide any evidence needed. This will enable us to make sure that we put your application into the right Band.

If at a later stage we find out that the information you provided was untrue, we may disqualify your application for two years (see 3.1.2), or if you have been allocated a property apply to the Courts for possession and you could lose your tenancy. We could take legal action against you for fraud, and you may face a fine from the Courts.

If your household will not be able to gain priority as a result of a household member who is ineligible because they are subject to immigration control (called a “restricted person”). They will be disregarded for the purpose of assessing your priority.

### **2.5.1 Band 1: Emergency Priority**

Applicants in Band 1 have the highest priority. However, other options may still meet your needs more quickly. Our Housing Advisers will discuss this with you.

This band includes all applications from:

- Anyone who has been awarded an Emergency Priority to move by a Housing Panel. Applications for emergency priority are normally referred to the Council by other agencies, such as the police or social services. The Housing Panel will only award Emergency Priority where they are satisfied that the applicant or another member of their household has an urgent need for rehousing because, unless they are rehoused:
  - their life will be in serious danger,

- they will suffer from a severe physical or mental illness,
- the welfare of any child within the household will be seriously prejudiced, or
- public safety will be severely endangered

as a result of their present housing circumstances. Please note that the Panel do not award Emergency Priority because of needs which are not caused by your current housing circumstances or which would not be improved by a move to a new property. Applicants awarded emergency priority will be given a period of 12 weeks to bid: see paragraph 2.2.4 above.

- Lewisham employees whose contract of employment requires them to occupy their current accommodation for the better performance of their employment duties, but who are now retiring
- Applicants currently admitted to an NHS hospital who cannot leave hospital because they have no suitable accommodation elsewhere and as a result of a medical condition they require a specially adapted home
- Council or Partner Landlord tenants who need an urgent move because their home is scheduled to be demolished within the next 24 months. We call this group "Decants"
- Council or Partner Landlord tenants who need to move because their home is scheduled to be demolished within the next 5 years and it is proposed that in excess of 200 units of accommodation will be demolished as part of a single phase of works. We call this group "Large Scale Decants"
- Households in temporary accommodation secured by the Council who have been in temporary accommodation for more than 12 months, where the lease of the property is due to come to an end within 6 months and the Council either does not wish to renew the lease or is unable to do so
- Council or Partner Landlord tenants who live in specially adapted homes suitable for the needs of disabled people, but who do not need these adaptations. By "specially adapted homes" we mean homes which have full wheelchair access, or which the Community Occupational Therapist assesses as having significant adaptations which cannot easily be removed. This may include sufficient wheelchair access to be useful to a household with a wheelchair user. Sufficient wheelchair access is likely to include wheelchair access into the property, and to living rooms and bathroom, but may not include a fully accessible kitchen
- Council or Partner Landlord tenants who are giving up at least a 2 bedroom property to move to accommodation of an appropriate size in accordance with the Council's size criteria (see Section 3.3.1) which has at least one less bedroom. We call this "under occupying". This also applies to Council tenants who have succeeded to a secure tenancy of accommodation on the death of the former tenant which is, in the Council's opinion, larger than they reasonably require..
- Young people who have been looked after by the Council and for whom the Council has a corporate parent responsibility. This applies to a "relevant child"

within the meaning of section 23A of the Children Act 1989 and a “former relevant child” within the meaning of section 23C of the Children Act 1989.

- If you have served in the regular armed forces within the period of 5 years before applying to join the housing list, and are assessed as having a High Priority under Band 2, you will be granted additional priority and in consequence moved up into Band 1.

### **2.5.2 Band 2: High Priority**

Applicants in Band 2 are a high priority but may still have to wait some time to be rehoused. Your chances of being rehoused quickly will increase if you are flexible about where you live and in what type of property.

This band includes all applications from:

- Anyone who
  - will probably become homeless within 90 days but has not yet become homeless (including domestic violence and harassment cases);
  - is not occupying temporary accommodation provided or arranged by the Council
  - has not refused a reasonable offer of accommodation (including a private rented sector tenancy)
  - has a priority need; and
  - did not become threatened with homelessness intentionally
  - (within the meaning of Part 7 of the Housing Act 1996)“the homelessness prevention ground”
- Anyone with a High medical priority as recommended by the Medical Advisors. The Medical Advisors will only recommend High Priority where they are satisfied that the applicant or another member of their household has an urgent need for rehousing because, unless they are rehoused:
  - they will suffer from a serious physical or mental illness as a result of their present housing circumstances. Please note that the Advisors do not recommend High Priority because of needs which are not caused by your current housing circumstances or which would not be improved by a move to a new property.
- Residents of supported housing schemes ready to move on into independent accommodation. You will only be awarded move on priority if you are a resident of a Supported Housing scheme within Lewisham, and
  - ready for independent living; and
  - your housing needs are not met by the private sector.

The decision to award this priority to is taken by the Single Homeless Intervention Service, in consultation with your support worker. You should discuss your requirements with your support worker in the first place. Applicants awarded this priority will be given a period of 12 weeks to bid: see paragraph 2.2.3 above.

The Single Homeless Intervention Service will normally only award this priority if your move into independent accommodation is supported by the project you are living in. Particular factors which will count in favour of priority are as follows:

- You have been consistently engaged in employment or with education or training that is moving you towards employment. This can include voluntary work.
  - You were a drug user but are now clean and have remained clean for a reasonable period.
  - You have a physical illness that makes it more difficult for your needs to be met in the private sector. For example, mobility needs for specialist equipment.
  - You have severe and enduring mental health needs or learning difficulties that make it more difficult for you to obtain or sustain a private tenancy.
  - You have a history of repeated homelessness.
  - You have spent a period in supported accommodation as a 16 or 17 year old but are now 18 or older.
- Households who are seriously overcrowded in settled accommodation. Settled accommodation does not include, for example, temporary accommodation secured under Part 7 of the Housing Act 1996, the Children Act 1989, decant accommodation, a shared house, HMO or hostel. This applies to those who are 2 bedrooms (or more) short for their needs, When working out how many bedrooms you have, the Council will use the following rules:
    - Any room designed as a bedroom will be counted as a bedroom
    - If you have more than one living room, all extra living rooms will be counted as a bedroom
    - A bedsit or studio flat will count as one bedroom
    - Any room smaller than 50 square foot will not count as a bedroom

If you move into a property where you are overcrowded, we will look at whether you have deliberately tried to worsen your housing circumstances in order to increase your priority on the register. If we are satisfied that you have deliberately made your housing circumstances worse we will reduce your priority to the priority you would have had before you moved.

If you did not deliberately worsen your housing conditions, but moved in with others, or others moved in with you, you will not be entitled to overcrowding priority until you, or the others as appropriate, have resided in the property for a period of one year.

- Former Council or Partner Landlord tenants leaving institutions. This applies if:
  - you are a former Council or Partner Landlord tenant
  - you were admitted to a hospital, prison or other residential institution, and
  - within one month after entering the institution, you gave up your tenancy voluntarily

### **2.5.3 Band 3 – Priority**

Applicants in Band 3 can expect to wait a long time to be rehoused, unless they are looking for accommodation which is not in high demand. Our Housing Advisors will work with you to consider other housing options that may be available to you.

- Applicants who, in the opinion of the Council, have one of the following needs:

- They are homeless (within the meaning of Part 7 of the Housing Act 1996 – note this includes persons in interim accommodation pending a decision on their homelessness application)
- They are owed one of the main housing duties by any local housing authority, under sections 190(2), 193(2) or 195(2) of the Housing Act 1996 or are occupying temporary accommodation provided or arranged by a local housing authority under section 193(2) of the Housing Act 1996
- A Council environmental health officer has recommended that they need to move because their current home is unsafe, insanitary or lacking in basic facilities
- They have a need to move because, unless they are rehoused:
  - They or any member of their household will suffer a significant deterioration in their physical or mental illness as a result of their present housing circumstances as determined by the Council’s Medical Advisor.
- They have a welfare need to move to a particular locality within the district, in order to give or to receive care or support
- Households in settled accommodation who are overcrowded because their present accommodation is 1 bedroom short of their needs. Please see 2.5.2 for what counts as “settled accommodation”. When working out how many bedrooms you have, the Council will use the following rules:
  - Any room designed as a bedroom will be counted as a bedroom
  - If you have more than one living room, all extra living rooms will be counted as a bedroom
  - A bedsit or studio flat will count as one bedroom
  - Any room smaller than 50 square foot will not count as a bedroom

If you move into a property where you are overcrowded, we will look at whether you have deliberately tried to worsen your housing circumstances in order to increase your priority on the register. If we are satisfied that you have deliberately made your housing circumstances worse we will reduce your priority to the priority you would have had before you moved.

If you did not deliberately worsen your housing conditions, but moved in with others, or others moved in with you, you will not be entitled to overcrowding priority until you, or the others as appropriate, have resided in the property for a period of one year.

- The applicant is currently employed or self-employed In Lewisham, such self-employment to be verified by tax returns and other business documentation and the household needs affordable accommodation in order to assist them to sustain that employment or self-employment. Applicants will only qualify if they have been working for at least 20 months out of the preceding two years, for at an average of at least 16 hours per week.

**Summary of Bands (See section 2.5 for definitions)**

|   | <b>No of offers</b>             | <b>Payment</b> |
|---|---------------------------------|----------------|
| <b>Band 1: Emergency</b>  |                                 |                |
| Emergency Priority as decided by the Panel.(12 week bidding period applies) | 1 requested or management offer |                |

|   | No of offers   | Payment |
|---|--|---------|
| <b>Band 1: Emergency</b>  |  |         |
| Decants - Council or Partner Tenants whose homes will be demolished within 24 months  | Bidding and refusals allowed however 1 management offer can be made at anytime | ✓       |
| Large Scale Decants - Council or Partner Tenants whose homes will be demolished within 5 years  | Bidding and refusals allowed however 1 management offer can be made at anytime | ✓       |
| Households in temporary accommodation whose temporary accommodation is ending   | 1 offer only.  |         |
| Lewisham Council residential employees who are retiring   | 1 offer only   |         |
| Council or Partner tenant vacating specially adapted homes  | Unlimited  |         |
| Under-occupier - Council or Partner tenant vacating a property with 2 or more bedrooms  | Unlimited  | ✓       |
| Applicants who cannot leave hospital because they have no suitable accommodation elsewhere and/or require specially adapted accommodation | <u>1 offer only</u>  |         |
| Children leaving care who have been looked after by the Council   | <u>1 offer only</u>  |         |
| Former members of the regular armed forces  | <u>1 offer only</u>  |         |
| <b>Band 2: High Priority</b>  |  |         |
| Homelessness prevention   | 1 offer only   |         |
| High Medical Priority – as decided by the Medical Advisors  | Unlimited  |         |
| Move on from supported housing (12 week bidding period applies)   | 1 requested or management offer only   |         |
| Seriously overcrowded by 2 or more bedrooms   | Unlimited  |         |
| Former Council and Partner tenants leaving institutions   | 1 offer only   |         |
| <b>Band 3 – Priority</b>  |  |         |
| Homeless applicants   | 1 offer only.  |         |
| All other categories within band 3  | Unlimited  |         |
|   |  |         |

## 3. How the Policy is applied

### 3.1 Applying to the housing list

#### 3.1.1 How can you apply to join the housing list?

Everyone who wants to join the housing list has to go through application process set out below.. This is to make sure that we have the information needed to decide whether you are eligible, whether your application is disqualified, to assess your priority for housing and to make sure everyone is assessed in the same way.

We will ask you to complete an initial assessment before we register your application. This is to work out whether you are eligible to join the register and meet the qualification criteria that we have set. If you are not eligible or do not qualify we can offer you advice about options for finding an alternative home but we will not register your application.

If you want to join the housing list then ask for an initial assessment. You can do this by telephone on [ ] or you can complete an application electronically at our website [www.lewisham.gov.uk](http://www.lewisham.gov.uk)

If you need help, you can ask our Housing Advisors, or staff at other advice centres, or any support worker who helps you.

If you are assessed as eligible and qualifying to join the list, you will be asked to complete an application form and may be invited to an interview.

We will ask you for evidence to support your application. This may include proof of residence, proof of identity, proof of family relationships and evidence to support your request for inclusion in a Band. We may ask for this evidence when you register or at any point after your application has been registered and we will check it is up to date before any offer of accommodation is able to proceed.

If you have to live with people outside your immediate family to give or receive care or support, you must explain in your application why it is necessary for you to do so. We will seek evidence of the need for care or support, such as being in receipt of a carer's allowance. If there is a medical need for you to live with someone, we can ask the Medical Advisors to assess this.

You may be asked to complete a Medical Form if your application gives rise to medical issues.

If you think you need specialist accommodation, you must tell us this on your application.

#### 3.1.2 Telling the truth

You must tell the truth. It is an offence to obtain, or attempt to obtain, a tenancy by deception. Section 171 of the Housing Act 1996 makes it an offence knowingly to withhold information that we reasonably require to assess your application, or knowingly or recklessly to provide false information in connection with the housing list. We will take appropriate action against anyone who gains a tenancy through knowingly providing false information. This may mean you lose your home.

If you provide false information and we discover this before you have obtained a home we will cancel your application, disqualify you from the housing list for a period of 2 years, and we may prosecute.

### **3.1.3 Use of information you supply**

When we receive your application to join the Housing Register, we will register your details on a computer. We have a duty to protect public funds. The information you give on your form will be stored on a computer and may be shared with other public agencies (such as the Department for Work and Pensions, and the Police) and Council departments (such as Housing Benefits and Council Tax) solely to detect and prevent fraud.

We will share the information you give us with Registered Social Landlords and other housing authorities for the purposes of housing nominations

We may need to check that the information you have given us is correct. We will do this in a variety of ways, which may include speaking to other agencies about your application and also talking to your current landlord. This may include, but is not limited to, enquiries about your rental payments and any arrears.

Any medical information you supply may be shared with Council officers in other departments, where necessary.

### **3.1.4 Processing your application**

We will aim to register your application within 20 working days of receiving all the information we require. When we register your application, we will tell you which Priority Band you are in.

If you have requested priority on medical grounds or priority to be awarded by the Housing Panel, it may take us up to 6 weeks to complete this assessment. Therefore, in such cases your initial priority may be amended later, once the result of the assessment is known.

If you do not provide the necessary information, we will not be able to register your application. We will contact you to explain what further information we require. If you fail to provide this information within 14 days your application will not be registered and you will need to reapply once you have provided the information requested.

If you do not agree with our decisions, you may ask for a review. This is explained at Section 1.6.

### **3.1.5 Keeping your application up to date**

You must inform us if your circumstances change. For example, if you have a baby, a partner moves into your home or someone who lived with you moves out of your home or you change your address.

We may contact you from time to time to review your application and to update it. If you do not return your Re-registration Form within the time stated, your application will be cancelled from the housing list and you will need to reapply.

### **3.1.6 Medical assessments**



If your case gives rise to medical issues, you will have to complete a Medical Form, available from Housing Advisors. You should complete a separate form for each person in your household who has a medical need. The Medical Advisor will consider the information on the form, and may, if they think they need to, contact your GP, other doctors involved in your care, or other health, social care or educational professionals to obtain more information.

You should not ask your own doctor or other medical professionals or social workers to write to us. Our Medical Advisor will contact them if necessary and ask for the information relevant to your application. Our Medical Advisor will not normally see you or examine you.

If your case gives rise to medical issues and has been referred to a Housing Panel for consideration of Emergency Priority, the Panel will take into account the recommendation of the Medical Advisor.

It will normally take up to six weeks to obtain a medical assessment.

The Medical Advisor may recommend Emergency, High Medical Priority or Priority on medical grounds (see 2.5.2 and 2.5.3 above for the criteria applied). A decision of no priority does not mean you do not have any medical needs but it may mean that rehousing will not help your medical condition.

The Medical Advisor can also make specific recommendations about the type of property you need. This can include allowing an extra bedroom (see 3.3.1 below) You will only be guaranteed a home with a lift, central heating or garden if the Medical Advisor makes this recommendation.

If you are unhappy with the decision reached as a result of the Medical Advisor's recommendation you may ask for a review. Your case will then be re-examined by another Medical Advisor not involved in making the original recommendation. The outcome of this review will be final.

If you have additional medical information not considered in the original decision, or your condition changes, you should ask for a reassessment.

### **3.1.7 The Emergency Housing Panel**

The Panel will only consider cases where people need to move in an emergency. The Panel will normally only consider cases which are referred by another agency, including the police, Lewisham's Social Care or Health partners, partner landlords, the Multi Agency Risk Assessment Conference (MARAC), the Multi Agency Public Protection Arrangement (MAPPA), the National Witness Protection Scheme, or other welfare organisations.

The Panel is convened and chaired by the Letting & Support Services Manager, and comprises five people plus the Chair. In the event of split decision the chair has the casting vote.

The Panel will normally be composed as follows:

- Lewisham Council Letting & Support Services Manager (Chair)
- Lewisham Council Strategy and Policy Representative
- Homeseach Manager

- One representative from Health or Social Care
- Two Homesearch partners

Each Panel member will have a named substitute who can participate in Panel decisions if the member is away. The Panel usually meets monthly, but can consider cases without meeting if necessary, by telephone conferencing or email. Where the situation demands it a decision can be produced within 5 days.

Other agencies referring a case must send a report and be available to answer queries. They should attend a meeting if there is one, or participate in telephone or email conferencing. You will not be able to attend the meeting or participate on telephone or email conferencing yourself.

The Panel will take account of recommendations from partners including other panels such as Multi Agency Public Protection Agreement (MAPPA) or Multi Agency Risk Assessment Conference (MARAC), but does not have to accept the recommendations of such panels.

If you think you may have an urgent need to move, you should contact our Housing Advisors. If you are a tenant, you should talk to your landlord first. You should seek help with the difficulties you are experiencing from a suitable agency – police, social services or a specialist welfare agency, depending on the situation.

To be considered for an award of Emergency Priority on medical or welfare grounds, normally you will need a referral from an agency, which gives evidence of your needs, and shows clearly why you should be considered on an emergency basis.

There is no right to a review of a decision of the Housing Panel.

If the Panel do not award Emergency Priority, your case cannot be referred back to them unless your circumstances change significantly. The person referring your case must be able to demonstrate that your circumstances are substantially worse than when the Panel first considered the case.

### **3.1.8 How to bid**

- Look at the weekly newsletter or on the website, choose the properties that you are eligible for and that you are interested in and make a request.
- Each advert will give details about the properties available, the landlord, the weekly rent, the property's features and whom it is most suitable for. There will be a photograph of the property, where we have one. However the photograph may not be of the actual property but a similar property in the street or block
- When you see a property that you are interested in, check that it's suitable for you and that the deadline hasn't passed.
- Then all you need to do is make a request by calling the Lewisham Homesearch property request line, Thursday-Sunday 24hours on 0845-1220567 (not an information line), and tell them your housing application number, your surname and the property reference number. You can also make requests using the website.
- You need to make your request for a property by the closing date on the newsletter and website each week.
- You can ask a friend or relative or any other helper to make requests on your behalf that you're eligible for.

- If you're unable to check the newsletters or the website every week, you can ask a friend or relative or any other helper to phone the call centre or use the website for you. All your helper will need is your name and housing list number and the property reference number for the home you wish to request.
- If you're successful, attend an interview and/or view the property.
- Offers are not made on a first come, first served basis. We will look at all of the requests together after the deadline date. See further, section 3 as to how the Council selects the successful bid.
- We send the details of the successful applicant to the landlord of the property.
- If you're the successful applicant, the landlord will contact you to offer you the property, or ask you to go in for an interview first. If you're offered the property, you can view it before you decide whether to take it.
- In Lewisham Homeseach some applicants have the right to refuse, whether or not you've refused offers before(see summary of bands). In most circumstances you'll have the chance to apply for more properties the following week.
- If your request was not successful, please check the results page of the newsletter and the website. Lewisham Homeseach will publish details of all the properties that have been let, showing the band of the successful person and how many eligible people put in a request for the property. This will help to build up a picture of what to put yourself forward for each week. The results however, may take a few weeks to appear.
- Council property can be offered as temporary accommodation for use by the Housing Options Centre. These temporary lets will not be advertised but the results will be shown in the newsletter after they are let.

You can apply to the housing list whilst you are in prison. Your date of application will not be delayed until your release, and upon your release you can bid for properties. You are not guaranteed a property on release and you should seek advice from housing advisors prior to your release.

For some categories of people, we may take extra steps to ensure they are rehoused, even if they do not bid for themselves. We may bid on their behalf for properties suitable to meet their needs: see our One Offer Policy at Section 2.2.3 above.

### **3.1.9 Clients matched to properties**

If you successfully bid for a property, your application will be matched to that property until the offer is made and your application and property details are verified. When you are matched to a property your application will be suspended and you will not be able to bid for other properties until the outcome of the offer is determined.

### **3.2 How do we decide which Band your application should go into?**

We will assess the relevant circumstances of your case, and place you in the highest band possible, according to our Priority Band criteria at section 2.5.

If more than one person in your household qualifies for inclusion in a Priority Band the Band you are placed in will reflect the person in your household with the highest priority.

In exceptional circumstances, the Housing Needs Manager may in the exercise of their discretion increase the priority awarded to your application or vary the type of

accommodation you may be considered for, based on the exceptional circumstances of your case. They may only do so where this would be in accordance with the objectives and spirit of the Lettings Policy. The Housing Needs Manager's decision will be final.

Where Lewisham needs to react to extraordinary circumstances affecting housing within its area, such as a large scale emergency, the Housing Needs Manager may vary, suspend or disapply this Lettings Policy in whole or in part in so far as they consider this necessary in the circumstances. The Housing Needs Manager's decision will be final.

### **3.3 How do we decide which application takes priority?**

For each property, we look at which applicants have expressed an interest or "bid". For more about how to bid, see Section 3.1.8.

From those applicants who have expressed an interest, first of all we decide which of those applicants the property is most suitable for on the basis of property size.

Within the group of applicants for whom the property is suitable on the basis of size, it will be offered first to the applicant in the highest Priority Band. If there is more than one applicant within the same Priority Band, it will be offered first to the applicant within that Band who has been in that Band the longest (earliest Band/List Date). If there is more than 1 applicant who has the same Band Date we will use the application date to decide between them except where there is an applicant with Starred Decant Priority (see 3.3.4 below).

Certain properties are advertised with specific criteria attached, as determined by a Local Lettings Plan or Annual Lettings Plan, or because they are offered as specialist accommodation, such as sheltered accommodation, or housing available only to certain groups. This will be made clear on the advertisement. In these cases, priority will be given to applicants meeting the relevant criteria, even if they have a lower Band than applicants who do not meet the criteria. If there is more than one applicant who meets the criteria for the accommodation, the successful applicant will be selected on the basis of Priority Band and earliest Band Date.

Before we offer a property, we check again that you are eligible, not disqualified from the housing list and that the property is suitable for your needs.

In limited cases, properties are let directly to applicants without being advertised (see 3.4.5 below).

#### **3.3.1 Property size**

You can only bid successfully for accommodation of the right size for your household's needs, in accordance with the criteria set out below. You may only bid for a property with an extra bedroom if this has been recommended by the Medical Advisors or you are in Emergency Priority Band 1 with under occupation priority. The Council may also permit an exception to be made to the usual size criteria in the case of a local lettings plan to applicants in Emergency Priority Band 1 with Decant priority or exceptionally based on the decision of the Housing Needs Manager.

If you have a very large household [4 or more bedrooms], we may agree to allow you to bid for properties smaller than you need, because the chances of obtaining a very large property are so small.

**How many bedrooms do you need?**

In calculating how many bedrooms you need, we will allow you:

- one bedroom or a studio for you and your partner, if you have one
- one bedroom for every two children of the same sex, aged under twenty one
- one bedroom for a child of the opposite sex to another child, if the child is aged over ten
- one bedroom for any other adult

We will only allow bedrooms for people who are entitled to be on your application as part of your household.

We do not allow an extra bedroom if you are pregnant; you should notify us when the baby is born as this may entitle you to an extra bedroom.

The medical advisor may recommend an extra bedroom on medical grounds

|                    | 1 adult or a couple plus |        |                                 |                        |                            |  |  |            |                    |
|--------------------|--------------------------|--------|---------------------------------|------------------------|----------------------------|--|--|------------|--------------------|
|                    | 1 person                 | couple | 2 adults not living as a couple | 1 child or other adult | 2 children of the same sex | 2 children of opposite sexes aged under 10 | 2 children of opposite sexes, one or both aged over 10 | 3 children | 4 or more children |
| Studio flat        | X                        | X      |                                 |                        |                            |  |  |            |                    |
| 1 bed              | X                        | X      |                                 |                        |                            |  |  |            |                    |
| 2 bed              |                          |        | X                               | X                      | X                          | X  |  |            |                    |
| 3 bed              |                          |        |                                 |                        |                            |  | X  | X          |                    |
| 4 or more bedrooms |                          |        |                                 |                        |                            |  |  |            | X                  |

- Studio flats and 1 bed properties are offered to an individual or a couple
- 2 bed properties are offered to a couple or lone parent with one child, or with two children of the same sex, or two children of the opposite sex aged under 10; or two adults not living as a couple, e.g. parent and adult son; or individual and carer
- 3 bed properties are offered to a couple or lone parent with 2 children not of the same sex, where one child is over ten years old, or with three children; or any three adults where none are living as a couple
- 4 bedroom properties are offered to households consisting of a couple or lone parent, with four or five children, or 4 adults where no two are living as a couple as set out above
- 5 bedroom properties are offered to households with a couple or lone parent, with six or seven children. Further bedrooms are offered on the basis of one or two children per bedroom.

You may choose to bid for a property which is smaller than we think you need, but please be aware that some landlords will not let properties to families larger than the size the accommodation is designed for, in which case your bid will not be successful.

Our Medical Advisers can recommend allowing an extra bedroom if in the opinion of the Medical Adviser it is necessary because an adult or child with an illness or disability cannot share a room with their partner or another child they would normally be expected to share with, on medical grounds or because they need extra space in the bedroom for three or more bulky items of special equipment. e.g. wheelchair, hoist or commode.

Homeless cases with an accepted duty under sections 190(2), 193(2) or 195(2) of the Housing Act 1996 or who are occupying temporary accommodation provided or arranged by a local housing authority under section 193(2) of the Housing Act 1996, who need very large properties may make a bid for a property smaller than we assess as suitable for their household's needs. If this property is refused, thereafter they will only be able to bid for properties that we assess as meeting their household's needs (see 3.3.1)

### **3.3.2 Band order**

The general rule is that an applicant from a higher Band will take priority over an applicant from a lower Band, e.g. a Band 1 applicant takes priority over a Band 2 applicant.

As an exception to that rule, certain properties are advertised with specific criteria attached, as determined by a Local Lettings Plan, Annual Lettings Plan or because they are offered as specialist accommodation (see Section 3.3 above)

### **3.3.3 Prioritising applications within a Band**

Within a Band, priority is determined by the date the application was placed in that Band, with the person who has been waiting the longest within that Band having the highest priority.

For example, first priority will be awarded to any bidder who has been awarded Emergency Priority. If there is more than one bidder who has Emergency Priority, priority will be given to the applicant who has had Emergency Priority status for the longest. In the unlikely event that two bidders have the same date for award of Emergency Priority, priority will go to the bidder who has been registered on the housing list the longest. If there is no applicant with Emergency Priority, then the consideration will be given to applicants in Band 2, then Band 3 etc. Within a given Band, priority will be determined by the date the application was placed into that Band. But someone who is in Band 1 will be given priority over someone in Band 2, even if the person in Band 2 has been waiting longer.

If your circumstances change and you are awarded a higher priority, your Band date applies from the date you are given the higher priority, not the original date of your application

If your circumstances change and you are awarded a lower priority Band, your date for the lower Band will be treated as either: the date you first went into that Band, or the date you first went to a higher Band whichever is earlier.

### **3.3.4 Starred decant priority**

As an exception to waiting time priority as described in subparagraph 3.3.3 above, where the Housing Needs Manager is satisfied that there is an urgent management need to move applicants who are either Decants or Large Scale Decants, which is sufficient to override the usual scheme of priority afforded by this policy, he or she may award "Starred Decant Priority" to a particular decant scheme or to a particular phase of a decant scheme within 24

months of the proposed commencement of demolition works. This could include circumstances in which a decant scheme is not proceeding on target and further delay in obtaining vacant possession might prejudice the proposed redevelopment.

Applicants within Band 1 with Starred Decant Priority will be given priority over all other applicants within Band 1. If there is more than one bidder who has Starred Decant Priority, priority will be given to the applicant who has the earliest scheduled demolition date. If two bidders with Starred Decant Priority both have the same scheduled demolition date, priority will be given to the applicant who has had Emergency Priority status the longest.

### **3.4 Homes that may be offered first to specific groups of applicants**

#### **3.4.1 Specialist accommodation for elderly or disabled persons or other special groups**

There are some homes that have been designated for specific groups of people, either because of age, disability or other defined criteria. When this type of vacancy occurs it will be advertised with preference to those who meet the designated criteria. This will be specified in the advert and we will only let the property to a household that meets the designated criteria. If no applicable households bid, we may contact eligible households, to identify an applicant who can make the best use of the property.

This includes sheltered housing for the elderly, and homes suitable for disabled people. It can also include homes provided by Partner Landlords with a specialist remit, where homes are restricted to certain groups of people who may be disadvantaged or have special needs.

#### **Homes adapted for the Disabled**

If you have a disability that affects the type of housing you live in (for example, you have a wheelchair or cannot manage stairs), your application will be assessed by our Medical Advisors, in conjunction with Occupational Therapists where appropriate. We will only offer you a home which meets your needs or can be reasonably adapted to meet your needs.

When a disabled adapted home (or one considered suitable for adaptation) is advertised, it will be clearly identified as such. The shortlist of bidders who meet the criteria will be passed to the Community Occupational Therapist, who will check whether the property meets the needs of the highest ranked bidder

#### **Homes on the ground floor or with gardens which are not suitable for adaptation to full wheelchair standards**

There is a large demand for homes on the ground floor, with gardens or on lower floor levels. This type of accommodation will be offered to households who the Medical Advisors (in consultation with the Occupational Therapists where necessary) have recommended should live on the ground floor or in a property with a garden. This will be indicated on the advert.

#### **3.4.2 Allocation of Houses**

Houses with up to three bedrooms will be offered to families with children under 11 years of age, or applicants who have Emergency Priority on the grounds of under occupation where they are already living in a house. Houses with four or more bedrooms will not be subject

to this rule given the relatively small numbers of flats with four or more bedrooms in the social housing stock.

### **3.4.3 Local Lettings Plans**

Where we consider that there is an overriding need to respond to local conditions, we will operate a Local Lettings Plan. If this applies, it will be stated on the advert for a property. When a Local Lettings Plan applies, the property will be advertised for applicants satisfying stated criteria.

For example, when we are regenerating a large area, it is important to make sure that the newly refurbished homes are let to a number of different people, so that they can settle to form a mixed community. In these circumstances we will specify criteria to ensure we get a mix of people. We may also give priority to people who previously lived in the area and had to move for the regeneration to take place. Criteria may include supporting people to move to an area because they are in employment there, or have been offered employment there. The equalities impact of any Local Lettings Plan will be considered prior to the Council agreeing to it.

### **3.4.4 Annual Lettings Plan**

Each year we will set aside some allocations to be targeted at specific groups who we consider have particularly pressing demands for housing in that year.

The Annual lettings plan will be presented to Mayor and Cabinet in February each year.

Within the annual lettings plan we may also identify a small percentage of properties which will be allocated to from tenants of our Registered Provider (Housing Association) partners. How they will be allocated will be governed by the Tenancy Policy which we will agree with our Registered Provider partners.

We may also allocate a small number of lettings each year to applicants who need accommodation in order to assist them to obtain and keep employment in Lewisham or who have made a substantial contribution to the community. These allocations will be decided by a Panel of individuals who will determine who the relevant properties will be allocated to.

### **3.4.5 Direct lets**

In limited categories of cases the Council may make a direct offer of specific accommodation to a person in need of that accommodation without advertising the property under its Lettings Policy. This only applies to:

- A person to whom the Council owes the main housing duty in section 193 of the Housing Act 1996, who is occupying temporary accommodation secured by the Council under that duty and has been occupying such accommodation for a period of not less than 12 months and the temporary accommodation is suitable for the person and their household's needs. In such a case the Council may make a direct offer of a permanent tenancy of the temporary accommodation.
- The Council may make a direct nomination of a person who has a need for supported accommodation to a Registered Social Landlord or other charity for specific supported accommodation. A person will be eligible for such a direct offer if assessed as having significant support needs in relation to the maintenance of their tenancy by the SHIP Team (SHIP@lewisham.gov.uk).



- The Housing Panel may decide that that a specific property should be matched directly to an applicant due to their exceptional needs and/or the exceptional urgency of their case.

### **3.4.6 Chain Lettings**

Any 3 bedroom or larger property released by an under occupier will be reserved for existing overcrowded social rented tenants within the London Borough of Lewisham and Phoenix Community Housing tenants

These properties will be advertised in the Homeseach magazine as “preference given to overcrowded social housing tenant“ Where a property is advertised in this way, the property will be allocated to the overcrowded social housing tenant in the highest Band with the longest waiting time in that Band. Any subsequent voids will also be advertised as preference given to an overcrowded social rented tenant.

## **4. Other Housing Options**

### **Mutual exchange**

If you are a council, housing association or housing co-operative tenant you normally have the right to a mutual exchange. This means you can swap your home with another tenant provided your landlord agrees.

If you are a housing association tenant, contact your landlord who will manage the exchange process for you.

### **Tenants of Lewisham Council housing**

Tenants of housing owned by Lewisham Council can search the website to find properties that match your requirements. [Lewisham House Exchange](http://www.houseexchange.org.uk) (www.houseexchange.org.uk).

### **What happens during an exchange**

Once we've received and registered your application, we will write back to you to tell you if permission is granted or refused.

Where both rent accounts are clear and there are no other breaches of tenancy conditions, an exchange can be approved quite quickly.

An exchange may be refused if one of the tenants is in rent arrears or under notice to leave. An exchange may also be refused if a property is too big or too small for the people intending to occupy it, or if one of the properties is designated for elderly or disabled persons. If your request is refused, you have the right to appeal against the decision to your Landlord.

With a mutual exchange, you will be asked to accept the property in the condition it has been left by the last tenant. The Partner Landlord will carry out routine repairs in accordance with the tenancy agreement, but it will be your responsibility to repair any damage caused by the previous tenant.

### **Who is eligible**

Tenants living in Council housing usually have the right to exchange their property. The Partner Landlord may refuse a mutual exchange on any of the following grounds:

- one of the parties is an introductory tenant
- there is a possession order against either tenant
- a notice of seeking possession served on grounds 1-6 is still in force against either tenant

- the incoming tenant(s) will be under-occupying the dwelling by more than one room
- the incoming tenant(s) will be overcrowded, or the property is otherwise unsuitable to their needs
- the dwelling is designed or adapted for disability and the incoming tenant has no disability
- the dwelling is a special needs unit and the incoming tenant has no special needs
- one party has paid money to the other party to induce the exchange.

### **Fresh Start**

This scheme helps households who want to relocate to different parts of the country find accommodation in the private sector. It is particularly aimed at those on the housing list that are overcrowded or homeless.

To apply, contact our Fresh Start team on 020 8314 8180.

### **Seaside and country homes scheme**

The Seaside and Country Homes Scheme is designed for people (or partners) in social housing who are aged 60 and over and want to move out of London.

The properties are located on the coast from Lincolnshire to Cornwall plus there are some properties inland in rural areas.

For more information on the Scheme and how to register contact us using the details below or go to the [Housing Moves](#) (external website).

**Reciprocal arrangements** with other local authority partners in the South East London Housing Partnership

**Pan London mobility:** existing tenants of this Council can make transfer applications through Pan London Mobility to be considered for vacancies in other London local authority areas.

### **If you have significant financial resources**

If you or another member of your household have sufficient financial resources, including assets such as property, which could be used to resolve your own housing difficulties without the help of the Council, you will be disqualified from the housing list for so long as your household's income or assets exceed the limits [see 2.2.1].

However you may be able to find accommodation through home ownership or shared ownership schemes. If you are interested in investigating this option you can telephone 08452 300899. Staff there will be able to give you advice about whether you are able to take up this option.

### **If you are homeless or threatened with homelessness**

The Council has a duty to some households who may be homeless or are threatened with homelessness.

The Council may have some responsibilities to assist you with housing. If the following applies:

- you are homeless or threatened with homelessness in 28 days

- you are eligible for assistance (some households who are subject to immigration control are not eligible for housing assistance as homeless)
- you are in priority need (categories include those with dependent children, pregnant women, those who are vulnerable as a result of a range of reasons or are homeless as a result of an emergency)
- you are not intentionally homeless (this relates to the reasons you lost previous accommodation)
- have a local connection with the area (based generally on periods of residence, close family relationships or employment)

However it is important that if you are at risk of losing your home you contact the HOC for advice as soon as possible as the council may be able to help to prevent you losing your home. If we are able to do this then we may be able to avoid the need for you to go into temporary accommodation. Because of the shortage of social housing for all those who need and want it, it is usual for homeless households, to whom the Council owes a duty, to move into temporary accommodation. It is likely that you will remain in temporary accommodation for a period before you successfully bid for accommodation on the Council's homesearch system, based on the priorities in this scheme.

We can provide you with housing and practical advice, intervention with landlords and mortgage providers and assistance to identify alternative accommodation through home ownership schemes and in the private rented sector. If we have to place you in temporary accommodation we can still give you advice and help you to access alternative housing options. Anyone who needs housing advice to prevent homelessness or help to look for an alternative home can obtain it, even if they do not fall into the categories to whom the council has a duty above. For further information please contact HOC on 020 8314 7007 or [housingoptionsenquiry@lewisham.gov.uk](mailto:housingoptionsenquiry@lewisham.gov.uk)

## **5 Reviewing this policy**

An Annual Lettings Plan based on this policy will be agreed by Members each year. This will set out how the Council will respond to particular pressures and opportunities during the year, within the framework of this policy.

Where there is a change in legislation or case law, amendments to this policy may be made by the Executive Director for customer services in consultation with the Head of Law under delegated authority and such changes will be reported to Members annually

## Annex1: Annual Lettings Plan 2012/13

| Band & Priority reason              |           |            |            |            |           |             |                  |                   |
|-------------------------------------|-----------|------------|------------|------------|-----------|-------------|------------------|-------------------|
|                                     | Bedsit    | 1 bed      | 2 bed      | 3 bed      | 4+ bed    | Total       | %age of all lets | %age general let  |
| <b>Band 1</b>                       |           |            |            |            |           |             |                  |                   |
| Decants                             | 0         | 151        | 70         | 32         | 10        | 263         | 15.8             | 19.1              |
| Under occupiers                     | 0         | 30         | 50         | 15         | 0         | 95          | 5.7              | 6.9               |
| All other band 1                    | 0         | 40         | 81         | 31         | 14        | 166         | 10               | 12.0              |
| <b>Total band 1</b>                 | <b>0</b>  | <b>221</b> | <b>201</b> | <b>78</b>  | <b>24</b> | <b>524</b>  | <b>31.5</b>      | <b>38.0</b>       |
| <b>Band 2</b>                       |           |            |            |            |           |             |                  |                   |
| Supported housing move-on           | 53        | 102        | 0          | 0          | 0         | 155         | 9.3              | 11.2              |
| Serious overcrowding                | 0         | 0          | 55         | 73         | 18        | 146         | 8.8              | 10.5              |
| All other band 2                    | 1         | 41         | 44         | 52         | 15        | 153         | 9.2              | 11.1              |
| <b>Total band 2</b>                 | <b>54</b> | <b>143</b> | <b>99</b>  | <b>125</b> | <b>33</b> | <b>454</b>  | <b>27.3</b>      | <b>32.9</b>       |
| <b>Band 3</b>                       |           |            |            |            |           |             |                  |                   |
| Homeless in temporary accommodation | 15        | 60         | 189        | 62         | 25        | 351         | 21.1             | 25.4              |
| All other band 3                    | 4         | 13         | 20         | 13         | 1         | 51          | 3.06             | 3.7               |
| <b>Total band 3</b>                 | <b>19</b> | <b>73</b>  | <b>209</b> | <b>75</b>  | <b>26</b> | <b>402</b>  | <b>24.1</b>      | <b>29.1</b>       |
| <b>Band 4</b>                       |           |            |            |            |           |             |                  |                   |
| All other band 4                    | 0         | 0          | 0          | 0          | 0         | 0           | 0%               | 0%                |
| <b>Total band 4</b>                 | <b>0</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>    | <b>0%</b>        | <b>0%</b>         |
| <b>Total general lets*</b>          | <b>73</b> | <b>437</b> | <b>509</b> | <b>278</b> | <b>83</b> | <b>1380</b> | <b>82.8</b>      | <b>100</b>        |
|                                     |           |            |            |            |           |             | %age of all lets | %age special lets |

| <b>Band &amp; Priority reason</b>   |           |            |            |            |           |             |                  |                  |
|-------------------------------------|-----------|------------|------------|------------|-----------|-------------|------------------|------------------|
|                                     | Bedsit    | 1 bed      | 2 bed      | 3 bed      | 4+ bed    | Total       | %age of all lets | %age general let |
| <b>Temp to perm (2010) sign up</b>  | 0         | 1          | 108        | 17         | 0         | 126         | 7.6              | 53.6             |
| <b>Sheltered</b>                    |           |            |            |            |           |             |                  |                  |
| Under occupiers                     | 0         | 5          | 0          | 0          | 0         | 5           | 0.3              | 2.1              |
| Medical High                        | 0         | 5          | 0          | 0          | 0         | 5           | 0.3              | 2.1              |
| General sheltered need              | 10        | 64         | 0          | 0          | 0         | 74          | 4.4              | 31.6             |
| <b>Disabled adapted</b>             |           |            |            |            |           |             |                  |                  |
| Decants                             | 0         | 2          | 2          | 0          | 0         | 4           | 0.2              | 1.7              |
| Medical High                        | 0         | 5          | 6          | 6          | 0         | 17          | 1.02             | 7.2              |
| General disabled need               | 0         | 2          | 0          | 2          | 0         | 4           | 0.2              | 1.7              |
| <b>Total special lets**</b>         | <b>10</b> | <b>84</b>  | <b>116</b> | <b>25</b>  | <b>0</b>  | <b>235</b>  | <b>14.1</b>      | <b>100</b>       |
|                                     |           |            |            |            |           |             |                  |                  |
| Contribution to Pan London Mobility | 7         | 23         | 14         | 7          | 0         | 51          | 3.1              |                  |
|                                     |           |            |            |            |           |             |                  |                  |
| <b>Overall total lets*+**</b>       | <b>90</b> | <b>544</b> | <b>639</b> | <b>310</b> | <b>83</b> | <b>1666</b> | <b>100.0%</b>    |                  |
|                                     |           |            |            |            |           |             |                  |                  |

# Agenda Item 14

## Chief Officer Confirmation of Report Submission Cabinet Member Confirmation of Briefing

Report for: Mayor

Mayor and Cabinet

Mayor and Cabinet (Contracts)

Executive Director

Information  Part 1  Part 2  Key Decision

|   |
|---|
|   |
| X |
|   |
|   |

|                 |                            |
|-----------------|----------------------------|
| Date of Meeting | 20 <sup>th</sup> June 2012 |
|-----------------|----------------------------|

|                 |                                       |
|-----------------|---------------------------------------|
| Title of Report | Lewisham Open Space Strategy 2012 -17 |
|-----------------|---------------------------------------|

|                      |             |        |
|----------------------|-------------|--------|
| Originator of Report | Martin Hyde | x42034 |
|----------------------|-------------|--------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | X   |    |
| Legal Comments from the Head of Law                      | X   |    |
| Crime & Disorder Implications                            | X   |    |
| Environmental Implications                               | X   |    |
| Equality Implications/Impact Assessment (as appropriate) | X   |    |
| Confirmed Adherence to Budget & Policy Framework         | X   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed: *Susan Will* Executive Member

Date: 12<sup>th</sup> June 2012

Signed: *Martin Hyde* Director/Head of Service

Date: 8/6/2012

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| Mayor and Cabinet   |  |              |  |
|---------------------|--|--------------|--|
| <b>Title</b>        | Lewisham Open Space Strategy 2012-17                 |              |  |
| <b>Key decision</b> | Yes  | Item no      |  |
| <b>Wards</b>        | All  |              |  |
| <b>Contributors</b> | Executive Director of Customer Services, Head of Law |              |  |
| <b>Class</b>        | Part 1   | 20 June 2012 |  |

## 1. Report Purpose & Summary

The Open Space Strategy has been developed in order to understand the supply and demand for open spaces and identify ways of protecting, and improving the quality through better management . The Strategy is to be read in conjunction with its companion study the Lewisham Leisure & Open Space Study (May 2010). This study, compiled by Strategic Leisure Ltd on behalf of the Council, sets out the national, regional and local strategic context in relation to open space together with an analysis for supply, demand and needs for open space. The study makes recommendations on supply and demand looking forward to 2025. The Open Space Strategy builds on the findings of the study setting it in context for delivery over the next 6 years in the form of two 3-yearly implementation plans.

## 2. Policy Context

2.1 Shaping the Future – the Councils Sustainable Community Strategy sets out the broad themes that describe a ‘sense of place’ that all Council services aspire to. It has six priority areas to which open space contributes to:

- **Ambitious and Achieving** – where people are inspired and supported to fulfill their potential  
*Celebrate local achievement so people feel proud of their area and eager to be a part of its success*
- **Safer** – where people feel safe and live free from crime, anti-social behaviour and abuse  
*Tackle antisocial behavior and ensure that people feel confident and safe throughout the borough*  
*Keep our children and young people safe from harm, abuse and criminal activity*
- **Empowered and responsible** - where people are actively involved in their local area and contribute to supportive communities  
*-Empower citizens to be involved in their local area and responsive to the needs of those who live there.*  
*-Champion diversity and the contribution everyone makes to the borough's quality of life*

- **Clean, green and livable** – where people live in high quality housing and care for and enjoy their environment  
*- protect and enhance our parks, open spaces and local biodiversity*
- **Healthy, active and enjoyable** – where people can actively participate in maintaining and improving their health and well-being  
*-improving the well-being of our citizens by increasing participation in healthy and active lifestyles*

2.2 The Council has outlined ten corporate priorities which enables the delivery of the Sustainable Community strategy. The renewal of the Green Space Contract addresses the corporate priorities and Local Area Agreement targets of Delivering the Open Space Strategy for Lewisham 2005-2010 and increasing park usage and user satisfaction."

2.3 The Council's Cultural Strategy 2009-13 sets out the following key themes:

- Place making – develop high quality leisure, heritage and cultural facilities that contribute to the borough's physical character and sense of place
- Community – Build vibrant and cohesive communities by encouraging participation in cultural and leisure activities
- Health – Build healthy communities through culture, sport and leisure

2.4 The Core Strategy is the key document in the Lewisham Local Development Framework (LDF). It sets out the overall ambitions and priorities for the borough, sets out the vision, objectives, strategy and policies that will guide public and private sector investment to manage development and regeneration in the borough over the next 15 years. Strategic objective 7 sets out to protect and enhance the borough's open spaces and environmental assets. Strategic objective 5 to address climate change issues and Strategic objective 6 to contribute to flood risk reduction and water management.

### 3. Recommendations

That Mayor and Cabinet approve

3.1 The adoption of the Open Space Strategy 2012-2017 and 3 year action plan (appendix A)

### 4. Background

4.1 The Strategy has been developed in order to understand the supply and demand of open spaces and identify ways of protecting, creating and enhancing them and improving the quality through better management. It is to be read in conjunction with its companion study the Lewisham Leisure & Open Space Study (LLOSS).

4.2 The study, compiled by Strategic Leisure Ltd on behalf of the Council, sets out the national, regional and local strategic context in relation to open space together with an



analysis for supply, demand and needs for open space. The study makes recommendations on supply and demand looking forward to 2025. The Open Place Strategy builds on the findings of this study setting it in context for delivery over the next 6 years in the form of two 3-yearly implementation plans.

4.3 The Lewisham Leisure and Open Space Study (LLOSS) identified five key stages to undertaking an assessment of open space. These are broadly:

- Step 1 – Identifying Local needs
- Step 2 – Auditing Local Provision
- Step 3 – Setting Provision Standards
- Step 4 – Applying Provision Standards
- Step 5 – Policy Options

4.4 The LLOSS audit and assessment of parks and open spaces identified several issues relating to the provision, quality and accessibility of open space, outdoor sports and recreation facilities across Lewisham and the Open Space Strategy assesses these issues and makes recommendations for actions relating to specific sites in general.

4.5 To achieve the vision for open space in Lewisham, *‘to protect, enhance and cherish open space for the benefit of local people, the wider community and for future generations’* and to address the issues raised during the initial consultation, seven key themes have been identified:

These broad themes and their objectives will give a clear strategic direction for contractors, organisations, developers, investors, private businesses, the voluntary sector and the wider community.

Theme 1: To promote and support urban renaissance

Theme 2: To promote social inclusion and community cohesion

Theme 3: To promote healthy lifestyles and well-being

Theme 4: To promote a sustainable environment

Theme 5: To protect and enhance open space

Theme 6: To promote a safe and secure environment

Theme 7: To empower and support the local community

4.6 In order to deliver the objectives set out in the strategy two three-year Implementation Plans will be developed, the first of which, the plan for 2012-2014 is set out in this document.

#### **Consultation phase one**

4.7 In addition to the LLOSS consultation exercise a parks and open space survey was undertaken in the spring of 2011 and the outcomes have influenced the key themes and implementation plan. A total of 301 web surveys and 130 postal surveys were completed.

4.8 Reasons for visiting the park or open space.

The most popular reasons stated for visiting our parks and open spaces were to relax, to walk, to see the birds and wildlife, to enjoy the peace and quiet, to walk for exercise and to visit the playground.

- 4.9 Frequency of visit  
47% of users visited the park or open space on a daily basis in the summer months with a further 44% on a weekly basis. This figure dropped to 29% visiting on a daily basis and 42% weekly during the winter months.
- 4.10 Method of Transport  
88% of visitors walked to their local park or open space with 8% travelling by bicycle
- 4.11 Distance from park  
47% of visitors lived less than 5 minutes walk time to get to their local park with a further 34% living less than 10 minutes walk time
- 4.12 Customer satisfaction  
38% of users were very satisfied that their local park or open space was clean and cared for, with a further 46% of users saying they were satisfied.
- 4.13 Protecting open space  
An unsurprising 95% of responders strongly agreed that the Council should protect parks and open spaces from development such as housing.
- 4.14 Feeling safe  
28% strongly agreed that they felt safe using their park or open space with a further 52% agreeing that they felt safe.
- 4.15 Events  
74% would like to see more farmers markets with 61% liking to see more concerts/music festivals and community festivals. 57% would like to see more children's activities.
- 4.16 Difficult choices  
When it came to protecting or improving the service the majority said that they would like to see the recent reduction in the operational hours of the Park Keeper service reversed when circumstances allow.

### **Consultation phase two**

- 4.17 Meetings with officer groups have formulated the seven key themes and populated the draft 3-year implementation plan. The Officer groups included members of Green Scene, parks/nature conservation and allotments; Planning Policy, Sport and Leisure; Culture; and the Council's parks contractor Glendale Grounds Management.

### **Consultation phase three**

- 4.18 Following approval by Mayor and Cabinet on 7<sup>th</sup> December 2011 more in-depth consultation was held in the form of focus groups, including young people, the elderly, people with a disability, and current volunteers. Additional survey responses were received from friends and amenity groups and fed into the consultation process.

#### Young Mayors Focus Group March 19<sup>th</sup> 2012

- 4.19 All members of the group knew the whereabouts of their local parks and several members used more than one facility. The general consensus was that there was not enough facilities for their age group as many of the playgrounds were targeted at the under 13's. They suggested more large slides and outdoor gyms. They felt that Blackheath didn't offer facilities for them but liked the events such as fairgrounds and space to fly kites. Some members felt that adults were wary of them and preferred they were not there. They suggested that more inter-linked activities. Some concerns were raised about the perception of safety, good lighting in 'open' parks was seen as important. Members suggested that the more a space was used the safer it felt. All members agreed that a good quality park improved their local area, they were nice places to meet people and everyone should take pride in and look after their local park. The group wished to have more facilitated activities, one member had joined the *Rivers and People project* in Ladywell Fields. All agreed that toilets and café's were a good thing to have and made the space feel safer. There appeared to be a general lack of understanding about natural areas such as meadow grasslands. Long grass was seen as an inconvenience and they preferred close mown grass for sports and games etc. There was an overwhelming view that all parks and open spaces should be protected. The group said they might get involved but it would depend on what was required. Some members were aware that parks had friends group but no one attended. When it came to managing cuts to services the retention of toilets was seen as the most important followed by more events and activities.

#### Pensioners Forum Group 27<sup>th</sup> March 2012

- 4.20 All attendees knew where their local park or open space was and all used these spaces. In terms of meeting user needs transport to parks was seen as an issue. Additional seating would be welcomed particularly at certain sites such as Blackheath. A major area of concern was the lack of accessible toilet facilities and more café facilities would be welcomed. The group welcomed the park keepers as they felt they made the park a safer place however some members were not aware of the keeper and they should be more high profile. Some spaces were said to be uninviting and 'empty', good lighting in open parks was essential. Dogs off the lead were seen as a barrier to access, there was a real fear of being knocked to the ground by loose dogs. Groups of young people were viewed by some as overwhelming and they often avoid parks at school closing times. Most members said that a good quality park made their area better, they would like more music events and suggested brass bands in the band stand. Music could be a good inter generational activity. The group welcomed the introduction of more meadow grasslands however they liked a mixed approach to management.. When it came to managing cuts the group didn't feel it was right for them to suggest what should and should not be cut. They did however suggest that additional income generation could be explored.

#### Disability Forum 14<sup>th</sup> March 2012

- 4.21 All attendees knew where their local park and open space was however many highlighted dogs off a lead as a major barrier to access. Wheelchair users appreciated that not every area could be accessed however the condition of some pathways was a concern. Users were apprehensive during school holidays when there is an influx of teenagers who tended to gather in groups. Certain entrances were cited as invoking fear and clear sightlines were requested. Facilitated activities were most welcomed and

one member had been able to take part in the *Rivers and People project* and was able to get out to the park for the first time in 8 years! When asked about how the natural environment should be managed a mixed approach allowing some areas to be meadow grassland was preferred. There was a good degree of interest in community gardens and a general concern about the protection of nature reserves. All parks and open spaces should be protected at all cost. Members found it difficult to be actively involved, due to their disability, however facilitated events were welcomed. In terms of managing cuts the protection of toilets, café's and maintenance was requested.

### Current Volunteers

- 4.22 As regular volunteers all members had an excellent knowledge about Lewisham's parks and open spaces. Members felt that the spaces met their general needs however more educational facilities for children would be welcomed. Toilets were seen as essential and café's helped to make the space feel safer by attracting more users. The group felt that open space could be more 'multi-functional', by providing food growing opportunities, orchards and demonstration of green technology. When it came to barriers to access masses of fencing was seen as giving the wrong impression. Ladywell was highlighted as a good example of removing unnecessary fencing. However dogs off a lead were viewed as a problem and exercise areas could be helpful. The group liked the idea of outdoor gyms, but this should depend on the suitability of the space. They viewed that self-led activity was better such as healthy walks programme and Walk 4 life. The group liked the introduction of additional meadow grassland, parks in their view shouldn't be 'over managed'. The group viewed that it was never appropriate to build on open space and that space in Lewisham should have more protection. Green space was seen as good for mental health. When it came to getting actively involved the volunteers did not feel there were any barriers to them doing so. However they said that activities and events could be better advertised. They agreed that generally people were only interested in their 'own patch'. They suggested however that it was hard to get commitment from users to sit on group committees, such as friends and user groups. They agreed that the local assemblies had been good at giving funding to local groups. They felt the Council should give more support to groups bidding for external funding. When it came to managing cuts they felt the protection of the park keepers should be paramount. They also wanted protection for facilitated activities in particular Natures Gym.

### Friends and Amenity Groups

- 4.23 Many groups and individuals responded to the survey questions. A summary of their responses is attached as appendix B

## **5. Financial implications**

- 5.1 The need to make significant savings has impacted on the revenue budgets available for improvements to the boroughs green spaces. Therefore the 3 year implementation plan must be tempered by the knowledge that not all actions will be possible during this period and many will remain as desired objectives. However the challenge for all

involved with delivering quality open space will be to continue to seek and secure alternative funding during these difficult times.

## **6. Legal implications**

- 6.1 The general intention from PPG17 (removed now by the National Planning Policy Framework) was that open space standards should be decided locally, from a strategic base assessing the Borough's open space. The Strategy should be compliant with and compliment applicable Development Plan Documents under the Councils Local Development Framework, while also tying in to the Council's Sustainable Community Strategy.

## **7. Crime and disorder implications**

- 7.1 Key theme number six sets out to promote a 'safe and secure environment'. Key objectives include the recommendation to tackle anti social behaviour and reduce the fear of crime. Proposals include increasing the visible presence in parks and open spaces through more on-site staff, café and other concessions.
- 7.2 Key objectives also include designing out crime at the planning stage, building on the toolkit completed for the QUERCUS project at Ladywell Fields.

## **8. Equalities implications**

- 8.1 Implicit within the strategy is the commitment to ensure that public open space is accessible to all members of the community. Key theme number two sets out to "promote social inclusion and community cohesion". Recommendations include undertaking an Equalities Analysis for parks and open spaces, monitoring the profile of users at specific parks, reaching out to hard to reach communities by means of focus groups, events and other measures.

### Equality Analysis

- 8.2 The questions raised at the focus groups discussed pertinent issues under the Equality Act 2010. The Equality analysis has three main aims, to eliminate unlawful discrimination, to advance equality of opportunity and to foster good relations. Target groups within the 9 protected characteristics were asked about potential barriers to their use of open space; whether parks and open spaces met their wants and needs; whether they felt they could become actively involved in their local space; and the impact of the need to make significant savings to their use of spaces. A proportionate approach has been undertaken and not all of the nine groups were contacted direct as this was not felt to be necessary for this service. However members of the black and ethnic minority community, for example, were represented at all groups with the exception of the volunteers focus group. The response to the focus groups and the parks and open spaces surveys has been fed into the 3 year implementation plan.

## **9. Environmental implications**

- 9.1 The Open Space Strategy is an environmental strategy. The protection, enhancement and improvement of open space is a fundamental principle of the strategy.
- 9.2 The Children and Young People's directorate are undertaking a review of the protection of open space including children's play areas in their remit. This is an ongoing piece of work which will input into the three year implementation plan on completion.

## **10. Conclusion**

- 10.1 Both central Government and regional Government have recognised the need for all local authorities to prepare an Open Space Strategy which sets out to gain an understanding of the supply and demand of open spaces and identify ways of protecting, creating and enhancing them and improving quality and accessibility through better management.

## **11. Background documents and originator**

- 11.1 The background documents, including notes of meetings are attached as appendices.
- 11.2 If you require any further information about this report please contact Martin Hyde on 020 8 314 2034.

- (a) Lewisham Leisure & Open Space Study 2010  
<http://www.lewisham.gov.uk/myservices/planning/policy/LDF/evidence-base/Pages/LDF-evidence-base-environment.aspx>

Appendix 1

Open Spaces Strategy 2012-2017





# Open Space Strategy 2012- 2017



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# INTRODUCTION

Lewisham is a part of London, the largest, most culturally diverse and vibrant city in the European Union and home to over 7.5 million people.

Stretching from the banks of the Thames in the north, to the borders with Bromley in the south, the 13.4 square miles of Lewisham encompass strong communities who take pride in their local areas and neighbourhoods.

This sense of place ensures that while the borough and its neighbourhoods develop they maintain their unique identities and preserve Lewisham's rich natural, cultural and architectural heritage.

Lewisham has a population of over 270,000. The population is relatively young with one in five under 15 with one in seven being over 60<sup>1</sup>. It is the 15<sup>th</sup> most ethnically diverse local authority in England.

Two out of every five residents are from black and minority ethnic backgrounds and there are over 130 languages spoken in the borough, making links throughout London and across the world.

Lewisham has over 800 active voluntary and community sector organisations and more than 200 individual faith

groups. All these groups and many others help to strengthen communities by addressing local concerns and advocating on behalf of some of the most vulnerable in society.

Lewisham's future is intrinsically linked to that of London and the wider region. The borough is part of the Thames Gateway area which will see significant housing and economic growth in the near future. In London itself the number of jobs is predicted to grow by over half a million by 2016<sup>2</sup>.

In 2012 London will host the Olympic and Paralympic Games showcasing the city and the achievements and vibrancy of its communities. Lewisham's citizens will be well placed to be involved in this major international celebration and benefit from its legacy.

The borough is one of the greenest parts of south-east London with over a fifth of the borough made up of parkland and open space<sup>3</sup>. 'Green Flag' parks, attractive residential neighbourhoods and Lewisham's waterway network all combine to create a relaxing and pleasant environment in the midst of bustling city life.

The Open Space Strategy is guided by the National Planning Policy Framework March 2012, has taken findings set out in the Lewisham Leisure and Open Spaces Study 2010 (LLOSS) and has built upon the 2005-10 Open Space Strategy.

<sup>1</sup> According to the Office for national Statistics (ONS) 2007 Mid-Year Population Estimate on 29 September 2009 the population of Lewisham is 261,600

<sup>2</sup> ELS

<sup>3</sup> 726.11 ha Lewisham Leisure and Open Spaces Study 2010, page 96, Table 4.1

# Strategy layout

## **Strategic Context**

Sets out the national, regional and local context providing an overview of key Council policies in relation to open space.

## **Open space overview**

Details the key aspects of the main typologies of open space in the borough.

## **Supporting evidence**

Outlines the evidence provided in the Lewisham Leisure & Open Spaces Study 2010. This PPG17 compliant study provides a detailed analysis of the quality, quantity and accessibility of open space in the borough.

## **Open space needs**

Assesses the open space needs as identified through detailed consultation with residents, park users, friends and amenity groups. Focus groups provided more in-depth analysis and discussion of the key issues raised.

## **Vision and key themes**

Sets out the vision for open space and the seven key themes identified to help achieve it

## **Resources**

Sets out the challenges for budget holders in delivering quality open space over the term of the strategy

## **Three year action plan**

An action plan identified to meet the first three years of the six year strategy in order to help achieve the vision for open space.

# STRATEGIC CONTEXT

This strategy has been shaped by national, and regional guidelines, the broader priorities of Lewisham Council and the specific aims for parks and open spaces. This has involved wide ranging consultation with other services and sectors, service users and the general public.

Lewisham's Sustainable Community Strategy 2008-20, *Shaping our Future*, sets out the broad themes that describe a 'sense of place' that all Council services aspire to. It has six priority areas to which open space contributes directly:

**Ambitious and achieving** – where people are inspired and supported to fulfil their potential

**Safer** – where people feel safe and live free from crime, anti-social behaviour and abuse

**Empowered and responsible** – where people are actively involved in their local area and contribute to supportive communities

**Clean, green and liveable** – where people live in high quality housing and can care for and enjoy their environment

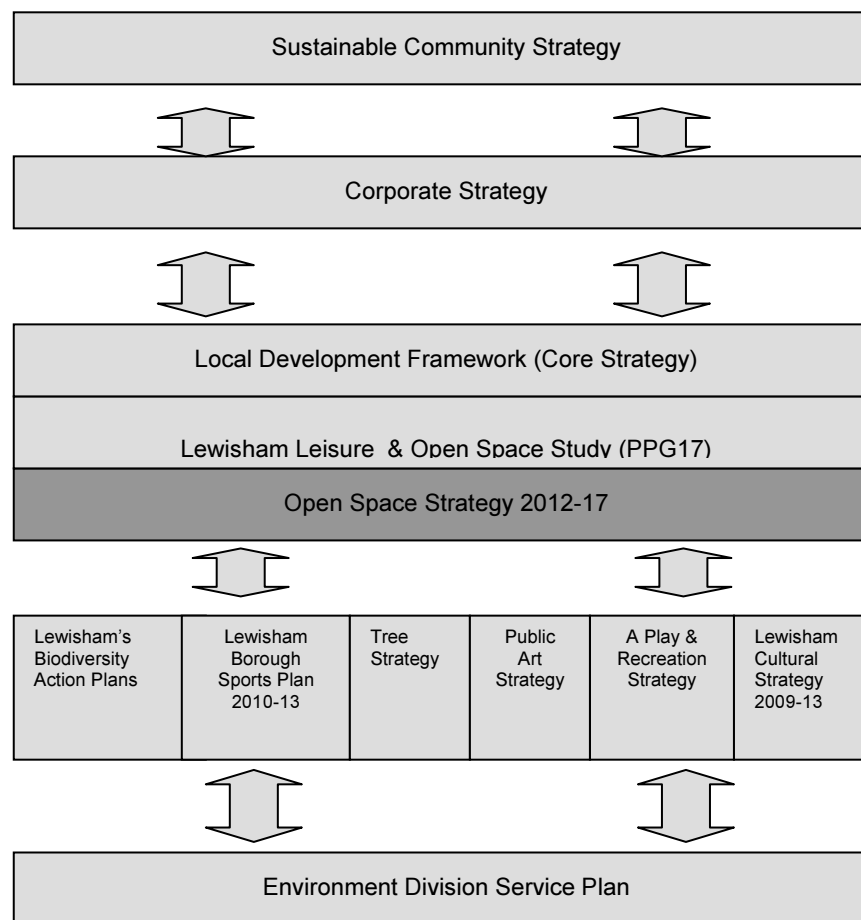
**Healthy, active and enjoyable** – where people can actively participate in maintaining and improving their health and wellbeing

**Dynamic and prosperous** – where people are part

of vibrant communities and town centres, well connected to London and beyond

The Open Space Strategy sits within a wider framework of strategies and service delivery plans. Together these set out the overall priorities for the area and the actual plans for how each service will meet local needs. *Figure 1* shows how these relate to each other.

**Fig. 1 Open Space Strategy Delivery Framework**



Key to developing this strategy is the need to review the national, regional and local strategic context for open space.

## National Context

The strategy has been guided by the **National Planning Policy Framework (NPPF)** published on 27 March 2012. The NPPF sets out the government planning policies for England and how they are expected to be applied.

The NPPF consolidates over 1,000 pages of planning guidance, including PPG17 into a single 59-page document and must be taken into account in the preparation of local and neighbourhood plans. It is also a material consideration in the determination of planning applications. At the heart of the NPPF is a presumption in favour of sustainable development.

There are *12 core planning principles* that should underpin both plan-making and decision-taking. (Para 17)

### Core planning principles

There are *12 core planning principles* that should underpin both plan-making and decision-taking. (Para 17)

1. Plan led – provide a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency
2. Creative – finding ways to enhance and improve the places in which people live their lives
3. Proactively driving and support sustainable economic development

4. Securing high quality design and a good standard of amenity for all existing and future occupants of land and buildings
5. Taking account of the different roles and character of different areas, promoting the viability of our main urban areas and recognising the intrinsic character and beauty of the countryside
6. Supporting the transition to a low carbon future – taking into account flood risk and encourage the use of renewable resources
7. Contribute to conserving and enhancing the natural environment and reducing pollution
8. Encouraging the effective use of land by reusing land that has been previously developed (brownfield land)
9. Promoting mixed use developments
10. Conserving heritage assets in a manner appropriate to their significance
11. Actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable
12. Supporting local strategies to improve health, social and cultural wellbeing

### Achieving sustainable development

The NPPF provides specific detail relating to 13 aspects of sustainable development which proposals and plan-making needs to comply with. These are:

- building a strong competitive economy
- ensuring the vitality of town centres
- supporting a prosperous rural economy
- promoting sustainable transport

- supporting high quality communications infrastructure
- delivering a wide choice of high quality homes
- requiring good design
- promoting healthy communities
- protecting Green Belt land
- meeting the challenge of climate change, flooding and coastal change
- conserving and enhancing the natural environment
- conserving and enhancing the historic environment
- facilitating the sustainable use of minerals.

The planning system should contribute to and enhance the natural local environment by:

- protecting and enhancing valued landscapes
- recognising the wider benefits of ecosystem services
- minimising impacts on biodiversity and providing net gains in biodiversity. (Para 109)

The impact on biodiversity needs to be assessed as well as ground conditions and environmental pollution. (Paras 118, 121) Decisions should aim to avoid noise from giving rise to significant adverse impacts and take into account the presence of Air Quality Management Areas. (Para 124)

## Regional Context

Regional policy is set out in the **London Plan – a spatial development strategy for Greater London (GLA) 2011**.

The Mayor's of London's vision is "Over the years to 2031 –

and beyond, London should: excel among global cities – expanding opportunities for all its people and enterprises, achieving the highest environmental standards and quality of life and leading the world in its approach to tackling the urban challenges of the 21<sup>st</sup> century, particularly that of climate change." The Mayor's six objectives for the new London Plan are to ensure that London is:

- A city that meets the challenges of economic and population growth** to ensure a sustainable, good and improving quality of life for all Londoners and helps tackle the huge issue of inequality among Londoners, including inequality in health outcomes.
- An internationally competitive and successful city** with a strong and diverse economy and an entrepreneurial spirit that benefits all Londoners and all parts of London; a city which is at the leading edge of innovation and research and which is comfortable with - and makes the most of - its rich heritage and cultural resources.
- A city of diverse, strong, secure and accessible neighbourhoods** to which Londoners feel attached, which provides all of its residents, workers, visitors and students - whatever their origin, background, age or status – with opportunities to realise and express their potential and a high quality environment for individuals to enjoy, live together and thrive.
- A city that delights the senses** and takes care over its buildings and streets, having the best of modern architecture while making the most of London's built heritage and which makes the most of and extends its wealth of open and green spaces and waterways, realising its potential for improving Londoners' health, welfare and development.
- A city that becomes a world leader in improving the environment** locally and globally, taking the lead in tackling climate change, reducing pollution, developing

a low carbon economy and consuming fewer resources and using them more effectively.

- f. **A city where it is easy, safe and convenient for everyone to access jobs, opportunities and facilities** with an efficient and effective transport system which actively encourages more walking and cycling and makes better use of the Thames, and supports all the objectives of the London Plan.

It includes a number of important policies related to climate change and green infrastructure in the London Plan, including:

**Policy 2.4: The 2012 Games and their legacy** sets out the Mayor's long term vision for the Olympic Park and surrounding areas embed exemplary design and environmental quality including attention to the response to climate change and provision of exemplary energy, water conservation and waste management

**Policy 2.18: Green infrastructure: the network of open and green spaces** sets out the Mayor's commitment to work with all relevant strategic partners to protect, promote, expand and manage the extent and quality of, and access to, London's network of green infrastructure

**Policy 5.1: Climate change mitigation** seeks to achieve an overall reduction in London's carbon dioxide emissions of 60 per cent (below 1990 levels) by 2025

**Policy 5.2: Minimising carbon dioxide emissions** requires development to make the fullest contribution to minimising carbon dioxide emissions in accordance with the energy hierarchy

**Policy 5.3: Sustainable design and construction** sets out to promote and protect biodiversity and green infrastructure

**Policy 5.9: Overheating and cooling** seeks to reduce the impact of the urban heat island effect in London and encourages the design of places and spaces to avoid overheating and excessive heat generation, and to reduce

overheating due to the impacts of climate change and the urban heat island effect on an area wide basis

**Policy 5.10: Urban greening** seeks to promote and support urban greening, such as new planting in the public realm (including streets, squares and plazas) and multi-functional green infrastructure, to contribute to the adaptation to, and reduction of, the effects of climate change. It also seeks to increase the amount of surface area greened in the Central Activities Zone by at least 5% by 2030, and a further 5% by 2050

**Policy 5.11: Green roofs and development site environs** sets out major development proposals should be designed to include roof, wall and site planting, especially green roofs and walls where feasible, to deliver as many of the following objectives as possible:

- a. adaptation to climate change (i.e. aiding cooling);
- b. sustainable urban drainage;
- c. mitigation of climate change (i.e. aiding energy efficiency);
- d. enhancement of biodiversity;
- e. accessible roof space;
- f. improvements to appearance and resilience of the building;
- g. growing food

**Policy 5.12: Flood risk management** seeks to work with all relevant agencies including the Environment Agency to address current and future flood issues and minimise risks in a sustainable and cost effective way, such as providing flood storage/conveyance or setting development back from rivers

**Policy 5.13: Sustainable drainage** seeks to utilise sustainable urban drainage systems (SUDS) unless there are practical reasons for not doing so, and should aim to achieve Greenfield run-off rates and ensure that surface water run-off is managed as close to its source as possible



**Policy 5.14: Water quality and wastewater infrastructure**

seeks to work in partnership with the boroughs, appropriate agencies within London and adjoining local planning authorities to ensure London has adequate and appropriate wastewater infrastructure to meet the requirements placed upon it by population growth and climate change

**Policy 7.15: Reducing noise and enhancing soundscapes**

seeks to reduce noise and support the Mayor's Ambient Noise Strategy and Open Space Strategy

The London Plan Monitoring Framework related to green infrastructure is mentioned below and the indicators will be reported on the London Plan Annual Monitoring Report to review how effective the policies are and consider if they need to be reviewed and replaced.

- Maximise the proportion of development taking place on previously developed land. Maintain at least 96 % of new residential development to be on previously developed land
- Minimise the loss of open space- no net loss of open space designated for protection in LDFs due to new development
- Loss of garden land to residential development - No more than 120 residential units to be developed on garden land/year
- Protection of biodiversity habitat- No net loss of designated Sites of Importance for Nature Conservation
- Reduce carbon dioxide emissions through new development
- For strategic developments achieve zero carbon in residential development by 2016 and zero carbon in all development by 2019
- Improve London's Blue Ribbon Network: Restore 15km of rivers 2009–2015

## Local Context

### Local Development Framework

Local Planning Policy is set out in the **Lewisham Core Strategy**, the key planning document in the **Lewisham Local Development Framework (LDF)**

Relevant Lewisham Core Strategy

**Core Strategy Objective 5: Climate Change**

Seek to support environmental protection and enhancement including establishing ecological networks

**Core Strategy Objective 6: Flood Risk reduction and water management** seeks to protect the borough from the risk of flooding and reduces the effect of flooding

**Core Strategy Objective 7: Open spaces and environmental assets** seeks to protect and capitalise the environmental, ecological and biodiversity features of Lewisham to promote health and well-being.

**Core Strategy Objective 10: Protect and enhance Lewisham's character** seeks to protect Lewisham's distinctive local character through sensitive and appropriate design in local rivers and landscape.

**Core Strategy Policy 7: Climate change and adapting to the effects** - adopts a partnership approach to implement the principles of 'avoidance, mitigation and adaptation' to reduce Lewisham's CO2 emissions.

**Core Strategy Policy 8: Sustainable design and construction and energy efficiency** -prioritises the reduction of the environmental impact of all new developments

**Core Strategy Policy 10: Managing and reducing the risk of flooding** - seeks to secure sustainable urban drainage and living roofs/walls

**Core Strategy Policy 11: River and waterways network -**

requires Development adjacent to rivers and the waterway network should contribute to their special character by improving the urban design quality and natural ability of the rivers and waterways to function, the vitality of the river frontages, and improving access to the foreshore and naturalising flood defenses

**Core Strategy Policy 12: Open space and environmental assets**

recognises the strategic importance of the natural environment and to help mitigate against climate change the Council will conserve nature, green the public realm and provide opportunities for sport, recreation, leisure and well-being.

**The following Lewisham Unitary Development Plan (2004) policies are saved beyond 29<sup>th</sup> June 2011 and not superseded by the Lewisham LDF Core Strategy.**

**URB 13 Trees** seeks to maintain, protect and increase the numbers and quality of trees in the Borough, make Tree Preservation Orders wherever necessary and require developers, as a condition of planning permission, to retain existing trees and to plant appropriate new ones where this is appropriate and practicable

**OS 7 Other Open Space** resists inappropriate development on the areas of Public Open Space (POS) or Urban Green Space (UGS)

**OS 16 World Heritage Site Buffer Zone** gives special consideration to developments within the declared World Heritage Site Buffer Zone.

**HSG 7 Gardens** requires all new dwellings the provision of a readily accessible, secure, private and useable external space.

**Planning Obligations in planning for green infrastructure**

The LDF Planning Obligations Supplementary Planning Document (SPD) provides greater transparency and openness in the way planning obligations are agreed with developers. It also provides additional information to implement the policies in the development plan and will be a material consideration in determining planning applications within the borough. It provides specific guidance on circumstances when obligations will be secured

**Core Strategy Policies Monitoring and Review**

The Council publishes the Annual Monitoring Report (AMR) annually in December to provide a summary of all development and land use within the borough. These help to understand:

- What impact local development document policies are having on other targets set at national, regional or local level?
- Whether any policies need to be amended or replaced because they are not working as intended or are not achieving sustainable development objectives?
- What action needs to be taken if policies need to be amended or replaced?

The current AMR indicators related to green infrastructure are:

- No. of approved developments which incorporate SUDS
- Inappropriate development on open space
- % of eligible open spaces managed to Green Flag award standard
- No. of living roofs/walls
- No. of new allotments
- Changes in areas of biodiversity importance

### **Playing Pitch Strategy**

A Playing Pitch strategy for Lewisham was compiled by Strategic Leisure on behalf of the Council in June 2009 looking forward to the period up to 2025. The report provides an overall pitch assessment for the borough. The strategy assessed a number of key outcomes including the identification of adequate levels of provision for grass, Artificial Turf Pitch (ATP) and training areas to meet future needs; the protection of existing pitches; the quality of pitches and ancillary changing accommodation; public and club provision and adequate resources required for management and maintenance.

### **Lewisham Borough Sports Plan**

The Borough Sports Plan provides the Council and its key partners, such as the Lewisham Community Sport and Physical Activity Network (CSPAN) , with an overarching framework for the delivery of sport in the borough for the period 2010-13. This coordinated approach to sports planning provides a clear strategic direction for sport in the borough.

The overarching vision for sport in Lewisham is to increase opportunities to participate in sport at all levels and for all ages. In seeking to increase opportunity to participate it is important to have accessible facilities to meet user needs.

The Lewisham Physical Activity Plan (2010-13) notes that physical inactivity is associated with over 20 adverse health outcomes including increased total mortality. The estimated total annual cost to Lewisham NHS, based on just five

diseases (lower GI and breast cancer, diabetes, coronary heart disease and cerebrovascular disease) is £3,797,260.<sup>4</sup>

### **Play and Recreation Strategy**

The strategy sets out the Councils commitment to ensure that all children in Lewisham should have access to places to have fun in a safe, happy environment and where their play should contribute to their health, well being and learning. Play facilities should be of good quality standard and be accessible to encourage a wide usage from all sections of the community.

The strategy aims to supports the development of play opportunities for children and young people through planning and service delivery.

The key principles of the Play and Recreation strategy are that play should be freely chosen, play facilities or activities provided are safe, play provision must be well planned in partnership with children and young people. Play in whatever form should not discriminate and play should foster independence and healthy self esteem and offer opportunities for social interaction. In addition play should increase knowledge, creativity and capacity to learn about respect for others, caring for their environment, and recognising a child's need to test boundaries whilst keeping safe.

<sup>4</sup> Department of Health Be Active, Be Healthy 2009

## Biodiversity Action plan

The Lewisham Biodiversity Partnership was established in 1999 to consolidate the interests and expertise of a range of organisations and individuals with a duty to, or interest in, conserving the Borough's wildlife and natural environment. The Partnership has developed a series of Action Plans designed to conserve, enhance and promote biodiversity, which the Open Space Strategy feeds into. These plans relate to certain species and habitats but also to open spaces, water, health and culture. Residents can follow how the Council, Friends Groups and other local organizations and individuals are contributing to these actions by visiting the Biodiversity Action Recording System [BARS](#) website at:<sup>5</sup>

<sup>5</sup> [http://ukbars.defra.gov.uk/plans/lbap\\_plans.asp?LBAP={15710A14-BB2E-48EF-ACCD-4DDD814EA229}&CO=](http://ukbars.defra.gov.uk/plans/lbap_plans.asp?LBAP={15710A14-BB2E-48EF-ACCD-4DDD814EA229}&CO=)

or by following the nature conservation blog:  
<http://www.natureconservationlewisham.co.uk>

# OPEN SPACE OVERVIEW

## Typology of Open Space

**Parks and Gardens:** includes urban parks, county parks and formal gardens

**Children's Play:** includes equipped play areas, multi-use games areas (MUGA), BMX tracks and skateboard parks

**Natural and Semi-Natural Greenspace:** includes green corridors, woodlands, scrubland, wetland, and nature conservation sites

**Outdoor Sports Facilities:** includes pitch sports, athletic tracks, tennis, bowls and golf

**Amenity Greenspace:** housing open space, village greens, informal recreation space, hard-surfaced areas (civic space) roadside enclosure

**Allotments and Community Gardens:** site opportunities for those people who wish to grow their own produce

**Green Corridors;** includes grids, chains and networks

**Cemeteries and Churchyards:** Quiet contemplation and burial of the dead, often linked to the promotion of wildlife conservation, biodiversity and to provide a link to the past

## Parks and Gardens

In the hustle and bustle of modern inner city life the significance of local parks and gardens cannot be underestimated. For many residents they have a crucial impact on both quality of life and the perception of the area they live and work. Parks and gardens provide accessible opportunities for a range of informal recreation, formal sporting opportunities and a place for peace and relaxation. They provide space to walk the dog, look at the flowers, meet friends, and a space for children of all ages to play.

The audit of open spaces (LLOSS) identified 51 sites ranging from Metropolitan Parks (Beckenham Place Park and Blackheath), District Parks, Local and Small Local Parks. Parks and gardens cover 373ha and account for 51% of all open space in Lewisham. Whilst the borough is fortunate to have a good geographic spread of parks and gardens certain areas are found to be deficient, these include the Catford South and Perry Vale wards. Whilst it is difficult to create new spaces the quality of existing parks and gardens has a significant importance to the perception of the local neighbourhood. The LLOSS undertook a quality inspection of parks and gardens based upon the quality aspects of the Green Flag Award scheme. (appendix B) Those parks and gardens scoring under 46% (average) were recommended for possible improvement to a 'good' standard.

The three-year action plan identifies a number of proposed improvements to increase quality of provision.

*"Many members have chosen to live near Blackheath because its environment greatly enriches their lives"*  
Blackheath Society

## Children's play

The provision of facilities for children and young people is important in facilitating opportunities for play and physical activity and the development of movement and social skills. Provision for children and young people consists of equipped play areas and specialised provision for young people, including skate parks, multi-use games areas (MUGA's) and teen shelters.

The LLOSS audit of facilities identified 81 play areas mainly situated in parks, gardens and housing amenity sites. A number of sites are dedicated solely to children's play such as the adventure play grounds.

Lewisham has recently made huge improvements to children's play through external grant funding from the Play Builder and Community Spaces programmes. This has ensured that 10 playgrounds have been enhanced and a new skatepark built at Telegraph Hill Park.

## Natural and semi natural green spaces

Natural green spaces are open spaces that include woodland and scrub, grassland, wetlands, open and running water and wastelands. Natural green spaces not only provide valuable habitat for wildlife but also opportunities for environmental education and awareness, biodiversity and nature conservation.

There is 520 hectares of natural green space within the borough, including the Thames. A number of sites in the borough have been designated as being either of Metropolitan Importance (4 sites), of Borough Importance Grade I (7 sites) or II (28 sites) or of Local Importance (25

sites) for Nature Conservation. The protection of these sites is crucial to maintaining a high level of biodiversity in the borough.

Access to natural green spaces in Lewisham, where people can experience nature, is generally good with most people having access to a site of designated ecological importance within 1 km walking distance. There are pockets of deficiency in the north part of Perry Vale ward crossing into Crofton Park ward, east part of Catford South ward, Northern part of Grove Park crossing into Lee Green, southern part of Lewisham Central ward and then a swathe of land in central, north east and north Telegraph Hill ward that crosses into Brockley and New Cross and then into Evelyn wards.

Where insufficient provision exists potential spaces have been identified that can be improved so that they can offer meaningful experience of nature and wildlife to address the deficiency as set out in the Action Plan .

*"Lewisham is extremely lucky that we have the rivers that can be enjoyed. Unlike other inner London boroughs in Lewisham Parks and Open space's one still feels that one might encounter some new wildlife, there is a randomness and the unexpected wildlife encounter is possible".*

*Lewisham Biodiversity Partnership*

## Outdoor Sports facilities

Outdoor sports includes stand alone sports facilities such as public, private, leisure and educational sports grounds and playing fields. They also include sports facilities listed under

other typologies for example public parks.

### **Amenity Green space**

Amenity green space is classified as housing area green space, roadside enclosures and verges and other sites usually near to people's homes and may include facilities such as play areas. Many of these sites are simple and less formal but in their own way they provide valuable aesthetic spaces.

The housing amenity sites are managed by a number of housing providers in the borough and many sites are currently being improved, recognising the importance quality green space can play, alongside improvements to the housing stock.

*"creating quality open spaces"*

*Affinity Sutton – housing provider Lee Green*

### **Allotments and community gardens**

Lewisham's Allotments and Community Gardens have an intrinsic role in the health and well-being of the boroughs residents, offering multiple benefits –

- **Personal** – individuals actively involved in managing their own space, producing their own food and engaging in their local environment.
- **Community Building** – engaging groups of all ages and cultures in taking responsibility and ownership for their local Open Spaces; shared decision making and shared skills input.

- **Health** – access to locally grown nutritious food, regular outdoor exercise and fostering of physical and mental well-being.
- **Education** – all ages learning how to grow, maintain, plan and harvest crops; learn about organic, sustainable methods of land management as well as encouraging co-operative, social skills.
- **Environmental sustainability** – provides the forum for and encourages the prudent use of resources (water/composting), reduces food miles and encourages wildlife habitats.

There are currently 40 allotments sites within the borough catering for 900 plot holders, including schools and community groups.

Lewisham has an above average number of allotment sites compared to other London Boroughs and whilst waiting lists are lengthy in certain areas of the borough, demand is significantly less in others. The key to managing waiting lists lies in supporting local allotment committees to effectively manage their sites, ensuring regular maintenance of plots and promoting those allotments in areas of less demand.

All allotments applicants are given information on local Community Garden growing spaces so there is the option of taking part in food growing until an allotment plot becomes available in their area.

## Community Gardens

At the Parks & Open Spaces conference of Autumn 2009 Lewisham launched the Capital Growth campaign locally, making a commitment to create 60 new food growing spaces by the end of 2012.

This has already been surpassed with a current number of 74 (March 2012) community gardens registered, including gardens within schools, allotments, community centres, businesses, housing areas and previously neglected land.

The varied demand, across the borough, of those wishing to access open space for growing is reflected in the increasing interest in community gardens which offer an alternative to allotments; for many residents community gardening allows flexibility of commitment and time, increases the opportunity to garden more locally and be more active in improving the environment of their local area.

Lewisham community gardens range from small scale raised beds (Sandbourne Road) to larger landscaped areas containing nature areas, floral schemes as well as crops (Grow Mayow). The gardens are a great educational tool offering a broad selection of activities/training including Pond Life talks, Fruit Tree Maintenance workshops, Forest Gardening, Permaculture workshops and Seed Sowing workshops.

The Council is currently supporting the formation of a Lewisham Community Gardens Forum aiming to build

capacity for residents to manage, take part and share skills/experience in either setting up community gardens or looking at ways to develop and maintain those currently established.

Lewisham is further encouraging participation and development of gardens by offering –

- A Small Grants Scheme
- Advice on constitutions
- Land Searches
- Workshops
- Funding for Meetings of the Lewisham Community Gardens Forum
- Working with partners such as housing providers to provide a protocol for the process of assisting groups in setting up gardens.
- Mapping of Community Gardens
- Lewisham advisory guides on creating Community Gardens

## Green Corridors – networks, chains and grids

Greenspaces are important in their own right but there are also benefits in creating and enhancing links between sites to form a connected green infrastructure for both wildlife and people.

The South East London Green Chain is a linked system of over 300 open spaces connected by a network of footpaths that stretch 50 miles (80km) from the riverside at Thamesmead, Erith and the Thames Barrier, southwards to



Beckenham Place Park and through to Crystal Palace Park. The South East London Green Chain was extended in 2011 to include Sydenham Well Park, Sydenham Hill Woods, Dulwich Park and Nunhead Cemetery. Lewisham officers attend the Green Chain Working Party to collaborate with partners from the London boroughs of Greenwich, Bromley, Bexley and Southwark to protecting and improving the Green Chain.

The Waterlink Way is a shared route for cyclists and pedestrians that runs from the River Thames at Deptford Creek southwards to the Green Chain Walk at Beckenham Place Park. It follows the route of Sustrans Route 21 as it passes through Inner London on its way to the south coast at Eastbourne. The Waterlink Way takes users north south through the centre of the borough along the rivers Ravensbourne and Pool. It serves as a valuable blue-green artery connecting many of the boroughs green spaces with the green chain walk network and has been a driving force for restoring the river corridor and its associated habitats.

Both the Green Chain and Waterlink Way forms part of the South East London Green Chain Plus Area which is a component of the All London Green Grid (ALGG). The ALGG aims to create a regional network of interlinked and multi-purpose open and green spaces with good connections to the places where people live and work, public transport, the capital's rivers especially the Thames, the countryside and urban fringe.

## Cemeteries and Churchyards

Cemeteries and churchyards can provide a valuable contribution to the portfolio of open space provision. They provide a play for peaceful contemplation and often have wildlife conservation and bio-diversity value.

The borough has three cemeteries, Grove Park, Hither Green and Ladywell and Brockley Cemetery. In addition the Bromley Hill Cemetery falls within the Lewisham borough boundary but is managed by the London Borough of Bromley.

The Council maintains five churchyards, St Mary's, St Margaret's, St Pauls, St Bartholomew's, and St Andrew's under the 1906 Open Spaces Act where deeds of grant were signed agreeing that the churchyards are to be used by the public as open space and that the Council would maintain them in a 'good and decent' state.

Cemeteries and churchyards can make a significant contribution to the provision of urban green spaces often providing a sanctuary for wildlife. A wide variety of habitats can be found supporting the natural and semi natural space typologies.

*"The opportunity to study the flora and birds is not to be underestimated"*

*Friends of Brockley and Ladywell Cemetery*

# SUPPORTING EVIDENCE

## Lewisham Leisure & Open Space Study

The Open Space Strategy is based on the findings set out in the Lewisham Leisure & Open Space Study May 2010 (appendix A) which was compiled before the National Planning Policy came into force in March 2012 replacing PPG 17. This study, compiled by Strategic Leisure on behalf of the Council, makes recommendation on the quality, quantity and accessibility of open space in addition to demands and needs looking forward to 2025. This study is both compliant with the now removed PPG17 and its replacement, the National Planning Policy Framework. The Open Space Strategy builds on the findings of the study setting it in context for delivery over the next 6 years in the form of two 3-yearly implementation plans.

### Population Forecast

The population across the borough is projected to increase from 273,000 in 2008 to almost 320,000 by 2031. It is therefore considered that there will be a substantial demand for open space provision particularly adjacent to new build development sites for example Conveys Wharf in Deptford and Lewisham Town Centre . Based upon the quantity standard for parks and gardens of 1.41ha per 1000 residents the area of new parks and gardens would have to be an additional 63.5ha which is unlikely to be achieved given the lack of space in our largely residential borough. This places a greater need to protect and enhance existing open space, and to ensure major development sites adequately consider the provision of quality new open space.

### Quality of open space

The supporting evidence provides details of how the quality of each site was achieved. Site quality audits were undertaken and based upon the field assessment of the national quality standard for parks and open space the 'Green Flag Award'. The assessments consider sites from a visitor perspective and are based upon a 'snapshot' view at the time of visit. The quality assessment for parks is attached as (appendix B)

### Typology of Open Space

Lewisham currently covers 3,521.87 ha of which 726.11ha is open space. This equates to 20.62% of land across Lewisham being open space.

Table 1 provides a breakdown in hectares of each typology of open space<sup>6</sup>.

Appendix C lists the schedule of open space sites surveyed together with map

### Areas of Deficiency

Table 2 illustrates the breakdown by Council Ward of the percentage of Public Parks and Gardens, the density of population per ward, and the percentage of Public Parks and Gardens per 1000 head of population. The figures show wide variances between wards with Bellingham having the greatest percentage at 6.60ha per 1000 head of population compared with 0.31ha in Brockley and 0 ha in Catford South.

<sup>6</sup> Lewisham Leisure and Open Space Study 2010 table 1.1

Table 1 Summary of provision across LB Lewisham 2009

| Typology  | Provision in Hectares | Provision per 1000 Population |
|---|-----------------------|-------------------------------|
| Parks and Gardens   | 373.33                |                               |
| Metropolitan Sites of Importance – Natural and Semi Natural     | 16.88                 |                               |
| Grade I Sites of Importance - Natural and Semi Natural          | 7.16                  |                               |
| Grade II Sites of Importance - Natural and Semi Natural         | 3.85                  |                               |
| Local Sites of Importance - Natural and Semi Natural            | 2.88                  |                               |
| Green Corridors   | 90.49                 |                               |
| Outdoor Sports Facilities (excluding golf course)               | 120.10                |                               |
| Amenity Greenspace  | 31.12                 |                               |
| Provision for Children and Young people – Stand alone provision | 2.27                  |                               |
| Allotments and Community Gardens                                | 24.85                 |                               |
| Cemeteries and Churchyards                                      | 53.18                 |                               |
| <b>Borough Total</b>  | <b>726.11ha</b>       | <b>2.74ha</b>                 |

Lewisham Leisure and Open Space Study 2010

Table 2 Provision of Parks and Gardens across wards

| Ward Name        | Area (ha)      | Public Parks & Gardens ha | % Parks and Gardens | Population 2010 | Area of POS (ha) per 1000 population | Population Density per ha |
|------------------|----------------|---------------------------|---------------------|-----------------|--------------------------------------|---------------------------|
| Bellingham       | 308.13         | 93.41                     | 30.32               | 14,150          | 6.60                                 | 45.92                     |
| Blackheath       | 230.3          | 70.79                     | 30.74               | 13,807          | 5.13                                 | 59.95                     |
| Brockley         | 166.39         | 4.77                      | 2.87                | 15,418          | 0.31                                 | 92.66                     |
| Catford South    | 187.41         | 0                         | 0.00                | 14,567          | 0.00                                 | 77.73                     |
| Crofton Park     | 172.84         | 10.32                     | 5.97                | 14,523          | 0.71                                 | 84.03                     |
| Downham          | 237.32         | 37.93                     | 15.98               | 14,816          | 2.56                                 | 62.43                     |
| Evelyn           | 162.79         | 14.97                     | 9.20                | 16,486          | 0.91                                 | 101.27                    |
| Forest Hill      | 182.43         | 11.1                      | 6.08                | 14,725          | 0.75                                 | 80.72                     |
| Grove Park       | 255.88         | 15.03                     | 5.87                | 14,605          | 1.03                                 | 57.08                     |
| Ladywell         | 160.35         | 22.87                     | 14.26               | 12,988          | 1.76                                 | 81.00                     |
| Lee Green        | 171.95         | 5.79                      | 3.37                | 12,580          | 0.46                                 | 73.16                     |
| Lewisham Central | 208.94         | 12.01                     | 5.75                | 15,676          | 0.77                                 | 75.03                     |
| New Cross        | 184.78         | 10.02                     | 5.42                | 16,326          | 0.61                                 | 88.35                     |
| Perry Vale       | 168.29         | 7.21                      | 4.28                | 15,150          | 0.48                                 | 90.02                     |
| Rushey Green     | 176.78         | 26.97                     | 15.26               | 14,033          | 1.92                                 | 79.38                     |
| Sydenham         | 172.81         | 8.46                      | 4.90                | 15,977          | 0.53                                 | 92.45                     |
| Telegraph Hill   | 156.23         | 4.62                      | 2.96                | 15,076          | 0.31                                 | 96.50                     |
| Whitefoot        | 218.25         | 17.06                     | 7.82                | 13,822          | 1.23                                 | 63.33                     |
|                  | <b>3521.87</b> | <b>373.33</b>             | <b>10.60</b>        | <b>264,725</b>  | <b>1.41</b>                          | <b>75.17</b>              |

Lewisham Leisure and Open Space Study 2010

## Setting Local Standards

The Lewisham Leisure and Open Space Study, section 5, examines the development of local standards for the open space typologies. The local standards consider surpluses and deficiencies in provision on the basis of qualitative assessments undertaken.

Table 3 sets out the standards that the Council aims to apply across the borough.

| Standard  | Quantity per 1000 pop | Quality      | Accessibility |
|---|-----------------------|--------------|---------------|
| Local parks and gardens   | 1.41ha                | 46% or above | 400 metres    |
| District parks and gardens                                      | 1.41ha                | 61% or above | 1.2km         |
| Metropolitan Parks and gardens                                  | 1.41ha                | 61% or above | 3.2km         |
| Natural and semi natural greenspace – including green corridors | 2.44ha                | 46% or above | 1km           |
| Local Nature Reserves – including green corridors               | 2.44ha                | 61% or above | 1km           |
| Amenity housing greenspace                                      | 0.12ha                | 47% or above | 400m          |
| Allotments  | 0.9ha                 | 46% or above | 1.2km         |

## OPEN SPACE NEEDS

Open space needs have been identified through extensive consultation with local residents and users of open space in Lewisham.

### Consultation

A parks and open space survey was undertaken in the spring of 2011 and more in-depth focus groups in early 2012, the outcomes of which have influenced the key themes and action plan.

### Key Survey Findings

A total of 301 web surveys and 130 postal surveys were completed.

### Reasons for visiting the park or open space

The most popular reasons stated for visiting our parks and open spaces were to relax, to walk, to see the birds and wildlife, to enjoy the peace and quiet, to walk for exercise and to visit the playground.

*"Never underestimate the need and benefit provided by quiet open spaces"*

*Greenwich Society- users of Blackheath*

### Frequency of visit

47% of users visited the park or open space on a daily basis in the summer months with a further 44% on a weekly basis. This figure dropped to 29% visiting on a daily basis and 42% weekly during the winter months.

### Method of Transport

88% of visitors walked to their local park or open space with 8% travelling by bicycle

### Distance from park

47% of visitors lived less than 5 minutes walk time to get to their local park with a further 34% living less than 10 minutes walk time

### Customer satisfaction

38% of users were very satisfied that their local park or open space was clean and cared for, with a further 46% of users saying they were satisfied.

*"A good quality park is a must for a neighbourhood"*  
*Hither Green Community Association*

### Protecting open space

An unsurprising 95% of responders strongly agreed that the Council should protect parks and open spaces from development such as housing.

*"Protect all open spaces, they are the "lungs of London"*  
*Manor House Gardens User Group*

### Feeling safe

28% strongly agreed that they felt safe using their park or open space with a further 52% agreeing that they felt safe.

*"The park keeper makes me feel safer and he interacts with other users, a positive"*  
*Friends of Mayow Park*

### **Events**

74% would like to see more farmers markets with 61% liking to see more concerts/music festivals and community festivals. 57% would like to see more children's activities.

### **Difficult choices – reduction in budgets**

When it came to protecting or improving the service offered during this period of financial uncertainty the majority voiced the opinion that they would like to see the reduction of hours of the Park Keeper service reversed when circumstances allow.

*"Park keepers should be protected"*  
*Friends of Chinbrook Meadows*

## Key Findings Focus Groups

### **Meeting needs**

The Young Mayor's Forum felt that there was insufficient facilities for their age group, inasmuch as many playgrounds were targeted at the under 13's. They suggested more gym equipment, and large slides. The Pensioners Forum highlighted the need for more seating and toilets. The

Volunteers group felt that their needs were met but suggested more educational facilities for children would be welcomed. The friends and amenity groups recommended more drinking fountains, more allotment space and orchard planting.

### **Barriers to access**

Some members of the Young Mayor's Forum felt that older users were uncomfortable and nervous in their presence and would prefer they were not there. They suggested more inter generational activities so all age groups could mix. The Pensioners Forum highlighted dogs off the lead as a barrier, in particular the concern that dogs would jump up and knock them over. Some spaces were identified as not being welcoming, clear site lines were important. The Disability group mentioned dogs "not under control". They also mentioned inconsiderate owners who fail to pick up after their dog. Poor quality footpaths were raised as a barrier to access, and raised the issue of inconsiderate cyclists. The Volunteers group highlighted that too many fenced areas could give the wrong impression however they recognised that fenced dog exercise areas could be beneficial. The friends and amenity groups highlighted the concern about dogs off the lead and the provision of toilets.

### **Perception of safety**

The Young Mayor's forum highlighted the importance for good quality lighting in parks open after dark. They expressed the view that the more open spaces are used the safer they feel. The Pensioners Forum welcomed the use of park keepers, saying they raised the perception of safety,

however some members felt they needed a higher profile and more prominent uniform. Some members felt intimidated by the presence of young people, particularly when in groups, they also raised the issue of poor lighting. The Disability group mentioned apprehension during school holidays due to the influx of young people, they also raised concerns about the need for visible site lines. The Volunteers group welcomed the new entrance at Manor Park which they felt would make the southern section of the park safer. They raised the issue again about dogs off leads, the need for on-site staff and good quality lighting. The friends and amenity groups generally felt safe when using parks and open spaces during the day but some members felt uneasy when using 'open' parks after dark.

### **Quality of life**

The Young Mayor's forum agreed that good quality open spaces improved their local area. They said they were 'nice places to meet friends' and that people should take pride in, and look after, their local space. The Pensioners forum suggested a more varied events programme including more music. Facilitated events were highlighted as very important to quality of life. The friends and amenity groups generally felt that their quality of life was improved by good quality open spaces.

*"one of the people my group had not been out for 8 years until they were invited to take park in the Rivers and People project".  
Ladywell Day Centre, Day Services Officer*

### **Improving health and well being**

The Young Mayor's forum recommended the installation of

more outdoor gym equipment. The Pensioners Forum welcomed the healthy walk programmes and suggested other forms of active recreation such as tai chi. The Volunteers group questioned the usage of outdoor gym equipment and suggested that many users don't require expensive equipment and would rather walk, or run. They liked the idea of organised runs and walk programmes but cautioned against too much structure – parks and open spaces were places free for people to do their own thing. The friends and amenity groups welcomed the Nature's Gym. The need for good quality changing rooms and toilets was raised in regards to pitch sports and activities.

### **Natural environment**

The Young Mayor's forum were generally ambivalent towards nature conservation, they displayed a lack of awareness about biodiversity in general and preferred close cut grass to play sports on to meadow grasslands. The Pensioners forum suggested a mixed economy of spaces as did the Disability group. The Volunteers group welcomed a more relaxed approach to parks management. The regeneration of Ladywell Fields was highlighted as an excellent example of how a more natural approach to river corridor and grasslands management. The development of additional meadow grasslands was to be encouraged. The friends and amenity groups highlighted the importance of locked nature reserves in terms of protecting valuable conservation sites. Encouraging more meadow grassland on Blackheath was also suggested.

*"More natural habitats were unanimously supported and the concept of relaxing mowing considered to be a positive*

### **Protecting open space**

In terms of protecting open space all groups were very clear that all types of open space should be vigorously protected.

*“There is sadness at the loss of green space”  
Pensioners Forum focus group*

### **Active involvement**

The Young Mayor’s forum were not against getting involved however it would depend on what was required. Some members were aware of park user groups and friends groups but had not taken part. The Disability group were not involved primarily due to their disability, however they did enjoy taking part in the Rivers and People events. The Volunteers group were already actively involved but raised the point that generally people were only interested in their local area. They did not feel there were barriers to them taking part but felt that more advertising of opportunities would be beneficial. The friends and amenity groups again were active participants. They felt that local residents should take an interest in their green space and help to keep them ‘nice’ and the Council could offer more support to helping groups. However many felt that volunteers should not be expected to take over Council roles as a result of the cuts.

*“By improving Northbrook Park we have created a whole different atmosphere in the park and surrounding area, it has brought the community together”*

### **Difficult choices – reduction in budgets**

All groups were reluctant to suggest one cut over another highlighting that all services were important. Generally they all wished to protect park keepers where they were currently available. No one wanted to see toilets and café’s closed and cleansing was deemed important. However some groups suggested lesser-used spaces could be cleaned less often and the introduction of more meadow grassland may help save money. Expensive floral displays could be reduced and replaced with lower cost options. The introduction of interdependently run café’s was seen as a low cost way of increasing on site staff and protecting ancillary facilities such as toilets.



# VISION AND KEY THEMES

## Vision for open space in Lewisham

'To protect, enhance and cherish open space for the benefit of local people, the wider community and for future generations'

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## Seven key themes

**To achieve the vision for open space in Lewisham and to address the issues raised in the consultation, seven key themes were identified:**

These broad themes and their objectives give a clear strategic direction for contractors, organisations, developers, investors, private businesses, the voluntary sector and the wider community.

**Theme 1: To promote and support urban renaissance**

**Theme 2: To promote social inclusion and community cohesion**

**Theme 3: To promote healthy lifestyles and well-being**

**Theme 4: To promote a sustainable environment**

**Theme 5: To protect and enhance open space**

**Theme 6: To promote a safe and secure environment**

**Theme 7: To empower and support the local community**

## **Theme 1: to promote and support urban renaissance**

Lewisham is currently undergoing a period of major transformation. Large scale developments planned in Lewisham, Catford, New Cross and Deptford. New developments will provide housing and jobs to accommodate the growing population and revitalise our town centres. One of the key challenges will be to preserve or enhance the environment, community facilities and urban design standards in new developments.

The Local Development Framework, Core Strategy, supports

the Mayor of London's Great Spaces for London Initiative which is intended to revitalise London's unique network of public spaces, streets, parks and riverside walks<sup>7</sup>. This seeks to create or upgrade 100 public spaces in London in order to ensure that all in London can benefit from good public space. Lewisham Town Centre transport interchange is identified in the Core Strategy as requiring high quality design, as is the Kender Triangle at New Cross Gate.

New development brings opportunities to create attractive public spaces and good design will improve the quality of life for local people and help attract inward investment. The Council will invite tenders for a framework of landscape architects practices to ensure that new developments meet the quality aspirations set out in this strategy.

The number of Green Flags awarded to individual parks and open spaces is an excellent measure of how we are achieving high quality standards. The Council will continue to strive to maintain its existing number of prestigious Green Flag and Community Green Flag awards and seek to achieve its target of 15 green flags and 5 Community flags for 2015<sup>8</sup>.

## Objectives

- 1.1 To promote the highest standards of design and landscape management to enhance quality of life
- 1.2 To create an accessible network of open space, improving linkages and connections

<sup>7</sup> Core Strategy paragraph 7.112 page 110

<sup>8</sup> Mayoral commitment 2010

- 1.3 To promote quality open space through third-party endorsement

## **Theme 2: To promote social inclusion and community cohesion**

Lewisham has a wealth of active friends and user groups who contribute significantly to the day to day management of sites and the Council will continue to support and promote new groups. We continue to encourage people of all ages to become actively involved through hands-on activities and attendance at events and activities and the Council is committed to removing barriers to use.

Lewisham is one of London's most diverse boroughs and well-managed, good quality open space should enhance the existing rich cultural life of the local community. We can only deliver excellent services by understanding and addressing the varied needs of all our citizens and equality analysis' will be undertaken to promote equality of opportunity in everything that we do.

By means of the equalities analysis the Council can anticipate and identify the equality consequences of a particular policy initiative and/or service function ensuring that as far as possible any negative consequences for a particular protected characteristic<sup>9</sup> are eliminated, minimised or counterbalanced by other measures.

The need to market and promote parks and open spaces remains a key objective. The adoption of a park events

<sup>9</sup> Equality Act 2010

policy will set out clearly how events can be booked in our parks, A parks events marketing plan will help raise the profile of our open spaces and ensure that promotional information, such as the council's web site and printed literature are up to date and written in clear English . Access to translation will also be made available.

## Objectives

- 2.1 To strengthen community use of open space and promote greater social inclusion
- 2.2 To encourage usage of open space by young and old alike
- 2.3 To undertake equalities analysis' across the green space sector
- 2.4 To implement a parks events policy and to animate open space through events, arts and activities

## **Theme 3: To promote healthy lifestyles and well-being**

Lifestyle choices, including the activities we engage in are some of the major factors determining the quality of our health and general well-being. Regular exercise and physical activity keeps you fit and plays a crucial role in preventing illness and our attractive green spaces offer free and accessible facilities to encourage public use.

The London Plan requires that where new development occurs, provision for play and informal recreation, based on the expected child population, should be allowed for. This

needs to ensure they are good quality and secure with safe access.

The Lewisham Borough Sports Plan (2010-13) sets out its vision '*To increase opportunities to participate in sport at all levels and for all ages*' . The plan reinforces the importance of the sporting agenda and increasing levels of sustained participation across the population. There is a strong commitment to sport in the borough; however, current levels of participation are lower than the national and regional average and therefore key stakeholders in the borough need to work in partnership to ensure that 2012 legacy benefits are maximised, and that opportunities are provided and barriers removed, to encourage greater levels of sustained participation in sport.

Increasing activity would impact on many other conditions including mental health, cognitive function and physical functional. There are also major co-benefits on transport, built environment, global environment and CO2 emissions.

There is a growing awareness of the adverse effect of noise on our health and quality of life and we will indentify and protect areas of tranquillity which have remained relatively undisturbed by noise and are prized for this reason<sup>10</sup>.

## Objectives

- 3.1 To promote a range of healthy walk programmes
- 3.2 To increase the provision and quality of children's play

<sup>10</sup> Draft National Planning Policy Framework (2011) - <http://www.communities.gov.uk/publications/planningandbuilding/drafftframework>

- 3.3 To increase participation in sport and physical activity
- 3.4 To identify and protect quiet spaces and promote urban tranquillity

### **Theme 4: To promote sustainable development**

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Lewisham's challenge in the coming years will be to accommodate growth in the economy and population in a way that promotes our communities and protects our environment. By ensuring that all new developments are planned and developed in a sustainable manner we can help conserve energy, and protect the borough's unique biodiversity<sup>11</sup>.

The national guidance on maintaining the supply of open space is clear. PPS9 seeks to promote sustainable development by ensuring that biological and geological diversity are conserved, enhance and restored.

The Core Strategy recognises the need to take action to ensure that climate change is adapted and mitigated against. These actions include minimising the environmental impacts of development including water, noise and air pollution; the reduction of waste generation; supporting environmental protection and enhancement including establishing ecological networks.

<sup>11</sup> Core Strategy, page 109

The Council will also take action, together with its partners, to protect the borough from the risk of flooding and reduce the effects of flooding from all sources and manage improved water quality.

The Council will seek to raise awareness of the benefits of local food growing and urban agriculture. The Council is committed to encouraging the use redundant or unused open space in the borough for community food growing projects.

### **Objectives**

- 4.1 To protect, conserve and enhance habitats and associated wildlife
- 4.2 To encourage a range of practices as a means of mitigating or ameliorating climate change
- 4.3 To raise awareness and quality of environmental education
- 4.4 To promote community gardening encourage sustainable food production

### **Theme 5: To protect and enhance open space**

Good quality open space is set to become more valuable in the future as London continues to grow and prosper. The protection of our green space from inappropriate development is therefore paramount and developers need

to recognise their impact upon the environment and their responsibility to use scarce resources responsibly. PPG17 states that open space should not be built on or developed without a robust and up-to-date assessment proving that the land is surplus to requirements<sup>12</sup>. New developments should provide additional on-site provision and enhancements to accessibility and connectivity to and between open space.

Where developments are approved PPG17 sets out that the local authority should seek contributions through planning obligations to enhance and improve existing spaces.

The Lewisham Leisure and Open Space Study found that per 1,000 population, Lewisham has 1.41 ha of open space per person. With population growth, to maintain this level in 2026, there would need to be a requirement for an additional 63.55 ha of open space across the borough<sup>13</sup>.

The opportunities to create new open space are limited, due to development pressures and finite land available. The Core Strategy therefore emphasises protecting existing open space including allotment sites, and open spaces along river and railway corridors.

The London Plan seeks to protect and enhance open spaces, biodiversity and nature conservation, including the access to London's network of open spaces. Of particular importance is the maintenance and protection of Metropolitan Open Land (MOL) which is considered to have strategic importance for the whole of London.

The Core Strategy recognises the strategic importance of

the natural environment and sets out to protect the character, historic interest and amenity of, and within, open spaces, as well as the effects of development outside their boundaries<sup>14</sup>.

The LLOSS sets out the borough of Lewisham's Playing Pitch Strategy 2009-2025<sup>15</sup>. The strategy forecasts a deficiency in playing pitches, including 4.4 junior soccer pitches and 1.8 cricket pitches by 2025 and makes recommendations for additional pitches and improved changing facilities.

The London Plan promotes the retention of trees and where loss does occur the planting of additional trees is to be included in new developments.

## Objectives

- 5.1 To identify open space to be protected
- 5.2 To identify priority areas of deficiency and opportunities to address deficiency
- 5.3 To promote high quality management and maintenance of open space
- 5.4 To identify priority areas for improvement
- 5.5 To protect and improve outdoor sports facilities including playing fields
- 5.6 To develop and implement a borough tree strategy to protect and prevent loss of trees

<sup>12</sup> PPG 17 paragraph 10

<sup>13</sup> Lewisham Leisure and Open Space Study 2010 page 57, para 4.45

<sup>14</sup> Core Strategy Policy 12 page 108

<sup>15</sup> Appendix 3 Lewisham Leisure and Open Space Study

## **Theme 6: To promote a safe and secure environment**

Feeling safe is about more than crime and policing, its also about how an area looks and feels and how people treat each other. By working in partnership with the Safer Neighbourhood Teams and the local communities we can ensure that open space is free from crime and antisocial behaviour and provide a safe environment for all.

The issue of the perception of safety has been highlighted<sup>16</sup> as a concern by some members of the public and whilst only 5% stated that they did not feel safe when visiting parks and open spaces many people stated that the recent reduction in the park keeper service was of major concern.

The benefits of having a visible presence in parks is seen as one of the most successful ways of improving the perception of safety and security. The Council has increased the number of parks that have an on-site park keeper to 12 parks in 2010 and a number of other parks benefit from recent improvements such as on-site café concessions and staffed resources such as the Glendale's new offices at Manor Park.

### **Objectives**

- 6.1 To tackle antisocial behaviour and reduce fear of crime
- 6.2 To design out crime at the planning stage
- 6.3 To improve signage and way marking

<sup>16</sup> Parks survey 2011

## **Theme 7: To empower and support the local community**

Changes in the way we plan for the future are proposed giving people greater ownership over the plans and policies which affect their communities. We will work closely with neighbourhood and amenity groups to ensure that the protection and enhancement of open space is key to area neighbourhood plans.

We will continue to support the Lewisham's ward assemblies in their effort to improve their local environment and support local bids for ward funding to make environmental improvements.

Local people are increasingly seeking ways to become more active in the day to day running of their parks and open spaces. We will continue to offer opportunities to become more actively involved in hands-on projects through Nature's Gym sessions, becoming members of friends groups, and other volunteering projects.

Lewisham's communities are supported by the borough's vibrant voluntary sector which engages local people in a range of social, participative and cultural activities.

### **Objectives**

- 7.1 To increase the capacity of the local community to participate in local decision making and influence service delivery
- 7.2 To promote creative communities and their use of open space

- 7.3 Promote opportunities to volunteer and get actively involved in the delivery of local services

## RESOURCES

The need to make significant savings has impacted on the revenue budgets available for improvements to the boroughs parks and spaces. Therefore the 3 year implementation plan must be tempered by the knowledge that not all actions will be possible during this period and may remain as desired objectives. However the challenge for all involved with delivering quality open space will be to continue to seek and secure alternative funding during these difficult times. A key Green Scene target sets out to improve the support to community groups and to work more closely with, them in order to secure external funding

## GLOSSARY

|       |   |      |  |
|-------|---|------|--|
| ALGG  | All London Green Grid                         | LSP  | Local Strategic Partnership            |
| CIL   | Community Infrastructure Levy                 | MOL  | Metropolitan Open Land                 |
| CSPAN | Community Sport and Physical Activity Network | MUGA | Multi Use Games Area                   |
| EA    | Equalities Analysis                           | NPPF | National Planning Policy Framework     |
| GIS   | Geographic Information Systems                | PCT  | Primary Care Trust                     |
| GLA   | Greater London Authority                      | POS  | Public Open Space                      |
| GLDP  | Greater London Development Plan               | PPS  | Planning Policy Statement              |
| Ha    | Hectares                                      | RCIP | Ravensbourne Corridor Improvement Plan |
| LDF   | Local Development Framework                   | SCS  | Sustainable Community Strategy         |
| LIP   | Lewisham Implementation Plan                  | SNT  | Safer Neighbourhood Team (Police)      |
| LLOSS | Lewisham Leisure and Open Space Study         | SPD  | Supplementary Planning Document        |
| LEU   | London Ecology Unit                           | SPG  | Supplementary Planning Guidance        |
| LNRs  | Local Nature Reserves                         | SUDS | Sustainable Drainage Systems           |
| LPAC  | London Planning Advisory Committee            | UDP  | Urban Development Plan                 |
|       |   | UGS  | Urban Green Space                      |



# THREE YEAR IMPLEMENTATION PLAN 2012-14

| ACTION PLAN   |  |   |         |  |  |   |
|---------------|--|---|---------|--|--|---|
| KEY OBJECTIVE | 1.1 To promote the highest standards of design and landscape management  |   |         |  |  |   |
| THEME         | Urban Renaissance  |   |         |  |  |   |
| Action        | Contribution to Sustainable Community Strategy   | Ward  | Outcome | Responsibility   | Resource   |   |
| 1             | The Council seeks through the Lewisham Infrastructure Delivery Plan to promote high quality landscape design when developing parks and open spaces                                   | Clean, green and liveable<br>Safer<br>Healthy, active and enjoyable | All     | Number of projects delivered under the plan                          | Planning Green Scene Programme Management              | Community Infrastructure levy/Section 106   |
| 2             | The 2011 Lewisham Construction-related Consultancy Framework Agreement to include frame works for landscape architects practices and landscape architect-led multi disciplinary team | Clean, green and liveable<br>Safer<br>Healthy, active and enjoyable | All     | Formal framework adopted by Mayor and Cabinet Contracts 2012         | Programme Management Green Scene                       | Existing revenue budgets                    |
| 3             | The Council seeks to promote high quality landscape design when working with developers  | Clean, green and liveable<br>Safer<br>Healthy, active and enjoyable | All     | Number and quality of projects – number of external awards           | Planning Green Scene Regeneration-Programme Management | Community Infrastructure levy/Section 106   |
| 4             | The Council seeks to promote high quality public art through a best practice approach to commissioning as articulated in the borough's Public Art Strategy.                          | Clean, green and liveable<br>Safer<br>Healthy, active and enjoyable | All     | Delivery of high quality public art projects as opportunities arise. | Community services – Arts Green Scene                  | Existing revenue budgets<br>External grants |

| ACTION PLAN   |  |  |  |   |                                  |                             |
|---------------|--|--|--|---|----------------------------------|-----------------------------|
| KEY OBJECTIVE | 1.2 To create an accessible network of open space improving linkages and connections   |  |  |   |                                  |                             |
| THEME         | Urban Renaissance  |  |  |   |                                  |                             |
| Action        | Contribution to Sustainable Community Strategy   | Ward   | Outcome  | Responsibility  | Resource                         |                             |
| 5             | To work with neighbouring boroughs to develop the All London Green Grid of interlinking green spaces and networks  | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable: | All  | Adoption of ALGG  | Green Scene Planning             | Existing revenue budgets    |
| 6             | The Council will continue to update and develop the North Lewisham Links Strategy and Legible Lewisham in order to create an accessible network of important green spaces in the north of the borough (Lewisham Town Centre Action Plan) | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable: | New Cross<br>Pepys   | 2012 Update of the links strategy by external consultants   | Programme Management             | Existing revenue budgets    |
| 7             | The Council will establish the Waterlink Way as a key accessible linear route through the spine of the borough   | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable: | New Cross<br>Brockley<br>Lewisham<br>Central<br>Ladywell<br>Rushey<br>Green<br>Catford<br>South<br>Bellingham<br>Downham | Number of maps distributed<br><br>Number of new signs and information boards erected along the route                | Green Scene Programme Management | Existing revenue budgets    |
| 8             | The Council to work with the Green Chain Walk officer to create extensions from Eltham to Greenwich via Blackheath and from Sydenham north through Southwark   | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable: | Blackheath<br>Sydenham<br>Forest Hill<br>Telegraph Hill  | Number of New way markers erected<br><br>Increased number of walkers on route                                       | Green Scene Planning             | Existing revenue budgets    |
| 9             | The Council will open up access to Manor Park with a new third entrance to Longhurst Road  | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable: | Lee Green  | Completion of the new entrance and bridge 2012<br><br>Increased number of park users<br><br>Regain Green Flag award | Green Scene Programme Management | Capital Budget secured 2012 |

| <b>ACTION PLAN</b>   |  |   |                |  |                            |                          |
|----------------------|--|---|----------------|--|----------------------------|--------------------------|
| <b>KEY OBJECTIVE</b> | <b>1.3 To promote quality open space through third-party endorsement</b>   |   |                |  |                            |                          |
| <b>THEME</b>         | <b>Urban Renaissance</b>   |   |                |  |                            |                          |
| <b>Action</b>        | <b>Contribution to Sustainable Community Strategy</b>  | <b>Ward</b>   | <b>Outcome</b> | <b>Responsibility</b>  | <b>Resource</b>            |                          |
| 10                   | The Council will continue to test the quality of parks and open spaces through entering externally judged Green Flag Award and Community Green Flag award. | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable | All            | Number of Green Flag/ Community Green Flag awards (target 15 for 2015)   | Green Scene                | Existing revenue budgets |
| 11                   | The Council will continue to promote both the annual Lewisham in Bloom competition and the Allotments competition  | Clean, green and liveable:<br><br>Healthy, active and enjoyable               | All            | Number of entries for Lewisham in Bloom<br>Number of categories for Lewisham in Bloom<br>Attendance at the Lewisham in Bloom awards ceremony<br><br>Number of entries for Allotments competition<br>Number of categories for Allotment competition<br>Attendance at the Allotments awards ceremony | Green Scene                | Existing revenue budgets |
| 12                   | The Council will continue to test the quality and performance of parks through entering externally judged competitions and quality recognitions            | Clean, green and liveable:<br><br>Safer:<br><br>Healthy, active and enjoyable | All            | Number of industry awarded projects  | Programme Management Parks | Existing revenue budgets |

| ACTION PLAN   |  |   |         |   |   |                          |
|---------------|--|---|---------|---|---|--------------------------|
| KEY OBJECTIVE | 2.1 To strengthen community use of open space and promote greater social inclusion   |   |         |   |   |                          |
| THEME         | Social inclusion and community cohesion  |   |         |   |   |                          |
| Action        | Contribution to Sustainable Community Strategy   | Ward  | Outcome | Responsibility  | Resource  |                          |
| 13            | Continue to develop and support Friends groups for key parks and recreation grounds to increase local involvement and ownership                  | Empowered and responsible   | All     | Number of active Friends Groups<br>Attendance at Annual parks conference<br>Amount of funding secured by the friends groups.<br>Amount of funding secured from a wider pool of sources, including funding for arts projects | Green Scene<br>Sport and Recreation Programme<br>Management<br>Arts | Existing revenue budgets |
| 14            | The Council will continue to encourage use of redundant space as Community Gardens as initiated by the Capital Growth scheme or similar vehicle. | Empowered and responsible<br><br>Green, Clean and liveable<br><br>Healthy, active and enjoyable | All     | Increased number of registered Community gardens (target 60 for end 2012)<br><br>80 by end of 2013  | Green Scene<br>Planning   | Section 106 agreements   |
| 15            | The Council will facilitate, where appropriate, community and commercial leases for parks buildings no longer in use                             | Empowered and responsible<br><br>Dynamic and prosperous   | All     | Number of leases for Council owned buildings and facilities granted in order to bring life back into them   | Green Scene<br>Planning<br>Valuation                                | Leaseholder funded       |

| ACTION PLAN   |   |                               |  |   |  |  |
|---------------|---|-------------------------------|--|---|--|--|
| KEY OBJECTIVE | 2.2 To encourage usage of open space by young and old alike   |                               |  |   |  |  |
| THEME         | Social inclusion and community cohesion   |                               |  |   |  |  |
| Action        | Contribution to Sustainable Community Strategy  | Ward                          | Outcome                                | Responsibility  | Resource   |  |
| 16            | The Council to work with the community and the local assemblies to make improvements to children's play facilities            | Healthy, active and enjoyable | All                                    | Number of new facilities<br>User satisfaction rates<br>Increased usage of facilities                | Green Scene<br>Children and Young people                 | Seek external grants                       |
| 17            | The Council to work with the bowls clubs to help them to develop a sustainable membership and to attract a broader membership | Healthy, active and enjoyable | Ladywell<br>Rushey Green<br>Perry Vale | Increased number of members<br>Increased number of young members<br>Increased number of non-members | Sport and Recreation<br>Green Scene                      | Existing revenue budgets                   |
| 18            | Increase the number of sports and other activities available in our parks and open spaces                                     | Healthy, active and enjoyable | All                                    | Increased number of pitch sports including cricket<br>Increased number of fitness training sessions | Sport and Recreation<br>Green Scene<br>External partners | Capital grants<br>Existing revenue budgets |
| 19            | Actively engage young & old through the 'Rivers & People' engagement project  | Healthy, active and enjoyable | All                                    | Engage 3600 individuals under 18 & over 60 years old by end 2013                                    | Green Scene  | External grant                             |

| ACTION PLAN   |   |                           |         |  |                                     |                          |
|---------------|---|---------------------------|---------|--|-------------------------------------|--------------------------|
| KEY OBJECTIVE | 2.3 To undertake equalities analysis' across the green sector   |                           |         |  |                                     |                          |
| THEME         | Social inclusion and community cohesion   |                           |         |  |                                     |                          |
| Action        | Contribution to Sustainable Community Strategy  | Ward                      | Outcome | Responsibility   | Resource                            |                          |
| 20            | Continue to improve access to parks and open spaces to meet the needs of disabled people and continue working with the Lewisham Access Group to identify what is required | Clean, green and liveable | All     | Number of accessible parks<br>Number of accessible toilet facilities<br>Number of playgrounds with facilities for children with a disability | Green Scene<br>Sport and Recreation | Existing revenue budgets |
| 21            | Marketing and promotion to stimulate attendance and usage by all sections of the community  | Clean, green and liveable | All     | Number of marketing initiatives  | Green Scene                         | Existing revenue budgets |
| 22            | Identify and develop circular routes for people with disabilities to enjoy  | Clean, green and liveable | All     | Number of accessible Walks   | Green scene<br>Sport and Recreation | Existing revenue budgets |
| 23            | Establish capacity building support via Community Gardens Forum to enable vulnerable/disadvantaged groups to access the community garden scheme                           | Empowered and responsible | All     | Establishment of forum to enable this to happen by end of 2012   | Green scene                         | Existing revenue budgets |

| ACTION PLAN   |  |                               |            |   |                                  |                          |
|---------------|--|-------------------------------|------------|---|----------------------------------|--------------------------|
| KEY OBJECTIVE | 2.4 To implement a parks events policy and to animate open space through events, arts and activities   |                               |            |   |                                  |                          |
| THEME         | Social inclusion and community cohesion  |                               |            |   |                                  |                          |
| Action        | Contribution to Sustainable Community Strategy   | Ward                          | Outcome    | Responsibility  | Resource                         |                          |
| 24            | Formal policy for events bookings in parks to be completed in order that the events process is clear and transparent                               | Healthy, active and enjoyable | All        | Report to Mayor and Cabinet re events booking strategy for parks (November 2011)        | Green Scene                      | Existing revenue budgets |
| 25            | Formal joint policy with LB Greenwich for events bookings for Blackheath to be completed in order that the events process is clear and transparent | Healthy, active and enjoyable | Blackheath | Report to Mayor and Cabinet re specific events strategy for Blackheath (November 2011)  | Green Scene<br>Greenwich Council | Existing revenue budgets |
| 26            | To develop a marketing plan for parks and open spaces to animate our open spaces   | Healthy, active and enjoyable | All        | Draft plan to be completed in partnership with Glendale Grounds Management by June 2012 | Green Scene                      | Existing revenue budgets |
| 27            | To utilise electronic forms of correspondence/articles with the public such as blogs, twitter and web sites  | Healthy, active and enjoyable | All        | Number of interactive blogs<br>Number of web site visits                                | Green Scene<br>Communications    | Existing revenue budgets |

| ACTION PLAN   |   |                               |                    |                                      |   |   |
|---------------|---|-------------------------------|--------------------|--------------------------------------|---|---|
| KEY OBJECTIVE | 3.1 To promote a range of healthy walk programmes   |                               |                    |                                      |   |   |
| THEME         | Promote healthy lifestyles and well-being   |                               |                    |                                      |   |   |
| Action        | Contribution to Sustainable Community Strategy  | Ward                          | Outcome            | Responsibility                       | Resource                                |   |
| 28            | Walk4Life is a national initiative to create accessible one mile walks in parks and open spaces<br><a href="http://www.walk4life.info/walk/ladywell-fields">http://www.walk4life.info/walk/ladywell-fields</a><br><a href="http://www.wfh.naturalengland.org.uk/walkfinder/london/lewisham-healthy-walks">http://www.wfh.naturalengland.org.uk/walkfinder/london/lewisham-healthy-walks</a> | Healthy, active and enjoyable | All                | Number of walks                      | Green Scene<br>NHS Lewisham             | Existing revenue budgets<br>External Walk4Life          |
| 29            | Continue to support the Lewisham Healthy walk Programmes<br><a href="http://www.wfh.naturalengland.org.uk/walkfinder">www.wfh.naturalengland.org.uk/walkfinder</a>  | Healthy, active and enjoyable | All                | Number of walks                      | Parks<br>NHS – Community Health         | Existing revenue budgets                                |
| 30            | Council will continue to improve and promote linkages between the green spaces in the North Lewisham area   | Healthy, active and enjoyable | New Cross<br>Pepys | Length in meters of accessible walks | Regeneration & Resources<br>Green Scene | Existing revenue budgets<br>External grant applications |



|    |  |   |             |  |  |   |
|----|--|---|-------------|--|--|---|
|    | <b>ACTION PLAN</b>   |   |             |  |  |   |
|    | <b>KEY OBJECTIVE</b>   | <b>3.2 To increase the provision and quality of children's play</b> |             |  |  |   |
|    | <b>THEME</b>   | <b>Promote healthy lifestyles and well-being</b>                    |             |  |  |   |
|    |  |   |             |  |  |   |
|    | <b>Action</b>  | <b>Contribution to Sustainable Community Strategy</b>               | <b>Ward</b> | <b>Outcome</b>   | <b>Responsibility</b>  | <b>Resource</b>                               |
| 31 | The Council to work with the community and the local assemblies to make improvements to children's play facilities | Healthy, active and enjoyable                                       | All         | Number of new facilities<br>User satisfaction rates<br>Increased usage of facilities | Green Scene<br>Local assembly coordinator<br>Children and Young people | Seek external grants<br>Local assembly grants |
| 32 | Where possible introduce equipment specifically for children with a mobility disability.                           | Healthy, active and enjoyable                                       | All         | Audit of equipment suitable for children with a disability                           | Green Scene Programme<br>Management<br>Children and Young people       | Seek external grants                          |

| ACTION PLAN   |   |                               |                        |  |   |   |
|---------------|---|-------------------------------|------------------------|--|---|---|
| KEY OBJECTIVE | 3.3 To increase participation in sport and physical activity  |                               |                        |  |   |   |
| THEME         | Promote healthy lifestyles and well-being   |                               |                        |  |   |   |
| Action        | Contribution to Sustainable Community Strategy  | Ward                          | Outcome                | Responsibility   | Resource  |   |
| 33            | The Council's parks contractor Glendale to work with the Council's Sports & Recreation Services and take note of the existing council sports plans to improve the sports and physical activity offer in parks | Healthy, active and enjoyable | All                    | Number of activity days<br>Number of schools using parks<br>Delivery of outcomes in sports plans per year<br><br>Number of football matches played<br>Number of sponsored walks and runs | Green Scene<br>Sport and Recreation                   | Existing revenue budgets  |
| 34            | The increase the number of outdoor gym's following the success of the gym at Home Park  | Healthy, active and enjoyable | All                    | Number of new facilities   | Green Scene<br>Sport and Recreation<br>Friends groups | External capital grants   |
| 35            | To increase the number and quality of the Holiday programmes schemes  | Healthy, active and enjoyable | All                    | Quality of holiday programme days via customer surveys   | Green Scene<br>Sport and Recreation                   | Existing capital grants<br>Locality funding<br>External grants                |
| 36            | The ParkSport project is designed to bring competitive cricket back to 2 of the boroughs public parks   | Healthy, active and enjoyable | Ladywell<br>Perry Vale | Number of cricket matches<br>Number of users/clubs<br>Number of schools use  | Green Scene<br>Sport and Recreation                   | External capital grants<br>External revenue grant<br>Existing revenue budgets |
| 37            | Develop a wide range of regular healthy outdoor physical activity opportunities for all ages  | Healthy, active and enjoyable | All                    | % of people over 50 engaged in regular activities<br>Perception of increased levels of fitness by users through annual survey  | Sport and Recreation<br>Green Scene                   | Existing revenue budgets  |
| 38            | Maintain and support active volunteering through Natures Gym initiative; 3RiversCleanUp festival and bespoke events for organisations and groups  | Healthy, active and enjoyable | All                    | Number of Natures Gym events [+40 p/a]<br>Number of river clean up events [25 p/a]<br>Number of bespoke events [10 p/a]  | Green Scene   | Existing revenue budgets  |

| ACTION PLAN   |   |   |         |  |   |   |
|---------------|---|---|---------|--|---|---|
| KEY OBJECTIVE |   | 3.4 To identify and protect quiet spaces and promote urban tranquillity |         |  |   |   |
| THEME         |   | Promote healthy lifestyles and well-being                               |         |  |   |   |
| Action        | Contribution to Sustainable Community Strategy  | Ward  | Outcome | Responsibility                             | Resource  |   |
| 39            | The Council will Identify areas of tranquillity which have remained relatively undistributed by noise and are prized for their recreational and amenity value for this reason. Draft National Planning Policy Framework (2011) - <a href="http://www.communities.gov.uk/publications/planningandbuilding/draftframework">http://www.communities.gov.uk/publications/planningandbuilding/draftframework</a>  | Healthy, active and enjoyable   | All     | Number of areas of tranquillity identified | Planning<br>Environmental Health<br>Green Scene | Existing revenue budgets<br>External grants |
| 40            | The Council will protect Quiet Areas, to be formally identified under Environmental Noise (England) Regulations 2006 (as amended) and consider protection of spaces of relative tranquillity or high soundscape quality, particularly through borough open space strategies." The new London Plan (2011), <a href="http://www.london.gov.uk/priorities/planning/londonplan">http://www.london.gov.uk/priorities/planning/londonplan</a> , on page 231 | Healthy, active and enjoyable   | All     | Number of areas protected                  | Green Scene<br>Planning<br>Environmental Health | Existing revenue budgets<br>External grants |

| ACTION PLAN   |   |   |         |  |             |                          |
|---------------|---|---|---------|--|-------------|--------------------------|
| KEY OBJECTIVE | 4.1 To protect, conserve and enhance habitats and associated wildlife   |   |         |  |             |                          |
| THEME         | Promote sustainable development   |   |         |  |             |                          |
| Action        | Contribution to Sustainable Community Strategy  | Ward  | Outcome | Responsibility   | Resource    |                          |
| 41            | The Council will continue to report on NI 197; Improved local biodiversity  | Clean, Green and liveable                                       | All     | Annually measure and report the proportion of local sites where positive conservation management has been or is being implemented. [Achieve 59%]                   | Green Scene | Existing revenue budgets |
| 42            | Continue to report biodiversity actions via the UK's Biodiversity Action Plan reporting system [BARS]   | Clean, Green and liveable                                       | All     | BARS contains all the Lewisham Biodiversity Partnerships' Action Plans and monitors progress towards multiple targets. Most targets are due for completion by 2015 | Green Scene | Existing revenue budgets |
| 43            | Monitor various wildlife habitats in parks on a regular basis and ensure adequate management is being taken through Nature's gym sessions and Glendale staff.   | Clean, Green and liveable                                       | All     | Number of habitats such as stag beetle loggeries, ponds, wildlife hedges, bird and bat boxes<br>Number of Bird Champions   | Green Scene | Existing revenue budgets |
| 44            | Nature's Gym is a successful project which has an annual programme of work days that members of the public can attend. Work days include practical conservation work to protect, conserve and enhance various habitats and wildlife in parks and nature reserves. | Healthy, active and enjoyable<br><br>Clean, green and enjoyable | All     | Number of Nature Gym sessions<br>Number of volunteers  | Green Scene | Existing revenue budgets |
| 45            | Froglife to engage with allotment holders to establish need for workshops on improving plots for wildlife, funded by Heritage Lottery fund  | Clean, Green and liveable                                       | All     | With sufficient interest, development and carrying out of courses by end of 2012   | Green Scene | Existing revenue budgets |

| ACTION PLAN   |   |                           |         |  |   |   |
|---------------|---|---------------------------|---------|--|---|---|
| KEY OBJECTIVE | 4.2 To encourage a range of practices as a means of mitigating or ameliorating climate change   |                           |         |  |   |   |
| THEME         | Promote sustainable development   |                           |         |  |   |   |
| Action        | Contribution to Sustainable Community Strategy  | Ward                      | Outcome | Responsibility   | Resource  |   |
| 46            | Explore modifying park grounds maintenance where appropriate to encourage a greater area of grassland to be managed as flower rich meadow.  | Clean, Green and liveable | All     | Reduce area of intensively managed amenity grass land.<br>Increased biodiversity and species mobility<br><br>Area of grasslands managed as meadow (SQM)  | Green Scene   | Existing revenue budgets                    |
| 47            | Encourage tree and hedge planting in various parks and open spaces as a means to combat climate change  | Clean, Green and liveable | All     | Number of trees in parks<br>Number of new hedgerows planted  | Green Scene   | Existing revenue budgets<br>External grants |
| 48            | Explore potential for appropriate park buildings to be retrofitted with living roofs and walls  | Clean, Green and liveable | All     | Number of buildings identified and retro-fitted  | Green Scene   | External grants                             |
| 49            | Work with the Environment Agency and partner organisations to deliver the Water Framework Directive that seeks to reduce flood risk and achieve 'Good ecological Potential' for all Lewisham rivers by 2027 | Clean, Green and liveable | All     | Achieve Good potential for the River Pool.<br><br>Specifically complete: in-channel habitat works to Ravensbourne south of Catford and on the Rver Pool.<br><br>Construct a new confluence weir by pass for fish passage on the Pool/Ravensbourne confluence<br>Aid fish passage by notching the Bell Green weir | Environment Agency<br>Programme Management<br>Planning<br>Green Scene | External capital grants                     |

| ACTION PLAN   |   |                           |           |   |             |  |
|---------------|---|---------------------------|-----------|---|-------------|--|
| KEY OBJECTIVE | 4.3 To raise awareness and quality of environmental education   |                           |           |   |             |  |
| THEME         | Promote sustainable development   |                           |           |   |             |  |
| Action        | Contribution to Sustainable Community Strategy  | Ward                      | Outcome   | Responsibility  | Resource    |  |
| 50            | Outreach local schools, youth groups and nurseries in using the parks as an educational resource, for a multitude of environmental and conservation subjects. | Clean, Green and liveable | All       | Number of classes in the parks<br>Number of primary and secondary schools involved.   | Green Scene | Existing Revenue budgets                     |
| 51            | Furnish Manor Park classroom and make it available for local schools and groups to use as an educational resource   | Clean, Green and liveable | Lee Green | Number of local schools using building<br>Number of classroom sessions<br>Number of users                                       | Green Scene | Locality Funding<br>Existing revenue budgets |
| 52            | Continue to promote and deliver Rivers and People engagement project  | Clean, Green and liveable | All       | Positively engage 5710 individuals to raise awareness and promote Lewisham's rivers as a environmental and educational resource | Green Scene | External grant                               |
| 53            | Continue with the themes of food growing in the Clean and Green Schools Programme and encourage greater participation in this category                        | Clean, Green and liveable | All       | Number of new gardens established   | Green Scene | Existing revenue budgets                     |

| ACTION PLAN   |  |  |      |  |  |   |
|---------------|--|--|------|--|--|---|
| KEY OBJECTIVE | 4.4 promote community gardening & encourage sustainable food production  |  |      |  |  |   |
| THEME         | Promote sustainable development  |  |      |  |  |   |
|               | Action   | Contribution to Sustainable Community Strategy                 | Ward | Outcome  | Responsibility                           | Resource                                    |
| 54            | Review to expand on the online Community Garden forum to establish the need for group meetings for current, new and interested CG parties to promote and offer support | Clean, Green and liveable<br><br>Empowered and responsible     | All  | Establish need and set up meeting group as required by end of 2012 | Green Scene                              | Existing revenue budgets                    |
| 55            | Increase in current number of entrants for Community Garden category in the Lewisham In Bloom campaign   | Clean, Green and liveable<br><br>Healthy, active and enjoyable | All  | Increase in number in 2012 to 20 entries                           | Green Scene                              | Existing revenue budgets                    |
| 56            | Promote community gardening and planting of orchards   | Clean, Green and liveable<br><br>Empowered and responsible     | All  | Number of planting events<br>Number of community gardens           | Green Scene                              | Existing revenue budgets                    |
| 57            | Increase links between community garden groups and arts groups   | Clean, Green and liveable<br><br>Empowered and responsible     | All  | Number of links  | Green Scene<br>Community services - Arts | Existing revenue budgets                    |
| 58            | Create allotments handout/booklet including information on sustainable food production (and consideration of wildlife on allotments)                                   | Clean, Green and liveable<br><br>Empowered and responsible     | All  | Number of booklets produced and distributed by end of 2013         | Green Scene                              | Existing revenue budgets<br>External grants |

| ACTION PLAN   |  |                           |            |   |                      |   |
|---------------|--|---------------------------|------------|---|----------------------|---|
| KEY OBJECTIVE | 5.1 To identify open space to be protected   |                           |            |   |                      |   |
| THEME         | Protect and enhance open space   |                           |            |   |                      |   |
| Action        | Contribution to Sustainable Community Strategy   | Ward                      | Outcome    | Responsibility  | Resource             |   |
| 59            | The Council will continue to resist inappropriate development on areas of Public Open Space (POS) and Urban Green Space (UGS)  | Clean, Green and liveable | All        | Amount of public open space protected from inappropriate development              | Planning Green Scene | Existing revenue budgets<br>Section 106 agreements/ CIL |
| 60            | The Council will resist inappropriate development on natural and semi natural land as identified in the LLOSS  | Clean, Green and liveable | All        | Amount of natural and semi natural space protected from inappropriate development | Planning Green Scene | Existing revenue budgets<br>Section 106 agreements/ CIL |
| 61            | The Council will continue to give special consideration to developments within the declared World Heritage Site Buffer Zone (Blackheath). New developments on land within the buffer zone will be required to have no adverse visual impact on, and enhance the World Heritage site. | Clean, Green and liveable | Blackheath | Number of new developments  | Planning Green Scene | Existing revenue budgets<br>Section 106 agreements/ CIL |
| 62            | Continue to protect through the Planning Policy Metropolitan Open Land, Green Chains, River Corridors and sites identified by the London Ecology Unit e.g. Metropolitan, Borough or Local Nature Conservations importance.   | Clean, Green and liveable | All        | Amounts of space protected (Sqm)  | Planning Green Scene | Existing revenue budgets<br>Section 106 agreements/ CIL |



| <b>ACTION PLAN</b>   |  |                           |                    |  |   |                  |
|----------------------|--|---------------------------|--------------------|--|---|------------------|
| <b>KEY OBJECTIVE</b> | <b>5.2 To identify priority areas of deficiency and opportunities to address deficiency</b>  |                           |                    |  |   |                  |
| <b>THEME</b>         | <b>Protect and enhance open space</b>  |                           |                    |  |   |                  |
| <b>Action</b>        | <b>Contribution to Sustainable Community Strategy</b>  | <b>Ward</b>               | <b>Outcome</b>     | <b>Responsibility</b>  | <b>Resource</b>                           |                  |
| 63                   | In areas identified as being deficient in Public Open Space(POS) the Council will concentrate its efforts to enhance public access and quality to existing open space, and negotiate with developers for new green space provision | Clean, Green and liveable | All                | Enhanced Quality scores for parks and open spaces in areas of deficiency (2013)                                      | Green Scene Planning Programme Management | External funding |
| 64                   | Where appropriate aim to increase the amount of public open space particularly in the deficient north of the borough   | Clean, Green and liveable | New Cross<br>Pepys | Area of new POS created  | Planning Programme Management             | Section 106/CIL  |
| 65                   | In areas identified as being deficient in 'Access to Nature' seek to enhance habitats in nearby parks and open spaces that increase individuals opportunity to experience and enjoy the natural environment/wildlife.              | Clean, Green and liveable | All                | Reduce area of deficiency by achieving a Borough grade designation for Bridgehouse meadows post ELLE capital project | Green Scene Planning Programme Management | External Funding |

| ACTION PLAN   |   |                           |                    |  |             |                          |
|---------------|---|---------------------------|--------------------|--|-------------|--------------------------|
| KEY OBJECTIVE | 5.3 To promote high quality management & maintenance of open space  |                           |                    |  |             |                          |
| THEME         | Protect and enhance open space  |                           |                    |  |             |                          |
| Action        | Contribution to Sustainable Community Strategy  | Ward                      | Outcome            | Responsibility   | Resource    |                          |
| 66            | To continue to monitor the effectiveness of the Glendale Green Space Contract awarded in March 2010   | Clean, Green and liveable | All                | Monitor the level of monthly contract defaults for Parks<br><br>Monitor the level of monthly contract defaults for Lewisham Homes Housing Sites<br><br>Introduction of new electronic mapping and monitoring system for the Green Space Contract | Green Scene | Existing revenue budgets |
| 67            | To encourage the policy of apprenticeships and staff training with contractor Glendale  | Clean, Green and liveable | All                | Number of trainees/apprentices<br>Number of training hours   | Green Scene | Existing revenue budgets |
| 68            | To agree and enter into a viable and sustainable contractual arrangement for the management and maintenance of Beckenham Place golf course and parkland | Clean, Green and liveable | Bellingham Downham | Transfer of management of the golf course and cafe to an external partner organisation   | Green Scene | Existing revenue budgets |
| 69            | Continue to develop and improve Parks management Plans and extend the practice of management planning to a greater range of parks and open spaces       | Clean, Green and liveable | All                | Number of parks management plan  | Green Scene | Existing revenue budgets |
| 70            | To successfully incorporate the management of the Cemetery and Crematorium grounds into the Green Scene portfolio                                       | Clean, Green and liveable | All                | New management arrangements to be put in place 2012  | Green Scene | Existing revenue budgets |

|    |  |                           |   |  |             |  |
|----|--|---------------------------|---|--|-------------|--|
| 71 | The Lewisham Leisure and Open Spaces Study has identified through audit a quality score for parks (appendix B) and the Council should aim at providing a minimum of "good" standard sites rather than "average" or "poor".             | Clean, Green and liveable | New Cross<br>Sydenham<br>Downham  | To make improvements to parks assessed as being "average" in the quality audit | Green Scene | Existing revenue budgets<br>Locality Funds |
| 72 | The Lewisham Leisure and Open Spaces Study has identified through audit a quality score for natural and Semi natural sites and the Council should aim at providing a minimum of "good" standard sites rather than "average" or "poor". | Clean, Green and liveable | Evelyn;<br>Downham;<br>Crofton; New<br>Cross;<br>Ladywell;<br>ForestHill;<br>Blackheath &<br>Bellingham | Achieve a 'Good' quality rating using LLOSS criteria                           | Green Scene | Existing revenue budgets<br>Locality Funds |

| ACTION PLAN   |  |                                    |                          |   |  |   |
|---------------|--|------------------------------------|--------------------------|---|--|---|
| KEY OBJECTIVE | 5.4 To identify priority areas for improvement   |                                    |                          |   |  |   |
| THEME         | Protect and enhance open space   |                                    |                          |   |  |   |
| Action        | Contribution to Sustainable Community Strategy   | Ward                               | Outcome                  | Responsibility  | Resource   |   |
| 73            | Footpaths in a number of parks still require significant capital investment over the coming years.   | Clean, Green and liveable          | All                      | Amount of internal and external investment secured<br><br>Linear meters of new and resurfaced footpaths   | Green Scene  | External Grants   |
| 74            | The provision of signage, bins and seating (where appropriate) are seen as key to improving the quality of current provision in parks, allotments and nature reserves  | Clean, Green and liveable          | All                      | Number of addition bins installed annual<br><br>Number of additional seats installed annual<br><br>Number of additional signs installed annual  | Green Scene  | External Grants   |
| 75            | The Community Infrastructure Levy (CIL) is a new tariff that local councils are empowered to levy on new development, charged in pounds per square metre of net new development. Funds raised will be used to provide local infrastructure, such as schools, hospitals, roads and transport schemes, as well as libraries, parks and leisure centres | Clean, Green and liveable          | All                      | Identify parks and open spaces projects for 2014 onwards  | Green Scene<br>Planning<br>Programme<br>Management       | CIL   |
| 76            | The Council will work with the Environment Agency in order to meet the requirements set out in the Water Framework Directive where we are required to ensure that all our Rivers meet a certain standard in terms of cleanness   | Clean, Green and liveable          | All (adjacent to rivers) | Length of river corridor improved (meters) and protected<br>Cleanliness of the Ravensbourne, Pool and Quaggy rivers to achieve 'Good ecological potential' by 2027<br>Improved water quality levels to the three rivers | Green Scene<br>Planning<br>EA<br>Programme<br>Management | External Funding<br>Section 106/CIL<br>Environment Agency |
| 77            | The Council will work with partners with a view to meeting the aspirations set out in the Ravensbourne Corridor Improvement Plan   | Clean, Green and liveable<br>Safer |                          | Length of river corridor made more accessible to the public   | Programme<br>Management<br>Green Scene                   | External Funding<br>Section 106/CIL<br>Environment Agency |

|    |   |                                    |            |   |                                     |                                     |
|----|---|------------------------------------|------------|---|-------------------------------------|-------------------------------------|
| 78 | Continue the development of parks and open spaces included in the North Lewisham Links strategy including Deptford Park and Folkestone Gardens  | Clean, Green and liveable<br>Safer |            | Level of improvement at Deptford Park<br>Level of improvement at Folkestone Gardens | Programme Management<br>Green Scene | External Funding<br>Section 106/CIL |
| 79 | Continue to improve the quality of infrastructure across Blackheath working to the improvement strategy "Blackheath the next 50 years" including footpath, street lighting, seating and bins, signage and the heath/highway boundary treatments | Clean, Green and liveable          | Blackheath | Level of funding secured<br>Improvements made                                       | Programme Management<br>Green Scene | External Funding<br>Section 106/CIL |

| ACTION PLAN   |  |                               |                                     |  |  |  |
|---------------|--|-------------------------------|-------------------------------------|--|--|--|
| KEY OBJECTIVE | 5.5 To protect and improve outdoor sports facilities including playing fields  |                               |                                     |  |  |  |
| THEME         | Protect and enhance open space   |                               |                                     |  |  |  |
| Action        | Contribution to Sustainable Community Strategy   | Ward                          | Outcome                             | Responsibility   | Resource   |  |
| 80            | Seek to meet the recommendations set out in the LLOSS with regards to outdoor sports facilities as set out in the Playing fields strategy 2009-2025                                | Healthy, active and enjoyable | All                                 | Number of pitch sport available<br>Number of MUGA's<br>Number of tennis courts     | Green Scene<br>Sport and Recreation<br>Private operators | Existing Revenue budgets                     |
| 81            | The Council will seek to meet the recommendation of the playing pitch strategy to build new changing facilities at Blackheath, Beckenham Place Park (Old Bromley Road) and Firhill | Healthy, active and enjoyable | Blackheath<br>Downham<br>Bellingahm | Number of new changing rooms   | Green Scene<br>Sport and Recreation<br>Private operators | External funding required<br>Section 106/CIL |
| 82            | Continue to work in partnership with the ECB to develop the ParkSport project to re-introduce cricket to Hilly Fields and Mayow Park   | Healthy, active and enjoyable | Ladywell<br>Perry vale              | Listed earlier   | Green Scene<br>Sport and Recreation                      | External funding secured                     |
| 83            | Work with the community to develop lease agreements to transfer responsibilities to the community in order to return redundant assets to public use                                | Empowered and responsible     | All                                 | Number of expressions of interest<br>Number of facilities managed by the community | Sport and Recreation<br>Planning<br>Valuation            | Existing revenue budgets                     |

|    |   |  |             |   |                       |  |
|----|---|--|-------------|---|-----------------------|--|
|    | <b>ACTION PLAN</b>  |  |             |   |                       |  |
|    | <b>KEY OBJECTIVE</b>  | <b>5.6 To develop and implement a borough tree strategy to protect and prevent loss of trees</b> |             |   |                       |  |
|    | <b>THEME</b>  | <b>Protect and enhance open space</b>  |             |   |                       |  |
|    |   |  |             |   |                       |  |
|    | <b>Action</b>   | <b>Contribution to Sustainable Community Strategy</b>  | <b>Ward</b> | <b>Outcome</b>  | <b>Responsibility</b> | <b>Resource</b>  |
| 84 | To re survey all street trees, and trees on parks and open spaces by 2016 | Clean, green and liveable  | All         | Resurvey all street trees in 2013/14 and complete the mapping of all parks trees by 2015/16 | Green Scene Planning  | Existing revenue budgets<br>Health and Safety and Risk |
| 85 | To formally adopt the tree Strategy for Lewisham                          | Clean, green and liveable  | All         | Formal adoption in 2012/13  | Green Scene Planning  | Existing revenue budgets                               |

| ACTION PLAN   |   |   |      |  |                                |   |
|---------------|---|---|------|--|--------------------------------|---|
| KEY OBJECTIVE |   | 6.1 To tackle antisocial behaviour and reduce fear of crime |      |  |                                |   |
| THEME         |   | Promote a safe and secure environment                       |      |  |                                |   |
| Action        |   | Contribution to Sustainable Community Strategy              | Ward | Outcome  | Responsibility                 | Resource  |
| 86            | To reduce the fear of crime in parks and open spaces by increasing the visible presence of staff and operatives in public parks | Safer   | All  | Retain the number of park keepers in parks<br><br>Encourage additional café concessions in parks<br><br>Retain the number of on-site gardening staff<br><br>Increase visits by the Safer neighbourhood Teams | Green Scene<br>Glendale        | Within existing revenue budgets<br><br>External funding |
| 87            | Glendale's Park Security team to work with the SNT to enforce the Dog Control orders and the parks byelaws                      | Safer   | All  | Increase number of staff trained in the enforcement of DCO's<br><br>Number of Fixed penalty Notices given  | Green Scene<br>Glendale<br>SNT | Within existing revenue budgets                         |
| 88            | Update Council bylaws for parks   | Safer   | All  | Report to Full council and Home Office for parks in general and joint set for Blackheath (with LB Greenwich) 2014  | Legal<br>Green Scene           | Within existing revenue budgets                         |



|    |   |   |             |  |  |                                     |
|----|---|---|-------------|--|--|-------------------------------------|
|    | <b>ACTION PLAN</b>  |   |             |  |  |                                     |
|    | <b>KEY OBJECTIVE</b>  | <b>6.2 To design out crime at the planning stage</b>  |             |  |  |                                     |
|    | <b>THEME</b>  | <b>Promote a safe and secure environment</b>          |             |  |  |                                     |
|    |   |   |             |  |  |                                     |
|    | <b>Action</b>   | <b>Contribution to Sustainable Community Strategy</b> | <b>Ward</b> | <b>Outcome</b>   | <b>Responsibility</b>                        | <b>Resource</b>                     |
| 89 | To ensure that all new landscaping projects carefully consider the need to design crime out in the planning stage | Safer<br><br>Clean, green and liveable                | All         | Number of new and improved parks   | Programme Management<br>Green Scene Planning | External Funding<br>Section 106/CIL |
| 90 | Ensure that all new projects take account of the interactive toolkit developed as part of the QUERCUS project     | Safer<br><br>Clean, green and liveable                | All         | Reduce incidents of anti social behaviour in parks<br><br>Reduce incidents of vandalism by installing robust pieces of equipment<br><br>Safer parks Awards | Programme Management<br>Green Scene Planning | External Funding<br>Section 106/CIL |

| ACTION PLAN   |   |  |            |  |  |                          |
|---------------|---|--|------------|--|--|--------------------------|
| KEY OBJECTIVE | 6.3 To improve signage and way marking  |  |            |  |  |                          |
| THEME         | Promote a safe and secure environment   |  |            |  |  |                          |
| Action        | Contribution to Sustainable Community Strategy  | Ward                                   | Outcome    | Responsibility   | Resource                                     |                          |
| 91            | To signpost the Waterlink Way and provide plans and maps of the route                                     | Safer<br><br>Clean, green and liveable | All        | Number of new signs and information boards erected along the route | Programme Management<br>Green scene Planning | External capital funding |
| 92            | Improve the quality and quantity of signage in 'average' scoring parks to lift them up to a good standard | Safer<br><br>Clean, green and liveable |            | Number of new sign boards  | Green Scene                                  | Existing revenue budgets |
| 93            | To work with Greenwich Council to deliver the Green Chain Walk extension signage for Blackheath           | Safer<br><br>Clean, green and liveable | Blackheath | Formal adoption of the extension                                   | Greenwich Council<br>Green Scene             | Green Chain Budget       |

| ACTION PLAN   |  |   |   |  |   |                          |
|---------------|--|---|---|--|---|--------------------------|
| KEY OBJECTIVE | 7.1 To increase the capacity of the local community to participate in local decision making and influence service delivery   |   |   |  |   |                          |
| THEME         | Empower and support the local community  |   |   |  |   |                          |
| Action        | Contribution to Sustainable Community Strategy   | Ward  | Outcome   | Responsibility   | Resource                                  |                          |
| 94            | To work with area groups to ensure that the protection and enhancement of open space is central to local neighbourhood plans   | Empowered and responsible   | All   | Number of Neighbourhood Plans 2012   | Amenity groups<br>Green Scene<br>Planning | Existing revenue budgets |
| 95            | To work closely with the Ward Assembly's with regards to their aspirations for the environment in their local area   | Empowered and responsible   | All   | Number of environmental projects funded and completed in parks and open spaces   | Assembly coordinators<br>Green Scene      | Local ward assemblies    |
| 96            | Continue to develop and support Friends groups for key parks and open spaces to increase local involvement and ownership   | Empowered and responsible   | All   | Number of active Friends Groups<br><br>Attendance at Annual parks conference<br><br>Amount of funding secured by the friends group | Green Scene                               | Existing revenue budgets |
| 97            | Review to expand on the online Community Garden forum to establish the need for group meetings for current, new and interested CG parties to promote and offer support | Clean, Green and liveable<br><br>Empowered and responsible            | All   | Establish need and set up meeting group as required by end of 2012   | Green Scene                               | Existing revenue budgets |
| 98            | Work with community groups to Maintain and where possible increase the number of Community Green Flag awards   | Clean, green and liveable:<br>Safer:<br>Healthy, active and enjoyable | Forest Hill<br>Perry Vale<br>Grove Park<br>Telegraph Hill | Achieve 5 by 2015  | Green Scene                               | Existing revenue budgets |
| 99            | Ensure all self-managed sites have a signed management agreement to encourage effective management of underused/neglected plots  | Empowered and responsible   | All   | Number of sites with management agreement  | Green Scene                               | Existing revenue budgets |

| ACTION PLAN   |   |                               |         |   |                                   |  |
|---------------|---|-------------------------------|---------|---|-----------------------------------|--|
| KEY OBJECTIVE | 7.2 To promote creative communities and their use of open space   |                               |         |   |                                   |  |
| THEME         | Empower and support the local community   |                               |         |   |                                   |  |
| Action        | Contribution to Sustainable Community Strategy  | Ward                          | Outcome | Responsibility  | Resource                          |  |
| 100           | To encourage the use of parks by artists and creative organisations for example Secret garden project 2013<br><a href="http://www.upprojects.com/secretgarden">http://www.upprojects.com/secretgarden</a> | Dynamic and prosperous        | All     | Number of arts projects<br><br>Number of art installations in parks and open spaces | Arts<br>Green Scene               | Existing Council budgets<br>External funding |
| 101           | To increase the number and variety of events held in our parks and open spaces  | Dynamic and prosperous        | All     | Number of events held<br><br>Increase variety of events held                        | Green Scene<br>Corporate Events   | Existing Council budgets<br>External funding |
| 102           | To increase the opportunity to hold fitness classes and other forms of active recreation in parks and open spaces   | Healthy, active and enjoyable | All     | Number of fitness classes<br><br>Number of healthy walk programmes                  | Green scene<br>External providers | Contractual budgets                          |

| ACTION PLAN   |  |  |         |   |             |                          |
|---------------|--|--|---------|---|-------------|--------------------------|
| KEY OBJECTIVE | 7.3 Promote opportunities to volunteer and get actively involved in the delivery of local services   |  |         |   |             |                          |
| THEME         | Empower and support the local community  |  |         |   |             |                          |
| Action        | Contribution to Sustainable Community Strategy   | Ward   | Outcome | Responsibility  | Resource    |                          |
| 103           | To work closely with the Friends Groups to facilitate active involvement with the maintenance of parks and open space  | Empowered and responsible<br><br>Healthy, active and enjoyable                                   | All     | Number of projects established  | Green Scene | Existing revenue budgets |
| 104           | Nature's Gym is a successful project which has an annual programme of work days that members of the public can attend.   | Healthy, active and enjoyable<br><br>Clean, green and enjoyable                                  | All     | Maintain current delivery and design extra bespoke sessions where appropriate/feasible  | Green Scene | Existing revenue budgets |
| 105           | Work with Voluntary Action Lewisham and Lewisham Community Garden Forum to engage/ advertise for volunteers for community gardens  | Empowered and responsible<br><br>Healthy, active and enjoyable<br><br>Clean, green and enjoyable | All     | Setting up of scheme  | Green Scene | Existing revenue budgets |
| 106           | Be the lead partner and facilitate and promote the 3RiversCleanUP festival. A multi-borough, multi-partnership initiative to carry out ecological management over a river catchment with volunteers. | Healthy, active and enjoyable  | All     | Number of events delivered<br><br>Mx3 of Himalayan Balsam removed<br><br>No of Giant Hogweed treated<br><br>Mx3 bags of rubbish collected | Green Scene | External funding         |

# Measuring progress

**How can the Council and its partners know if they have been successful in realising the vision and delivering the aims outlined in this strategy?**

The strategy will be accompanied by 2 three-year Implementation Plans. At the end of each three year period the plan will be updated to show progress. Key action points will also be monitored as part of the annual Environment Service Planning process.

# Further Information

**Appendix A**

**Lewisham Leisure & Open Space Study 2010**

**Study**

**Maps**

**Appendices**

**Link to Lewisham council web site**

<http://www.lewisham.gov.uk/myservices/planning/policy/LDF/evidence-base/Pages/LDF-evidence-base-environment.aspx>

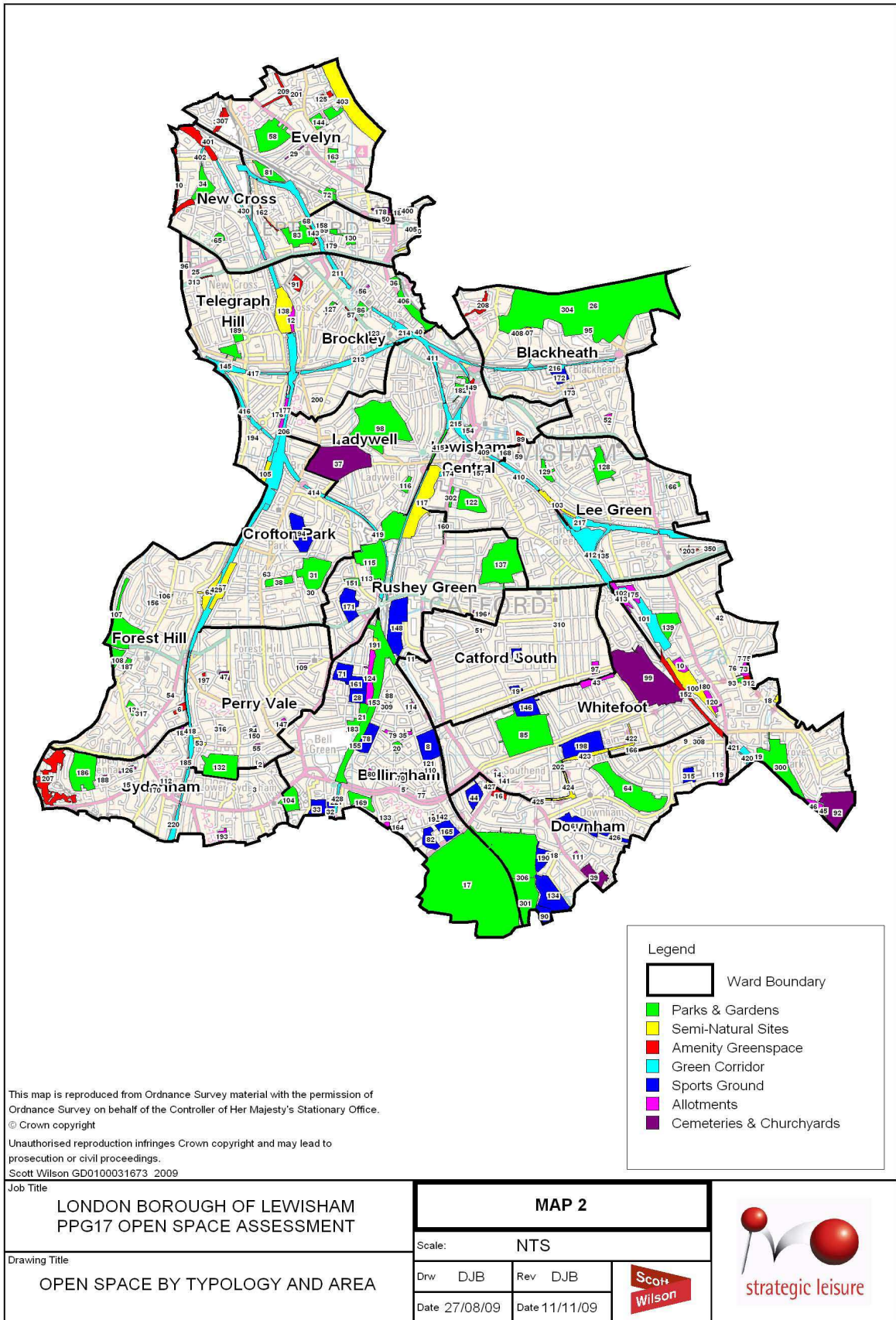


**Appendix B**  
**Parks Quality Scores (Lewisham Leisure and Open Space Study – May 2010)**

| Site Name                 | ID number | Typology     | Quality Score % | Quality Rating | Green Flag (2010) | Works completed/committed since survey                              |
|---------------------------|-----------|--------------|-----------------|----------------|-------------------|---|
| Eckington Gardens         | 65        | Small Local  | 89              | Excellent      |                   |   |
| Horniman Gardens          | 107       | Local        | 86              | Excellent      | Yes               |   |
| Chinbrook Meadows         | 46        | Local        | 85              | Excellent      | Yes               | Improved playground 2011/12   |
| Manor House Gardens       | 128       | Local        | 82              | Excellent      | Yes               |   |
| Sydenham Wells Park       | 186       | Local        | 81              | Excellent      | Yes               |   |
| Ferranti Park             | 400       | Small Local  | 79              | Excellent      |                   |   |
| Forster Memorial Park     | 85        | Local        | 78              | Excellent      |                   |   |
| Telegraph Hill Park       | 189       | Local        | 76              | Excellent      | Yes               |   |
| Beckenham Place Park      | 16/17     | Metropolitan | 73              | Excellent      |                   | Subject to tender negotiations in 2011/12                           |
| Friendsbury Gardens       | 416       | Small Local  | 73              | Excellent      |                   |   |
| Edith Nesbit Gardens      | 66        | Small Local  | 72              | Very Good      |                   |   |
| Blythe Hill Fields        | 31        | Local        | 71              | Very Good      |                   | New Playground  |
| Ladywell Fields           | 115       | District     | 71              | Very Good      | Yes               | Major landscaping project 2010                                      |
| Horniman Play Park        | 108       | Small Local  | 70              | Very Good      |                   |   |
| Deptford Park             | 58        | Local        | 69              | Very Good      | Yes               | Lost Green Flag in 2011 – New playground 2011                       |
| Lewisham Memorial Gardens | 302       | Local        | 69              | Very Good      |                   |   |
| Mountsfield Park          | 137       | Local        | 69              | Very Good      |                   |   |
| Bellingham Play Park      | 21        | Small Local  | 68              | Very Good      |                   |   |
| Brookmill Park            | 406       | Local        | 68              | Very Good      | Yes               |   |
| Hilly Fields              | 98        | Local        | 68              | Very Good      | Yes               | New Playground and cricket square                                   |
| Lewisham Park             | 122       | Local        | 68              | Very Good      |                   |   |
| River Pool Linear Park    | 153       | Small Local  | 68              | Very Good      |                   |   |
| Manor Park                | 129       | Small Local  | 67              | Very Good      | Yes               | Lost Green Flag in 2011 – New entrance, new kiosk, new signage 2012 |
| Mayow Park                | 132       | Local        | 67              | Very Good      |                   | Green Flag awarded in 2011  |
| Northbrook Park           | 139       | Local        | 65              | Very Good      |                   | New playground and splashpad  |
| Southend Park             | 169       | Local        | 64              | Very Good      |                   | New Playground, fencing and bins 2011/12                            |
| Fordham Park              | 83        | Local        | 63              | Very Good      |                   | Relandscaped 2010/11  |
| Downham Woodland Walk     | 202       | Small Local  | 62              | Very Good      |                   |   |
| Bellingham Green          | 20        | Small Local  | 61              | Very Good      | Yes               |   |

|                             |     |              |    |         |     |  |
|-----------------------------|-----|--------------|----|---------|-----|--|
| Cornmill Gardens            | 182 | Local        | 60 | Good    | Yes |  |
| Riverview Walk              | 155 | Small Local  | 60 | Good    |     |  |
| Hatcham Gardens             | 96  | Small Local  | 59 | Good    |     | Relandscaped 2010                                    |
| Broadway Fields             | 36  | Small Local  | 58 | Good    |     |  |
| Baxter's Field              | 13  | Small Local  | 57 | Good    |     |  |
| Blackheath                  | 26  | Metropolitan | 57 | Good    | Yes | New lighting, bunds, pathways 2011/12                |
| Ladywell Green              | 116 | Small Local  | 56 | Good    |     |  |
| Margaret McMillan Park      | 130 | Small Local  | 56 | Good    |     | Relandscaped 2010                                    |
| Rushey Green London Squares | 160 | Small Local  | 56 | Good    |     |  |
| Grove Park Library Gardens  | 93  | Small Local  | 55 | Good    |     |  |
| Folkestone Gardens          | 81  | Local        | 54 | Good    |     |  |
| Home Park                   | 104 | Local        | 54 | Good    |     | New outdoor Gym and outdoor Classroom installed      |
| Deptford Memorial Gardens   | 57  | Small Local  | 52 | Good    |     |  |
| Luxmore Gardens             | 127 | Small Local  | 52 | Good    |     |  |
| Friendly Gardens            | 86  | Small Local  | 51 | Good    |     |  |
| Ravensbourne Park Gardens   | 151 | Small Local  | 51 | Good    |     |  |
| Sayes Court                 | 163 | Small Local  | 50 | Good    |     |  |
| Pepys Park                  | 144 | Local        | 46 | Good    |     | Relandscaped 2010                                    |
| Bridgehouse Meadows         | 34  | Local        | 43 | Average |     | East London Line Extension due to complete July 2012 |
| Evelyn Green                | 72  | Small Local  | 43 | Average |     |  |
| Kirkdale Green              | 112 | Small Local  | 41 | Average |     |  |
| Durham Hill                 | 64  | Local        | 38 | Average |     |  |

# Appendix C - Map and Schedule of Sites Surveyed



## Map 2 - Site ID Legend

| ID | SITE NAME                             | TYOLOGY                  | AREA (Ha) | WARD           |
|----|---------------------------------------|--------------------------|-----------|----------------|
| 1  | Abbotshall Road                       | Sports Ground            | 1.25      | Catford South  |
| 2  | Adamsrill Road, disused allotments    | Allotments               | 0.20      | Perry Vale     |
| 3  | Addington Grove                       | Parks & Gardens          | 0.07      | Sydenham       |
| 4  | Adelaide Avenue - St Magarets Square  | Amenity Greenspace       | 0.12      | Ladywell       |
| 5  | Adolf St/Overdown Road                | Allotments               | 0.12      | Bellingham     |
| 6  | Albion Villas Millenium Green         | Amenity Greenspace       | 0.73      | Forest Hill    |
| 8  | B.E. Corp, Randlesdown Road           | Sports Ground            | 4.88      | Bellingham     |
| 9  | Ballamore/Shroffold Road              | Allotments               | 0.09      | Downham        |
| 10 | Baring Road                           | Allotments               | 1.29      | Grove Park     |
| 11 | Barmeston Road                        | Allotments               | 0.30      | Catford South  |
| 12 | Barriedale                            | Allotments               | 0.95      | Brockley       |
| 13 | Baxter's Fields                       | Parks & Gardens          | 1.01      | Forest Hill    |
| 14 | Beachborough Gardens                  | Amenity Greenspace       | 0.28      | Whitefoot      |
| 15 | Beaulieu Avenue Green                 | Amenity Greenspace       | 0.12      | Sydenham       |
| 16 | Beckenham Hill Park                   | Amenity Greenspace       | 0.81      | Downham        |
| 17 | Beckenham Place Park                  | Parks & Gardens          | 70.47     | Bellingham     |
| 18 | Sydenham Cottages Nature Reserve      | Semi-Natural Sites       | 0.57      | Grove Park     |
| 19 | Bellingham Bowling Club               | Sports Ground            | 0.72      | Catford South  |
| 20 | Bellingham Green                      | Parks & Gardens          | 0.91      | Bellingham     |
| 21 | Bellingham Play Park                  | Parks & Gardens          | 2.11      | Bellingham     |
| 25 | Besson Street Nature Reserve          | Semi-Natural Sites       | 0.16      | Telegraph Hill |
| 26 | Blackheath                            | Parks & Gardens          | 70.79     | Blackheath     |
| 28 | Blackheath Hockey Club, Rubens Street | Sports Ground            | 2.03      | Bellingham     |
| 29 | Blackhorse Road                       | Allotments               | 0.28      | Evelyn         |
| 30 | Blythe Hill                           | Allotments               | 0.20      | Crofton Park   |
| 31 | Blythe Hill Fields                    | Parks & Gardens          | 7.06      | Crofton Park   |
| 32 | Bridge Leisure Centre East            | Sports Ground            | 0.82      | Bellingham     |
| 33 | Bridge Leisure Centre West            | Sports Ground            | 2.75      | Bellingham     |
| 34 | Bridgehouse Meadows                   | Parks & Gardens          | 3.18      | New Cross      |
| 35 | Broadmead                             | Allotments               | 0.44      | Bellingham     |
| 36 | Broadway Fields                       | Parks & Gardens          | 0.71      | Brockley       |
| 37 | Brockley & Ladywell Cemetery          | Cemeteries & Churchyards | 14.92     | Ladywell       |
| 38 | Brockley Hill Private Gardens         | Parks & Gardens          | 1.99      | Crofton Park   |
| 39 | Bromley Hill Cemetery                 | Cemeteries & Churchyards | 3.00      | Downham        |
| 40 | Brookmill Nature Reserve              | Semi-Natural Sites       | 0.44      | Brockley       |
| 42 | Burnt Ash Pond Nature Reserve         | Semi-Natural Sites       | 0.13      | Grove Park     |
| 43 | Castillon Road                        | Allotments               | 1.36      | Whitefoot      |
| 44 | Catford Wanderers Sports Club         | Sports Ground            | 2.71      | Downham        |
| 45 | Chinbrook Community Orchard           | Semi-Natural Sites       | 0.66      | Grove Park     |
| 46 | Chinbrook Meadows                     | Allotments               | 1.17      | Grove Park     |
| 47 | Christ Church                         | Cemeteries & Churchyards | 0.58      | Perry Vale     |
| 48 | Clarendon Rise                        | Allotments               | 0.12      | Lee Green      |
| 50 | Crossfield Street Open Space          | Amenity Greenspace       | 0.42      | Evelyn         |
| 51 | Culverley Green                       | Amenity Greenspace       | 0.16      | Catford South  |
| 52 | Dacre Park                            | Allotments               | 0.52      | Blackheath     |
| 53 | Dacres Wood Nature Reserve            | Semi-Natural Sites       | 0.82      | Perry Vale     |
| 54 | Dartmouth Road Open Space             | Amenity Greenspace       | 0.10      | Forest Hill    |
| 55 | Rear of 37 de Frene Road              | Allotments               | 0.42      | Perry Vale     |
| 56 | Deloraine Street                      | Allotments               | 0.36      | Brockley       |
| 57 | Deptford Memorial Gardens             | Amenity Greenspace       | 0.21      | Brockley       |
| 58 | Deptford Park                         | Parks & Gardens          | 7.29      | Evelyn         |
| 59 | Dermody Road                          | Amenity Greenspace       | 0.12      | Lee Green      |
| 60 | Devonshire Road Nature Reserve        | Semi-Natural Sites       | 2.17      | Forest Hill    |
| 61 | Downham Playing Fields                | Sports Ground            | 4.35      | Downham        |
| 63 | Duncombe Hill                         | Amenity Greenspace       | 0.10      | Crofton Park   |
| 64 | Durham Hill                           | Parks & Gardens          | 12.79     | Downham        |
| 65 | Eckington Gardens                     | Parks & Gardens          | 0.89      | New Cross      |
| 66 | Edith Nesbitt Gardens                 | Parks & Gardens          | 0.57      | Lee Green      |
| 68 | Edward Street                         | Allotments               | 0.04      | New Cross      |
| 70 | Elfrida Crescent East                 | Amenity Greenspace       | 0.17      | Bellingham     |
| 71 | Elm Lane Sports                       | Ground Sports Ground     | 2.83      | Bellingham     |
| 72 | Evelyn Green                          | Parks & Gardens          | 1.19      | Evelyn         |
| 73 | Exford Road                           | Allotments               | 1.41      | Grove Park     |

| ID  | SITE NAME                                  | TYOLOGY                  | AREA (Ha) | WARD             |
|-----|--|--------------------------|-----------|------------------|
| 74  | Exford Road Allotments Entrance            | Amenity Greenspace       | 0.08      | Grove Park       |
| 75  | Exford Road r/o Grove Park Library         | Amenity Greenspace       | 0.14      | Grove Park       |
| 76  | Exford Road/Burnt Ash Hill Triangle        | Amenity Greenspace       | 0.10      | Grove Park       |
| 77  | Farmstead Road/Overdown Road               | Amenity Greenspace       | 0.19      | Bellingham       |
| 78  | Firhill Road Playing Field                 | Sports Ground            | 3.47      | Bellingham       |
| 79  | Firhill Road North                         | Allotments               | 0.38      | Bellingham       |
| 80  | Firhill Road South                         | Allotments               | 0.31      | Bellingham       |
| 81  | Folkestone Gardens                         | Parks & Gardens          | 2.50      | Evelyn           |
| 82  | Forbanks Ground                            | Sports Ground            | 2.31      | Bellingham       |
| 83  | Fordham Park                               | Parks & Gardens          | 4.39      | New Cross        |
| 84  | Forest Hill Bowls Club, Wynell Road        | Sports Ground            | 0.42      | Perry Vale       |
| 85  | Forster Memorial Park                      | Parks & Gardens          | 16.77     | Whitefoot        |
| 86  | Friendly Gardens                           | Parks & Gardens          | 1.06      | Brockley         |
| 87  | Garthorne Road Nature Reserve              | Semi-Natural Sites       | 3.08      | Crofton Park     |
| 88  | Ghent Street                               | Amenity Greenspace       | 0.21      | Bellingham       |
| 89  | Gilmore Road Triangle                      | Amenity Greenspace       | 0.68      | Lewisham Central |
| 90  | Goan Club, Ravensbourne Avenue             | Sports Ground            | 2.47      | Downham          |
| 91  | Goldsmith's College Green                  | Amenity Greenspace       | 1.25      | Brockley         |
| 92  | Grove Park Cemetery                        | Cemeteries & Churchyards | 9.35      | Grove Park       |
| 93  | Grove Park Library Gardens                 | Parks & Gardens          | 0.43      | Grove Park       |
| 94  | Guys Hospital Sports Ground                | Sports Ground            | 5.87      | Crofton Park     |
| 95  | Hare & Billet Pond                         | Semi-Natural Sites       | 0.10      | Blackheath       |
| 96  | Hatcham Gardens                            | Parks & Gardens          | 0.46      | Telegraph Hill   |
| 97  | Hazlebank                                  | Allotments               | 0.81      | Catford South    |
| 98  | Hilly Fields                               | Parks & Gardens          | 18.98     | Ladywell         |
| 99  | Hither Green Cemetery                      | Cemeteries & Churchyards | 23.26     | Whitefoot        |
| 100 | Hither Green Nature Reserve                | Semi-Natural Sites       | 5.48      | Grove Park       |
| 101 | Hither Green Railway Land                  | Green Corridor           | 5.35      | Grove Park       |
| 102 | Hither Green Sidings                       | Green Corridor           | 0.40      | Grove Park       |
| 103 | Hither Green                               | Semi-Natural Sites       | 1.57      | Lee Green        |
| 104 | Home Park                                  | Parks & Gardens          | 3.15      | Bellingham       |
| 105 | Honor Oak Adventure Playground and Reserve | Semi-Natural Sites       | 1.02      | Telegraph Hill   |
| 106 | Honor Oak Covered Reservoir                | Semi-Natural Sites       | 0.49      | Forest Hill      |
| 107 | Horniman Gardens                           | Parks & Gardens          | 8.03      | Forest Hill      |
| 108 | Horniman Triangle Play Park                | Parks & Gardens          | 1.65      | Forest Hill      |
| 109 | Hurstbourne Road                           | Allotments               | 0.25      | Perry Vale       |
| 110 | Jim Hurren                                 | Allotments               | 0.12      | Bellingham       |
| 111 | Kendale Road                               | Allotments               | 0.36      | Downham          |
| 112 | Kirkdale Green                             | Parks & Gardens          | 0.25      | Sydenham         |
| 113 | Iona Close Orchard                         | Semi-Natural Sites       | 0.33      | Rushey Green     |
| 114 | Knapmill Way                               | Allotments               | 0.43      | Bellingham       |
|     | Ladywell Fields                            | Parks & Gardens          | 13.03     | Rushey Green     |
| 116 | Ladywell Green                             | Parks & Gardens          | 0.91      | Ladywell         |
| 117 | Ladywell Nature Reserve                    | Semi-Natural Sites       | 9.17      | Lewisham Central |
| 118 | Land r/o Garden Gate PH, Ashgrove Road     | Amenity Greenspace       | 0.08      | Downham          |
| 119 | Launcelot Road disused allotments          | Allotments               | 0.29      | Downham          |
| 120 | Lee and District Land Club                 | Allotments               | 1.18      | Grove Park       |
| 121 | Leslie Silk                                | Allotments               | 0.11      | Bellingham       |
| 122 | Lewisham Park                              | Parks & Gardens          | 4.13      | Lewisham Central |
| 123 | Lewisham Way                               | Parks & Gardens          | 0.06      | Brockley         |
| 124 | Long Meadow                                | Allotments               | 2.89      | Bellingham       |
| 125 | Longshore Open Space                       | Amenity Greenspace       | 0.70      | Evelyn           |
| 126 | Longton Nursery                            | Allotments               | 0.52      | Sydenham         |
| 127 | Luxmore Gardens                            | Parks & Gardens          | 0.41      | Brockley         |
| 128 | Manor House Gardens                        | Parks & Gardens          | 3.88      | Lee Green        |
| 129 | Manor Park                                 | Parks & Gardens          | 1.34      | Lee Green        |
| 130 | Margaret McMillan Park                     | Parks & Gardens          | 1.33      | New Cross        |
| 132 | Mayow Park                                 | Parks & Gardens          | 7.21      | Perry Vale       |
| 133 | Meadow Close                               | Allotments               | 0.47      | Bellingham       |
| 134 | Midland Bank Sports Ground, Calmont Road   | Sports Ground            | 7.44      | Downham          |
| 135 | Milborough Crescent                        | Amenity Greenspace       | 0.12      | Lee Green        |
| 137 | Mountsfield Park                           | Parks & Gardens          | 13.32     | Rushey Green     |
| 138 | New Cross Gate Cutting Nature Reserve      | Semi-Natural Sites       | 5.79      | Telegraph Hill   |
| 139 | Northbrook Park                            | Parks & Gardens          | 3.78      | Grove Park       |
| 141 | Oldstead Road                              | Allotments               | 0.27      | Whitefoot        |

| ID  | SITE NAME                                | TYOLOGY                  | AREA (Ha) | WARD             |
|-----|--|--------------------------|-----------|------------------|
| 142 | Oslac Road                               | Amenity Greenspace       | 0.13      | Bellingham       |
| 143 | Pagnell Street                           | Amenity Greenspace       | 0.24      | New Cross        |
| 144 | Pepys Park                               | Parks & Gardens          | 2.87      | Evelyn           |
| 145 | Nunhead Cutting                          | Green Corridor           | 2.87      | Telegraph Hill   |
| 146 | Prendergast Girls School Fields          | Sports Ground            | 3.71      | Whitefoot        |
| 147 | Priestfield Road                         | Allotments               | 0.42      | Perry Vale       |
| 148 | Private Banks' Sports Ground             | Sports Ground            | 7.94      | Rushey Green     |
| 149 | Quaggy Gardens Amenity                   | Greenspace               | 0.31      | Lewisham Central |
| 150 | Queenswood Road Nature Reserve           | Semi-Natural Sites       | 0.29      | Perry Vale       |
| 151 | Ravensbourne Park Gardens                | Parks & Gardens          | 0.83      | Rushey Green     |
| 152 | Reigate Road Amenity                     | Greenspace               | 3.52      | Whitefoot        |
| 153 | River Pool Linear Walk                   | Parks & Gardens          | 8.81      | Bellingham       |
| 154 | Riverdale Sculpture Park                 | Parks & Gardens          | 0.28      | Lewisham Central |
| 155 | Riverview Walk (Waterlink Way)           | Parks & Gardens          | 5.24      | Bellingham       |
| 156 | Rocombe Crescent Triangle                | Amenity Greenspace       | 0.08      | Forest Hill      |
| 157 | Romborough Gardens                       | Allotments               | 0.16      | Lewisham Central |
| 158 | Royal Naval Place Stage 1                | Allotments               | 0.21      | New Cross        |
| 159 | Royal Naval Place Stage 2                | Allotments               | 0.11      | New Cross        |
| 160 | Rushey Green London Squares              | Parks & Gardens          | 0.24      | Rushey Green     |
| 161 | Rutland Walk Sports Club                 | Sports Ground            | 2.29      | Bellingham       |
| 162 | Sanford Street                           | Amenity Greenspace       | 0.39      | New Cross        |
| 163 | Sayes Court Park                         | Parks & Gardens          | 1.12      | Evelyn           |
| 164 | Sedgehill Road                           | Allotments               | 0.67      | Bellingham       |
| 165 | Sedgehill School                         | Sports Ground            | 2.78      | Bellingham       |
| 166 | Shaw Road Open Space                     | Amenity Greenspace       | 0.31      | Whitefoot        |
| 168 | Slaithwaite Road                         | Allotments               | 0.21      | Lee Green        |
| 169 | Southend Park                            | Parks & Gardens          | 2.72      | Bellingham       |
| 170 | St Bartholomews Churchyard               | Cemeteries & Churchyards | 0.30      | Sydenham         |
| 171 | St Dunstan's College, Stanstead Road     | Sports Ground            | 4.24      | Rushey Green     |
| 172 | St. Josephs Academy Playing Fields       | Sports Ground            | 1.81      | Blackheath       |
| 173 | St Margarets Churchyard                  | Cemeteries & Churchyards | 0.59      | Blackheath       |
| 174 | St Marys Churchyard                      | Cemeteries & Churchyards | 0.89      | Lewisham Central |
| 175 | St Mildred's Road                        | Allotments               | 1.48      | Grove Park       |
| 176 | St Norbert Green                         | Amenity Greenspace       | 0.13      | Telegraph Hill   |
| 177 | St Norbert Road                          | Allotments               | 1.02      | Telegraph Hill   |
| 178 | St Paul's Churchyard                     | Cemeteries & Churchyards | 0.87      | Evelyn           |
| 179 | Stanley Street                           | Allotments               | 0.10      | New Cross        |
| 180 | Stratfield House/Ringway Centre, Baring  | Amenity Greenspace       | 0.09      | Grove Park       |
| 181 | Sue Godfrey Nature Park                  | Semi-Natural Sites       | 0.60      | New Cross        |
| 182 | Cornmill gardens                         | Parks & Gardens          | 1.24      | Lewisham Central |
| 183 | Bell Green Pond                          | Semi-Natural Sites       | 0.47      | Bellingham       |
| 184 | Sydenham Park                            | Allotments               | 0.40      | Sydenham         |
| 185 | Rear of 141-143 Sydenham Park Road       | Amenity Greenspace       | 0.30      | Sydenham         |
| 186 | Sydenham Wells Park                      | Parks & Gardens          | 8.14      | Sydenham         |
| 187 | Tarleton Gardens incl Eliot Bank Hedge   | Parks & Gardens          | 0.41      | Forest Hill      |
| 188 | Taylor's Lane                            | Allotments               | 0.48      | Sydenham         |
| 189 | Telegraph Hill Park                      | Parks & Gardens          | 4.16      | Telegraph Hill   |
| 190 | Ten-Em-Bee Sports Club                   | Sports Ground            | 2.61      | Downham          |
| 191 | The Vineries Nature Reserve              | Semi-Natural Sites       | 0.65      | Bellingham       |
| 192 | Thurbarn Road                            | Amenity Greenspace       | 0.14      | Bellingham       |
| 193 | Trewsbury Road                           | Allotments               | 0.95      | Sydenham         |
| 194 | Turnham Road Green                       | Amenity Greenspace       | 0.06      | Telegraph Hill   |
| 196 | Weavers Estate                           | Allotments               | 0.42      | Rushey Green     |
| 197 | Westbourne Drive Enclosure               | Amenity Greenspace       | 0.37      | Perry Vale       |
| 198 | Whitefoot Lane Recreation Ground         | Sports Ground            | 7.09      | Whitefoot        |
| 200 | Wickham Gardens                          | Parks & Gardens          | 0.07      | Brockley         |
| 201 | Windlass Place                           | Allotments               | 0.31      | Evelyn           |
| 202 | Woodland Walk                            | Parks & Gardens          | 0.29      | Whitefoot        |
| 203 | Rear of Woodyates and Pitfold Rd         | Amenity Greenspace       | 0.67      | Lee Green        |
| 206 | Forest Hill to New Cross Railway Cutting | Green Corridor           | 15.88     | Ladywell         |
| 207 | Hillcrest Estate Woodland                | Amenity Greenspace       | 7.07      | Sydenham         |
| 208 | Lethbridge Close                         | Amenity Greenspace       | 1.21      | Blackheath       |
| 209 | Rainsborough Avenue Embankments, River R | Amenity Greenspace       | 1.30      | Evelyn           |
| 210 | Senegal Railway Banks                    | Amenity Greenspace       | 6.42      | New Cross        |
| 211 | New Cross to St Johns railway cutting    | Green Corridor           | 1.47      | Brockley         |

| ID  | SITE NAME                                 | TYOLOGY                  | AREA (Ha) | WARD              |
|-----|---|--------------------------|-----------|-------------------|
| 213 | Brockley to St Johns                      | Green Corridor           | 3.73      | Brockley          |
| 214 | St John's Station                         | Green Corridor           | 1.74      | Brockley          |
| 215 | Lewisham Railway Triangles                | Green Corridor           | 3.38      | Lewisham Central  |
| 216 | Lewisham to Blackheath Station            | Green Corridor           | 2.83      | Blackheath        |
| 217 | Hither Green Station                      | Green Corridor           | 7.35      | Lee Green         |
| 219 | Chinbrook Embankment                      | Green Corridor           | 0.21      | Grove Park        |
| 220 | Railsides south of Sydenham Station       | Green Corridor           | 1.59      | Sydenham          |
| 221 | Former Lower Sydenham Station Allotments  | Green Corridor           | 0.47      | Bellingham        |
| 300 | Chinbrook Meadows                         | Parks & Gardens          | 10.82     | Grove Park        |
| 301 | Beckenham Place Park - Summerhouse Fields | Parks & Gardens          | 7.66      | Downham           |
| 302 | Lewisham Memorial Gardens                 | Parks & Gardens          | 0.50      | Lewisham Central  |
| 304 | Whitfields Mount Pond                     | Semi-Natural Sites       | 0.14      | Blackheath        |
| 306 | Beckenham Place Park - Common             | Parks & Gardens          | 17.48     | Downham           |
| 307 | Silwood Triangle Amenity                  | Greenspace               | 0.83      | Evelyn            |
| 308 | Downham/The Green Amenity                 | Greenspace               | 0.22      | Downham           |
| 309 | Grangemill Way                            | Allotments               | 0.25      | Bellingham        |
| 310 | St Andrews Churchyard                     | Cemeteries & Churchyards | 0.28      | Catford South     |
| 311 | Charlottenburg Gardens                    | Amenity Greenspace       | 0.14      | Lewisham Central  |
| 312 | Marvels Lane                              | Amenity Greenspace       | 1.01      | Grove Park        |
| 313 | Queens Road                               | Amenity Greenspace       | 0.23      | Telegraph Hill    |
| 314 | Warren Avenue                             | Sports Ground            | 6.26      | Downham           |
| 315 | Knights Academy                           | Sports Ground            | 1.56      | Downham           |
| 316 | Forest Hill School                        | Sports Ground            | 0.30      | Perry Vale        |
| 317 | Sydenham School                           | Sports Ground            | 0.16      | Forest Hill       |
| 318 | Silwood Open Space                        | Amenity Greenspace       | 0.67      | Evelyn            |
| 350 | Pitfold Close Amenity                     | Greenspace               | 0.13      | Lee Green         |
| 400 | Ferranti Park                             | Parks & Gardens          | 0.23      | New Cross         |
| 401 | West of SELCHP                            | Green Corridor           | 0.12      | New Cross Ward    |
| 402 | Surrey Canal                              | Green Corridor           | 0.61      | New Cross Ward    |
| 403 | The River Thames and Deptford Creek       | Semi-Natural Sites       | 15.31     | Evelyn Ward       |
| 404 | The River Thames and Deptford Creek       | Semi-Natural Sites       | 1.57      | New Cross Ward    |
| 405 | British Gas site beside Deptford Creek    | Semi-Natural Sites       | 0.23      | New Cross Ward    |
| 406 | Brookmill Park & River Ravensbourne       | Parks & Gardens          | 2.46      | Brockley          |
| 407 | Blackheath                                | Semi-Natural Sites       | 0.34      | Blackheath Ward   |
| 408 | Blackheath                                | Semi-Natural Sites       | 0.18      | Blackheath Ward   |
| 409 | Morley Road                               | Green Corridor           | 1.15      | Lewisham Central  |
| 410 | Pascoe Road                               | Green Corridor           | 1.61      | Lewisham Central  |
| 411 | St John's                                 | Green Corridor           | 11.32     | Lewisham Central  |
| 412 | Chiltonian Green Corridor                 | Green Corridor           | 13.10     | Lee Green Ward    |
| 413 | St. Mildreds                              | Allotments               | 1.73      | Grove Park Ward   |
| 414 | Crofton Park Green Corridor               | Green Corridor           | 0.59      | Crofton Park Ward |
| 415 | Ladywell                                  | Parks & Gardens          | 0.59      | Lewisham Central  |
| 416 | Pincott Place                             | Green Corridor           | 2.76      | Telegraph Hill    |
| 417 | Brockley-Endwell Road                     | Green Corridor           | 0.91      | Telegraph Hill    |
| 418 | Forest Hill-Sydenham                      | Green Corridor           | 3.73      | Perry Vale Ward   |
| 419 | Ravensbourne Green Corridor               | Green Corridor           | 27.55     | Ladywell Ward     |
| 420 | Amblecote Meadows                         | Green Corridor           | 1.63      | Grove Park Ward   |
| 421 | Grove Park                                | Green Corridor           | 0.16      | Grove Park Ward   |
| 422 | Downham Woodland Walk                     | Semi-Natural Sites       | 0.86      | Whitefoot Ward    |
| 423 | Downham Woodland Walk                     | Semi-Natural Sites       | 1.44      | Downham Ward      |
| 424 | Downham Woodland Walk                     | Semi-Natural Sites       | 0.92      | Downham Ward      |
| 425 | Woodland Walk                             | Semi-Natural Sites       | 0.23      | Downham Ward      |
| 426 | Spring Brook at Downham Playing Fields    | Sports Ground            | 1.21      | Downham Ward      |
| 427 | Peter Pan's Pool                          | Semi-Natural Sites       | 0.33      | Downham Ward      |
| 428 | Worsley Bridge                            | Green Corridor           | 0.68      | Bellingham Ward   |
| 429 | Forest Hill to New Cross Railway Cutting  | Green Corridor           | 38.07     | Crofton Park Ward |
| 430 | New Cross/New Cross Gate                  | Green Corridor           | 9.05      | New Cross         |





| Name of site                              | Name of Site   | Question 2<br>meets needs?   | Question 3<br>barriers?   | Question 4<br>feeling safe?  | Question 5<br>Quality of life?   |
|---|--|--|---|--|--|
| Friends of Brockley and Ladywell Cemetery | Brockley & Ladywell Cemetery<br>Hilly Fields and Ladywell Fields | Yes - walks and work days- wide age range of group   | Poor quality pathways present difficulties for people with a mobility disability and parents with buggies. However cemeteries are not parks and rough, but safe, paths can be acceptable. Unleashed dogs                  | Cemeteries only open during daylight hours and do feel safe. The attitude of some dog owners can lead to apprehension. (use of Ladywell Fields - northern feels safe up to 9pm middle and southern only during daylight) | Cemeteries haven for wildlife, quiet walking and contemplation. Works to Ladywell Fields have increased the number of people using the area for recreation and sitting and for young families to discover water creatures.   |
| Blackheath Society                        | Blackheath   | The heath caters for all age groups  | There are no barriers to accessing the Heath  | The Society have no particular security issues on the Heath. The heath is very well lit at night   | Many members have chosen to live near Blackheath because its environment greatly enriches their lives. Its wide open spaces provides a natural green environment which gives a welcome contrast to normal urban life; a space for exercise, games or simple quiet contemplation. |
| Friends of Greenwich Park                 | Blackheath   | Blackheath meets our needs for open spaces - when taken in conjunction with other facilities in the area such as Greenwich Park. We enjoy the fireworks, fun fairs and London Marathon | Main barriers are muddy puddles where vehicles illegally park on the heath. The use of bunds is welcome shelter from the dense traffic on A2. Dogs are not a problem with owners generally behaving in a civilised manner | Yes we feel generally safe, but some people are nervous of crossing the heath at night, no reason in fact just an active imagination.  | The Heath allows you to get away from urban life - gives an impression of open skies and fresh air. These areas should be kept free of motorised traffic.  |
| Greenwich Society                         | Blackheath   | The Heath caters for all age groups  | No barriers to note   | Always people about so Heath feels unthreatening but after dark ladies do feel a little uneasy when crossing the Heath "off piste".  | The Heath is a fantastic open space, its size, the open skies, the ponds with their bird life all add up to "life enhancement" but if not maintained and nurtured it would quickly look neglected and become depressing.   |

|   |   |   |   |   |  |
|---|---|---|---|---|--|
| Westcombe Society                       | Blackheath  | Support the fireworks and London marathon but oppose noisy commercial events. Heath meets needs but would like to see more bunds and drinking fountains       | The A2 is a significant physical barrier. Bunds would make the fields safer. Low pavements should be raised to stop cars parking. Fencing at some events causes artificial barriers                                 | We feel safe during the daytime. Safety at night is an issue. Increased lighting on footpaths is a mixed blessing as too much light spoils the atmosphere of the heath. However some would welcome lighting on unlit paths (Vanbrugh terrace to POW rd. | Blackheath definitely improves the quality of life for those who live around it and those who use it. The only time it doesn't is when there is amplified noise. Poor quality open space would affect the area adversely.  |
| Manor House Gardens User Group- chair   | Manor House Gardens   | meets needs   | No barriers to note   | Feel safe the park is locked at night   | it is the quality of open space, the fresh air, the trees and the plants and flowers and the sight of people enjoying themselves.  |
| Mayow Park friends                      | Mayow Park  | meets needs, attend events in the park  | concern about dog faeces, and intimidating dogs   | prefer using park in broad daylight, concerned about occasional groups hanging about. Having Grow Mayow has helped, Park keeper makes me feel safer.  | There is a sense of community at the park at a time when I feel there is less community feeling in the wider community. If an open space is well maintained people are more likely to look after it. Parks are vital as open spaces that improve the locality.   |
| Sydenham Wells improvement Group        | Sydenham Wells Park   | The playground needs updating   | No barriers - dogs welcomed with responsible owners   | There have been reports of unsocial behaviour   | Yes going for a walk or taking exercise or doing some sport is extremely important, meeting friends and just general being social. Taking the dog out is vital.  |
| Northbrook Park Community Group - Chair | Northbrook Park   | Not enough for older children or adult keep fit. I attend events and activities   | Lack of toilets is a barrier. A kiosk would encourage more use. Dogs do have a bearing on use of the park dependant upon what type of dog it is and the attitude of the owner. Dog fouling can be a barrier to use. | Not in all parks. People with aggressive dogs can put me off entering the park  | Being able to relax in the fresh air in an open space and meet with others from the community doing the same thing and the children can mingle with their friends while playing too. By improving Northbrook Park we have created a while different atmosphere in the park and around the park, it has brought the community together. |
| Manor Park user Group - member          | Manor Park, Lee Manor Community Garden, Hither Green Triangle, QWAG | Yes but would like to see more allotments and orchards. Need to be more proactive for climate change, promote community energy projects based in green spaces | No barriers but many people afraid of dogs off leads. Would like more fenced dog exercise areas. However would like fewer railings that warn of unlikely or unnecessary 'dangers'                                   | Dogs can be a concern. Lack of staff in parks can deter people  | Green space in the city increases the sense of well-being. Good quality spaces improves the local area, MPUG have been involved with improvements to park  |

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| Friends of Chinbrook Meadows       | Chinbrook Meadows   | Yes  | Restrictions for wheelchair users through amblecote Road gates. Some users afraid of dogs off leads | Evening drinkers in the summer have been an occasional problem, also large groups of teenagers can be intimidating            | Parks do improve our quality of life, they offer opportunity to exercise, a social place to meet friends, a green and beautiful environment, and a quiet space away from city bustle  |
| Brockley Community Garden          | Brockley Community Garden, Ladywell Fields , Beckenham Place Park | Yes, particularly Ladywell Fields now that it has been made more interesting for walkers with the opening up of the river  | Dogs off their leads is an issue for joggers and runners  | Ladywell Fields after dark, paths are not well enough lit and I feel anxious  | Definitely make one feel good   |
| Hither Green Community Association | HGCA, Mountsfield, Manor House Gardens                            | Generally yes, the parks cater for all ages  | No specific barriers however dogs off leads can be a problem  | Safe during the day, some residents don't feel safe in late afternoons or when gangs of youths or people drinking are present | A park allows you to walk freely away from traffic, gives you space to think, experience nature, meet people and de-stress, see nature and relax. A good quality park is a must for a neighbourhood - a poor quality park would encourage crime in the area   |
| Lewisham Biodiversity Partnership  | All open spaces   | parks meet collective needs, Ladywell Fields is particularly fantastic and enhancing the rivers really help us appreciate nature and wildlife. There is an opportunity to provide more outdoor classroom seating opportunities to encourage schools to use open space as part of their learning resource | Dogs off their leads is an issue  | We generally feel safe  | They make a considerable difference, there are studies to show that recovery time is lessened by a view of open green space as is provide by University hospital Lewisham. There are fantastic views of London. Green space is provision is great in Lewisham if you consider places like Islington where one feels oppressed by the lack of nature |
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| Question 6  | Question 7   | Question 8   | Question 9  | Question 10   | Quotes  |
|---|--|--|---|---|---|
| <p><b>Improving health &amp; well being</b></p> <p>Natures Gym welcomed, personal jogging welcomed but not mass 'runs'. Cemeteries not suitable for community gardening. Hilly Fields and Ladywell Fields promote health and well being. Outdoor gym equipment could be installed at Ladywell by skate park</p> | <p><b>Natural environment</b></p> <p>Ladywell and Hilly Fields - contractor to be better briefed on how to deal with wild flower meadow. Locked nature reserves should be valued, maintained and encouraged.</p> | <p><b>Protection</b></p> <p>It would be irresponsible to build on open space. Planning arrangements cannot compensate adequately for any loss of open space.</p>   | <p><b>Active involvement</b></p> <p>Sensitive work days take place in the cemeteries. Active involvement with both Ladywell Fields friends and Hilly Fields - members regard their involvement as <b>important in the "oversight" of the local open spaces.</b></p>   | <p><b>Cuts</b></p> <p>Loss or reduction of park keeper leads to toilets not being opened. <b>Litter begets litter.</b> Floral displays are welcomed <b>if the town hall can have then so should the parks. Longer grass can be welcomed but still require shorter amenity/recreation grass for games. Concerns about reduced level of infrastructure maintenance. Concerns that loss of council staff would lead to loss of volunteering sessions.</b></p>  | <p>"The opportunity to study the flora and birds is not to be underestimated".<br/>"The expertise of relevant council officers is indispensable".</p>               |
| <p>The changing rooms and toilets for organised football need to be improved. The heath is not suitable for community gardening. The Society was supportive of the Bike and Kite festival.</p>  | <p>The Society would like to see more of the heath allowed to return to its more natural state in order to improve the wildlife and its appearance.</p>  | <p>It would never be acceptable to sell off or build on the heath. However the Society would not object to the partial sale and development of the Talbot Place changing rooms site if the receipt could be used to replace the existing facilities.</p> | <p>The Society is fully committed to working with and supporting the BJWP, which in many ways acts as a "friends" group. Its role could be extended to encourage more residents to become involve...for instance, centered around one or more of the ponds, however this would require organising and guidance.</p> | <p><b>Litter</b> must be a priority and the cleansing regime should not be reduced. More of the heath could be allowed to become <b>natural grassland</b> with just one annual cut and collect. On amenity grass areas a <b>2/3m border of grassland</b> could be left uncut and this would greatly improve the general appearance of the heath. The Society feels that the number of <b>commercial events</b> should not be further increased. However there is scope for increasing the use of the heath for small scale <b>community events</b> such as Bike and Kite and for sports and similar physical activities</p> | <p>"Many members have chosen to live near Blackheath because its environment greatly enriches their lives".</p>   |
| <p>Natural surroundings are very important so aids to physical exercise should be limited and unobtrusive. Overuse of areas can cause damage to the grasslands. Public spaces such as parks need not be used for community gardening</p>  | <p>First priority should be to limit human population growth!</p>  | <p>If open space is "sold off" then the financial benefits should be applied to establishing and maintaining equivalently accessible open spaces.</p>  | <p>The friends do get involved but it should be the Council's responsibility to maintain public spaces and residents pay for this to be done to a reasonable standard.</p>  | <p>The grass could be let to grow longer. More remote areas of the heath could be litter picked less frequently. Not happy with more commercial events</p>  |   |
| <p>Let's avoid 'nanny state-ism' and leave the heath as an unstructured area offering scope for running/walking/playing. If people want to use gym equipment let them go to the gym. Don't allow too many organised physical fitness groups. Community gardening not appropriate on the heath.</p>              | <p>Allowing some areas to remain as nature intended is acceptable if carefully managed but not as an excuse to mow less or leave nature to take over.</p>  | <p>It is difficult to envisage a case for selling off certain open spaces.</p>   | <p>Volunteers are useful when properly managed. A lot of bureaucratic red-tape/H&amp;S issues often deter the desire to help.</p>   | <p>Any reduction in open spaces maintenance/services should be the result of careful consideration: instituting better working practices, shared responsibilities etc (with Greenwich) and not just a wholesale drive to save money. Commercial exploitation is a Pandora's box - Lewisham could easily kill off the goose.</p>   | <p>"A lot of bureaucratic red-tape/H&amp;S issues often deter the desire to help"<br/>"Never underestimate the need and benefit provided by quiet open spaces".</p> |

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| We approve of football, kite flying, keep fit and children's sports.  | We would like to see less mowing so that the grass and wild flowers can grow naturally. Need to control ragwort and barley grass growing in low pH 'acid' soils.        | In an ever expanding city like London it is important that all open green spaces are protected from building and never sold off. | We are represented on the BJWP but feel that local people might well become more involved if asked. Those who manage Blackheath take more notice of the BJWP. More cross borough communication particularly with consultation. We consider it acceptable for community volunteer groups to help maintain their local open space.              | Suggest saving money by mowing parts of the Heath less frequently. We oppose any more commercial events to raise funds and disagree with incentives for commercialisation forming part of management contracts.   | "In an ever expanding city like London it is important that all open green spaces are protected from building and never sold off".   |
| Generally against organised fitness arrangements, people can run and jog themselves if they wish  | More natural habitats need careful management which may be as costly as traditional. Not in favour of locked nature areas   | Not at the moment we need to maintain London's 'Lungs'   | It is right that the public help maintain their open space. There are no barriers at MHG  | Cleansing could be reduced if local people would contribute assistance. The loss of the park keeper would have a big impact as would the loss of the café and toilets. The loss of volunteering opportunities would impact.                             | "a poor quality park attracts the wrong element and detracts from quality of life".  |
| General need for all age groups to have an open space where they can be active. Open up access to the bowls club - wider membership. I believe there should be a place in Lewisham's parks for wide range of activities but not all spaces are suitable for every activity. | Agree with limited access to nature reserves to encourage wildlife to flourish. Wildflower meadows in parks are great spaces "a sense of countryside in an urban space" | Must be protected, there is never enough green space in urban environments.  | It is a fundamental provision by local council's to provide and maintain parks and open spaces for local people. There should be opportunities for volunteers and 'friends' groups to contribute. Barriers to getting involved can be because people lack confidence/ don't know who to ask/ or feel that they have no say in what happens in | Must not lose the park keeper. The park needs a café and good toilets - could be independently -run. Footpaths should be made safe. Nature reserves require active friends groups. Difficult choices to make, should protect children's play.           | "park keeper makes me feel safer and he interacts with other users, a positive". "There is a sense of community at the park at a time when I feel there is less community feeling in the wider community". |
| Yes they should be left for people to visit   | They should be protected  |  |   |   |  |
| Yes definitely not only to keep fit but also an outlet for people to get out of the house and to meet other people. Community garden space is good as long as it can be protected in some way from vandalism  | Nature reserves should be sign posted and the community should know why they are there and what for. Locke nature reserves are great.                                   | All open spaces should be protected, and should not be sold off  | I think users of open space should contribute to keeping it nice. The Council could offer a 'park team' pack to people who are willing to help, this could include a litter picker/broom/ etc. This could be kept in a lock-up on site for people in the 'park-team' to use. the biggest barrier for me is the amount of time                 | We don't have a keeper but would like to have one (same for café and toilets). Groups could apply for funds for their own events. closure of nature reserves and locked sites would not affect me but would affect schools and other organisations use. | "By improving Northbrook Park we have created a while different atmosphere in the park and around the park, it has brought the community together".  |
| Yes adult style fitness and keep fit sessions would be good. Would approve of orchards and veg plots  | Yes and closed habitats are important and should be left undisturbed.   | Protect all open spaces, they are the "lungs of London", develop brown field sites   | I am happy to volunteer and there is enough opportunities available   | Park keepers should be protected, as should retention of toilets and cafes. Important to offer facilitated volunteering sessions  | "Protect all open spaces, they are the "lungs of London", develop brown field sites"   |

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| Yes we should offer fitness facilities. Don't agree with community gardens in public parks  | Generally yes, majority uncertain of the value of locked nature reserves   | Do not sell off open space  |  | Park keepers should be protected.   |  |
| I would like to see more space for community gardens. I feel there are unnecessary obstructions put in the way of residents trying to apply for funding to improve these areas, particularly for unconstituted groups.  | Natural areas should not impinge of feeling of safety, should open-up closed nature reserves   | There is no place for selling off open spaces   | I am involved with the community garden at Brockley station I feel there are unnecessary obstructions put in the way of residents trying to apply for funding to improve these areas, particularly for unconstituted groups.   | Would accept less frequent cleansing, allowing the grass to grow longer, reduction of events, and opening up closed nature reserves, protect park keepers |  |
| Yes there should be facilities and activities but they shouldn't take over the space. Yes to community gardens but must be a balance.   | Park could be allowed to grow more naturally but needs proper maintenance and be monitored. Concern that locked nature reserves can encourage fly tipping and rubbish.   | All open spaces should be protected, and should not be sold off   | It is good for the public to be involved - sense of ownership, meet other people, learn new skills. However public volunteers should not be expected to take too much responsibility or cover for reduced Council services/budgets. There are barriers to volunteering particularly time, resources, information and support | Any cuts should be avoided however if no option then reduction in cleansing, floral displays and grass cutting could be looked at.                        | "A good quality park is a must for a neighbourhood"  |
| More well-sighted naturalistic gym style equipment or trim trails. More interpretation encouraging more use and understanding would encourage more use. Community garden space in parks should be done sensitively as there is a risk they become fenced off and exclusive. | Support more natural habitats and relaxed mowing regimes. More interpretation/information needed. Some locked nature reserves, with limited access, are important for the protection and conservation of wildlife. | All spaces should be absolutely protected and there should be a desire to increase the open space provision. They should not be sacrificed for revenue. This kind of trade-off is unsustainable and wrong in principle. | We are very active and recognise that much is already being done to engage and support various groups.   | We feel that all cuts would impact on our enjoyment of open space.  | "Lewisham is extremely lucky that we have the rivers that can be enjoyed. Unlike other inner London boroughs in Lewisham's parks and open spaces one feels that one might encounter some new wildlife, there is a randomness and the unexpected wildlife encounter is possible." |
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| <b>Chief Officer Confirmation of Report Submission</b> |   |  |  |
| <b>Report for:</b>                                     | <b>Mayor</b>                                      |  |  |
|  | <b>Mayor and Cabinet</b>                          |  | <input type="checkbox"/>                     |
|  | <b>Mayor and Cabinet (Contracts)</b>              |  | <input checked="" type="checkbox"/>          |
|  | <b>Executive Director</b>                         |  | <input type="checkbox"/>                     |
| <b>Information</b>                                     | <b>Part 1</b> <input checked="" type="checkbox"/> | <b>Part 2</b> <input type="checkbox"/> | <b>Key Decision</b> <input type="checkbox"/> |

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| <b>Date of Meeting</b> | 20 June 2012 |
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|                        |   |
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| <b>Title of Report</b> | Mayoral Response to the comments of the HCSC on the Implications of the Health and Social care Bill |
|------------------------|---|

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|-----------------------------|------------|--|-------|
| <b>Originator of Report</b> | Ed Knowles |  | 49579 |
|-----------------------------|------------|--|-------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | ✓   |    |
| Legal Comments from the Head of Law                      | ✓   |    |
| Crime & Disorder Implications                            | ✓   |    |
| Environmental Implications                               | ✓   |    |
| Equality Implications/Impact Assessment (as appropriate) | ✓   |    |
| Confirmed Adherence to Budget & Policy Framework         | ✓   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed *Chris Best* Executive Member  
Date

Signed *John Batt* Executive Director  
Date

**Control Record by Committee Support**

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |   |                    |
|--------------------------|---|--------------------|
| <b>Report Title</b>      | Mayoral response to the comments of the Healthier Communities Select Committee on the implications of the Health and Social Care Bill |                    |
| <b>Key Decision</b>      | No  | Item No.           |
| <b>Ward</b>              | All   |                    |
| <b>Contributors</b>      | Executive Director for Community Services   |                    |
| <b>Class</b>             | Part 1  | Date: 20 June 2012 |

## 1. Purpose

- 1.1 This report sets out the response to comments on the implications of the Health and Social Care Bill, made by the Healthier Communities Select Committee at its meeting on 20 September 2011.

## 2. Recommendations

It is recommended that the Mayor:

- 2.1 Notes the response from the Executive Director for Community Services to the comments from the Healthier Communities Select Committee as set out in paragraphs 5.2 to 5.5.1.
- 2.2 Agree that this report should be forwarded to the Healthier Communities Select Committee.

## 3. Policy Context

- 3.1 On 27 March 2012, the Health and Social Care Bill gained Royal Assent and became law.
- 3.2 The Act will result in significant structural changes for the NHS, local authorities and local areas including the establishment of Clinical Commissioning Groups, statutory Health and Wellbeing Boards and local Healthwatch organisations and the transfer of the majority of public health functions to the local authority.
- 3.3 Lewisham's vision in regard to Health and Wellbeing is outlined in *Shaping our future* – Lewisham's Sustainable Community Strategy which establishes the overarching vision for Lewisham and the priority outcomes which need to be achieved to make this vision a reality. One of these priority *Healthy, active and enjoyable* specifically focuses on the health of local citizens and directs activity so that '*people can actively participate in maintaining and improving their health and wellbeing*'.



- 3.4 The Council is also committed to improving the health and wellbeing of its citizens and identifies *Active, Healthy Citizens* as one of its corporate priorities.
- 3.5 The Health and Social Care Act requires Health and Wellbeing Boards to produce a joint Health and Wellbeing Strategy which looks to address local health and wellbeing needs identified in the local Joint Strategic Needs Assessment. Lewisham's joint Health and Wellbeing Strategy is in the process of being developed.

#### **4. Background**

- 4.1 On 20 September 2011, the Healthier Communities Select Committee considered an officer report outlining the detail and progress of the Health and Social Care Bill, the local implications and preparation for its accession. After considering the report, the Committee took further evidence from the Executive Director for Community Services, the Director of Public Health, the Head of Joint Commissioning for Lewisham Council and NHS Lewisham and the Head of System Management for the Lewisham Business Support Unit, NHS South East London.
- 4.2 The Healthier Communities Select Committee made four comments for referral to Mayor and Cabinet. These comments were initially considered at Mayor and Cabinet on 26 October 2011. At this meeting the Mayor resolved that the views of the Committee be received and that the Executive Director for Community Services be asked to respond to the referral once the Health and Social Care Bill became law.

#### **5. Response to the Healthier Communities Select Committee**

- 5.1 The HCSC made the following comments for referral to Mayor and Cabinet. Following each comment is the response.
- 5.2 *The Committee notes that the Bill amends section 244 of the NHS Act so that the powers the Act confers apply to the local authority rather than to an overview and scrutiny committee. The Committee notes that local authorities may choose to continue to operate their existing overview and scrutiny arrangements or put in place other arrangements. The Committee comments that its current terms of reference extend beyond being a Health Overview and Scrutiny Committee: for example, it has scrutinised library arrangements and adult education during this administration. The Committee considers that the current health scrutiny arrangements should continue, so that (i) the democratic accountability of the Health and Well Being Board is assured, and (ii) the "critical friend" role of the Committee supports the development of a robust health and well being strategy for Lewisham.*

- 5.2.1 **Response:** The Executive Director for Community Services agrees that Lewisham's Healthier Communities Select Committee's remit extends beyond those of Health Overview and Scrutiny and, in so far as the Council agrees to the current committee structure, welcomes the continuation of the existing health scrutiny arrangements to help assure the democratic accountability of the Health and Wellbeing Board and to act a 'critical friend' in developing Lewisham's Health and Wellbeing Strategy.
- 5.3 *The Committee recommends that the founding principles of the NHS should guide all decisions of the Health and Well Being Board. The founding principles of the NHS are: (i) that it meets the needs of everyone, (ii) that it is free at the point of delivery, (iii) that it be based on clinical need, not the ability to pay.*
- 5.3.1 **Response:** The Executive Director for Community Services agrees with this recommendation in so far as the Board influences and oversees the work of the NHS at a local level. In other areas of its remit, most notably Adult and Children's Social Care, the Board's role and decisions will require it to consider and operate under different rules and principles.
- 5.4 *The Committee recommends that, as an executive Committee of the Local Authority, the Health and Well Being Board should publish its meeting times and decisions on the Council website and that the meeting papers should be available via the Council's Calendar of meetings, and that, in the interim, these provisions should extend to the operation of the Shadow Health and Well Being Board.*
- 5.4.1 **Response:** The Executive Director for Community Services agrees with this recommendation. All papers for the Shadow Health and Wellbeing Board are currently available on the Lewisham Strategic Partnership website ([www.lewishamstrategicpartnership.org.uk](http://www.lewishamstrategicpartnership.org.uk)). Once the statutory Board is established its meetings times, papers and decisions will be published on the Council website.
- 5.5 *The Committee recommends that the Chair of the Shadow Health and Well Being Board considers inviting a trade union representative, drawn from local branches of the health trade unions, to be a member of the Shadow Health and Well Being Board, and, subsequently, a member of the Health and Well Being Board.*
- 5.5.1 **Response:** The Executive Director for Community Services does not support the Board's recommendation in regard to inviting a trade union representative to be a member of the Shadow Health and Wellbeing Board. The Council and its health partners already have effective policies and procedures in place to ensure that unions are involved in and consulted upon issues which affect their members. The membership of the Health and Wellbeing Board will be determined in line with the requirements of the Health and Social Care Act 2012

which specifies who has to be a member and who can make decisions in regards to new members.

## **6. Financial Implications**

There are no direct financial implications arising from this response.

## **7. Legal Implications**

7.1 The Constitution provides that the Executive respond to reports and or recommendations by the overview and Scrutiny Committee.

7.2 The Health and Social Care Act establishes a number of new duties and powers for local authorities. A full report will be produced by the Head of Law in due course.

## **8. Crime and Disorder Implications**

There are no direct crime and disorder implications arising from this response.

## **9. Equalities Implications**

There are no direct equalities implications arising from this response.

## **10. Environmental Implications**

There are no environmental implications arising from this response.

### **Background Papers**

#### **Mayor and Cabinet Report 26 October 2011**

<http://councilmeetings.lewisham.gov.uk/documents/s6124/Healthier%20Communities%20Select%20Referral.pdf>

For further information please contact Sarah Wainer Head of Strategy and Performance on 020 8314 8675.

# Agenda Item 16

|  |                                     |
|--|-------------------------------------|
| <b>Chief Officer Confirmation of Report Submission</b>   |                                     |
| <b>Cabinet Member Confirmation of Briefing</b>   |                                     |
| <b>Report for: Mayor</b>   | <input type="checkbox"/>            |
| <b>Mayor and Cabinet</b>   | <input checked="" type="checkbox"/> |
| <b>Mayor and Cabinet (Contracts)</b>   | <input type="checkbox"/>            |
| <b>Executive Director</b>  | <input type="checkbox"/>            |
| <b>Information</b> <input type="checkbox"/> <b>Part 1</b> <input checked="" type="checkbox"/> <b>Part 2</b> <input type="checkbox"/> <b>Key Decision</b> <input checked="" type="checkbox"/> |                                     |

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|------------------------|----------------------------|
| <b>Date of Meeting</b> | 20 <sup>th</sup> June 2012 |
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|------------------------|--|
| <b>Title of Report</b> | Appointment of Local Authority Governors |
|------------------------|--|

|                             |            |                   |
|-----------------------------|------------|-------------------|
| <b>Originator of Report</b> | Sue Tipler | <b>Ext. 46142</b> |
|-----------------------------|------------|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      |     | X  |
| Legal Comments from the Head of Law                      | √   |    |
| Crime & Disorder Implications                            |     | X  |
| Environmental Implications                               |     | X  |
| Equality Implications/Impact Assessment (as appropriate) | √   |    |
| Confirmed Adherence to Budget & Policy Framework         |     |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed:  Executive Member

Date: 12<sup>th</sup> June 2012

Signed:  Executive Director

Date :12<sup>th</sup> June 2012

## Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |  |          |              |
|--------------------------|--|----------|--------------|
| <b>Report Title</b>      | Appointment of Local Authority Governors         |          |              |
| <b>Key Decision</b>      | Yes  | Item No. |              |
| <b>Ward</b>              | Various  |          |              |
| <b>Contributors</b>      | Executive Director for Children and Young People |          |              |
| <b>Class</b>             | Part 1   | Date:    | 20 June 2012 |

## 1. Summary

- 1.1 The report sets out details of nominees for appointment as Local Authority governors.

## 2. Purpose

- 2.2 To consider and approve the appointment of Local Authority governors detailed in paragraph 6 below

## 3. Recommendations

The Mayor is recommended to:

- 3.1 Agree to appoint the nominees set out in paragraph 6;
- 3.2 Note the information concerning the new governors in Appendix 1

## 4. Policy Context

- 4.1 Lewisham's Children & Young People's Plan sets out our vision for improving outcomes for all children and the main purpose of a governing body is to account for the achievement of children and young people in their school. The appointment of governors is a vital element in achieving these aims.
- 4.2 The appointment of governors supports the broad priorities within Lewisham's Sustainable Community strategy in particular those of being "Ambitious and achieving" and Empowered and responsible". In particular, Governors help inspire our young people to achieve their full potential by removing the barriers to learning and the role of governors promotes volunteering and empowers citizens to be involved in their local area and responsive to the needs of those who live there.

- 4.3 Two specific corporate priorities that are relevant pertain to “Community leadership and empowerment” and “Young people’s achievement and involvement”.

## 5. Background

- 5.1 Every governing body, under Section 36 and Schedule 9 of the School Standards and Framework Act 1998, is required to have at least one representative of the Local Authority (LA) as part of its membership. A vacancy has arisen on the governing body of the educational establishments listed and a new appointment or re-appointment is required.
- 5.2 Appointments to school governing bodies are usually for a four-year term, unless stipulated otherwise in the Instrument of Government. The nominees listed in paragraph 6 would serve the normal 4 years.

## 6. Governors recommended for Appointment / Reappointment

| Name              | School            | Constituency      | Reappointment | New |
|-------------------|-------------------|-------------------|---------------|-----|
| Ms. R Clarke      | Perrymount        | Lewisham West     | Yes           | --- |
| Fr Owen Beament   | Kender            | Lewisham Deptford | Yes           | --- |
| Mr Chris Tuffey   | Sir Francis Drake | Lewisham Deptford | Yes           |     |
| Mr Paul Beresford | Coopers Lane      | Lewisham East     | Yes           |     |
| Ms. Jan Ibrahim   | Holbeach          | Lewisham West     |               | Yes |
| Dr Simon Edwards  | Haseltine         | Lewisham West     |               | Yes |
| Dr Danny Ruta     | Bonus Pastor      | Lewisham East     |               | Yes |

## 7. Financial implications

- 7.1 There are no financial implications arising from this report.

## 8. Legal implications

- 8.1 Under Section 36 and Schedule 9 of the School Standards and Framework Act 1998 every governing body is required to have at least one representative of the Local Authority (LA) as part of its membership.

## 9 Crime and Disorder Implications

- 9.1 There are no specific crime and disorder implications arising from this report.

## **10. Equalities Implications**

- 10.1 Lewisham Council's policy is to encourage all sections of the community to be represented as Local Authority governors. In particular, we would encourage further representation from the black community and minority groups including disabled people, who are currently under-represented as governors. The numbers of governors in these groups is kept under review.

## **11. Environmental Implications**

- 11.1 There are no specific environmental implications arising from this report.

## **12. Conclusion**

- 12.1 The new governors detailed in Appendix 1 are either local people or have close connections with Lewisham and view being a governor as a way of serving the local community. Every governing body, under Section 36 and Schedule 9 of the School Standards and Framework Act 1998, is required to have at least one representative of the Local Authority (LA) as part of its membership. A vacancy has arisen on the governing body of the educational establishments listed and a new appointment or re-appointment is required.
- 12.2 Appointments to school governing bodies are usually for a four-year term, Unless stipulated otherwise in the Instrument of Government. The nominees listed in paragraph 6 would serve the normal 4 years

### **Background Documents**

There are no background papers.

If there are any queries arising from this report, please contact Suhaib Saeed, Strategic Lead Governors' Services and School Leadership, Governors' Services, 3<sup>rd</sup> Floor, Laurence House, telephone 020 8314 7670

**MAYOR AND CABINET  
New LA Governor Appointments**

**APPENDIX 1**

| <b>Name</b>       | <b>School</b> | <b>Occupation</b> | <b>Residential Area</b> | <b>Précis of Suitability to be considered as a school governor</b>   | <b>Governor Monitoring Information</b> |
|-------------------|---------------|-------------------|-------------------------|--|--|
| Ms. Jan Ibrahim   | Holbeach      | Personnel Adviser | Blackheath SE3 7JP      | Jan originally trained as a teacher but has worked in HR for 32 years, most recently in Lewisham Schools' HR. Jan also worked at Watergate Special School from 1998 to 2005 and has been a governor there since 2005. Jan has a wide range of skills and relevant experience which she can share with governor colleagues and Holbeach School.   | <i>White British</i>                   |
| Dr. Simon Edwards | Haseltine     | Head of Policy    | Forest Hill SE23 3TG    | Dr Edwards has been a resident in the area for over 10 years and has a genuine interest in the development of the local community and giving the best opportunities to young people through education. He has a strong academic background as well as expertise in strategic management skills which he can apply to supporting a school's governing body. Dr Edwards has extensive involvement in the local community and has recent experience of serving as a governor in a primary school. | <i>White British</i>                   |



| <b>Name</b>    | <b>School</b> | <b>Occupation</b>         | <b>Residential Area</b> | <b>Précis of Suitability to be considered as a school governor</b>  | <b>Governor Monitoring Information</b> |
|----------------|---------------|---------------------------|-------------------------|---|--|
| Mr. Danny Ruta | Bonus Pastor  | Director of Public Health | Woolwich SE18 6PL       | Danny is a medically qualified Director of Public Health for Lewisham, and has for many years been a university teacher and researcher in public health. Danny has a passion for education and has worked closely with a number of Secondary schools over the years in Newcastle and more recently in Lewisham. | English born Italian                   |

# Agenda Item 17

APPENDIX D

|   |  |   |  |
|---|--|---|--|
| <b>Chief Officer Confirmation of Report Submission</b><br><b>Cabinet Member Confirmation of Briefing</b><br><b>Report for: Mayor</b><br><b>Mayor and Cabinet</b><br><b>Mayor and Cabinet (Contracts)</b><br><b>Executive Director</b> |  | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  |
| <b>Information</b> <input checked="" type="checkbox"/>  | <b>Part 1</b> <input type="checkbox"/> | <b>Part 2</b> <input type="checkbox"/>  | <b>Key Decision</b> <input type="checkbox"/> |

|                        |              |
|------------------------|--------------|
| <b>Date of Meeting</b> | 20 June 2012 |
|------------------------|--------------|

|                        |                           |
|------------------------|---------------------------|
| <b>Title of Report</b> | Monthly Management Report |
|------------------------|---------------------------|

|                             |             |                   |
|-----------------------------|-------------|-------------------|
| <b>Originator of Report</b> | Lucy Morton | <b>Ext. 43373</b> |
|-----------------------------|-------------|-------------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | x   |    |
| Legal Comments from the Head of Law                      | x   |    |
| Crime & Disorder Implications                            | x   |    |
| Environmental Implications                               | x   |    |
| Equality Implications/Impact Assessment (as appropriate) |     |    |
| Confirmed Adherence to Budget & Policy Framework         | x   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed:  Executive Member

Date: 30th MAY 2012

Signed:  Director/Head of Service

Date: 30-5-2012

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>MAYOR AND CABINET</b> |                                  |                    |
|--------------------------|----------------------------------|--------------------|
| <b>Report Title</b>      | Management Report – April 2012   |                    |
| <b>Key Decision</b>      | No                               | Item No.           |
| <b>Ward</b>              | All                              |                    |
| <b>Contributors</b>      | Executive Director for Resources |                    |
| <b>Class</b>             |                                  | Date: 20 June 2012 |

## **1 PURPOSE**

- 1.1 To set out the Management Report as at April 2012.

## **2 EXECUTIVE SUMMARY**

- 2.1 The Management Report aims to present a comprehensive account of organisational performance in achieving our ten corporate priorities.
- 2.2 The Council's ten corporate priorities identify the Council's own distinct contribution to the delivery of the six priority outcomes set out in the 'Shaping our future – Lewisham's Sustainable Community Strategy' (SCS).

## **3 RECOMMENDATIONS**

- 3.1 That the Mayor notes the Management Report.

## **4 BACKGROUND**

- 4.1 The Management Report indicates how well the Council is performing against a basket of 59 indicators including National and Local indicators which cross each of the Council's ten corporate priorities. The report aims to report on organisational performance by drawing together information on performance, risk, projects and finance. It is presented monthly to the Executive Management Team and quarterly to the Mayor and Cabinet.
- 4.2 The Monthly Management Report utilises exception reporting to focus attention on key areas: exception reporting for red Projects, Risk and Finance and Red and Green exception reporting for performance. By combining these four areas for each of our corporate priorities, it functions as an important tool for supporting decisions across the organisation.

## **5 FINANCIAL IMPLICATIONS**

- 5.1 There are no direct financial implications arising from the Management Report. However, the report does set out a summary of the Council's overall financial position as it stands at the start of each month.

## **6 LEGAL IMPLICATIONS**

- 6.1 There are no direct legal implications arising from the report.

## **7 HUMAN RESOURCE IMPLICATIONS**

- 7.1 Data on the performance of the Council's human resources function is found within the indicators contained in the Management Report, and in particular within the

indicators relating to the Council's priority to "Inspiring Efficiency, Effectiveness and Equity" (priority 10).

## **8 EQUALITIES IMPLICATIONS**

8.1 Data on performance relating to equalities is found within the indicators contained in the Management Report. This is a theme that cuts across all priorities within the report.

## **9 ENVIRONMENTAL IMPLICATIONS**

9.1 Data on performance relating to the environment is found within indicators contained throughout the Management Report, and there is a particular focus on the environment within the indicators relating to the Council's priority to make the borough "Clean, Green and Liveable" (priority 3).

## **10 CRIME AND DISORDER IMPLICATIONS**

10.1 Data on performance relating to crime and disorder is found within indicators contained in the Management Report, and in particular within the indicators relating to the Council's priority to achieve "Safety, Security and Visible Presence" (priority 4).

## **BACKGROUND PAPERS**

| <b><u>Short Title of Document</u></b> | <b><u>Date</u></b> | <b><u>File Location</u></b> | <b><u>Contact Officer</u></b> |
|---------------------------------------|--------------------|-----------------------------|-------------------------------|
| None                                  |                    |                             |                               |
|                                       |                    |                             |                               |

**For further information on this report please contact: Lucy Morton, Policy & Partnerships Unit, on 0208 314 3373.**



# **Monthly Management Report**










## **April**

### **2012/13**

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## Key

-  On track to achieve our outcomes
-  Slightly behind and requires improvement
-  Not on track but taking corrective action
-  Improving
-  No change
-  Declining
-  Missing actual data
-  Missing target
-  Missing target and actual data

# Foreword

The purpose of the Management Report is to place on record each month, in a consistent format, our performance against priorities. Each month we attempt to give a full account of what is being done, what has been achieved and which areas require additional management attention to secure future achievements. The report gives some coverage to the effectiveness of our partnership working. Reporting on performance is always double edged. We have high ambitions and targets which are set to stretch management and staff effort. So, there are areas where the need for greater management attention is highlighted.

The report focuses on the Council's performance in line with our corporate priorities, drawing data from performance indicators (PIs), project monitoring information, risk register assessments and financial reports. A dashboard summary on Page 4, presents an overall picture on one page using a Red, Amber, Green rating. The overall dashboard rating for this month shows there are 15 Green ratings, 12 Amber ratings and 8 Red ratings.

**Performance:** This April 2012 management report contains March 2012 performance data. There are 33 performance indicators (66 per cent) reported as Green or Amber against target, and 24 performance indicators (52 per cent) which are showing an upward direction of travel. There are 17 performance indicators (34 per cent) reported as Red against target, and 22 performance indicators (48 per cent) which have a Red direction of travel. There are 9 indicators that have missing performance data.




**Projects:** There is no change to the projects summary dashboard this month. There are three red projects this month - Kender Phase 3, Building Schools for the Future, and Excalibur Regeneration which were also red projects last month. There have been two programme removals this month due to completion or near completion, these are; Deptford Town Centre Programme and Information, Management & Technology Programme. There has also been one project removal this month due to completion; 16-19 Demographic Growth.

**Risks:** There are red dashboard ratings for risk for Priority 7, Protection of Children; Priority 8, Caring for Adults and Older People; and Priority 10, Inspiring Efficiency, Effectiveness and Equity. There are five red corporate risks this month - litigation risks; inability to maintain assets and premises in safe and effective condition; avoidable death or serious injury to client or employee; employee relations; and management capacity and capability.

**Finance:** Finance is being reported two months behind the performance data (i.e. January 2012 data). This is the same data as last month and therefore there are no changes to the dashboard for finance this month. The latest revenue monitoring is forecasting a General Fund year-end underspend of £1.2m against a net budget of £278.8m.

**Barry Quirk, Chief Executive**  
**29 May 2012**

# Dashboard Summary

-  On track to achieve our outcomes
-  Slightly behind and requires improvement
-  Not on Track but taking corrective action

|  |  |                               |   |                                     |
|--|--|-------------------------------|---|-------------------------------------|
| 01. Community Leadership & Empowerment | 02. Young People's Achievement & Involvement | 03. Clean, Green and Liveable | 04. Safety, Security & Visible Presence | 05. Strengthening the Local Economy |
| Performance                            | Performance                                  | Performance                   | Performance                             | Performance                         |
|  | ★  | ●                             | ★                                       | ★                                   |
| Projects                               | Projects                                     | Projects                      | Projects                                | Projects                            |
| n/a                                    | ●  | ●                             | n/a                                     | ●                                   |
| Risk                                   | Risk   | Risk                          | Risk                                    | Risk                                |
| ★                                      | ●  | ★                             | ★                                       | ●                                   |
| Finance                                | Finance                                      | Finance                       | Finance                                 | Finance                             |
| ★                                      | ★  | ★                             | ★                                       | ★                                   |

|                          |                            |  |                              |   |
|--------------------------|----------------------------|--|------------------------------|---|
| 06. Decent Homes for All | 07. Protection of Children | 08. Caring for Adults and Older People | 09. Active, Healthy Citizens | 10. Inspiring Efficiency, Effectiveness, and Equity |
| Performance              | Performance                | Performance                            | Performance                  | Performance   |
| ▲                        | ●                          | ▲                                      | ▲                            | ▲   |
| Projects                 | Projects                   | Projects                               | Projects                     | Projects  |
| ●                        | n/a                        | n/a                                    | ★                            | ●   |
| Risk                     | Risk                       | Risk                                   | Risk                         | Risk  |
| ●                        | ▲                          | ▲                                      | ★                            | ▲   |
| Finance                  | Finance                    | Finance                                | Finance                      | Finance   |
| ★                        | ●                          | ●                                      | ▲                            | ★   |



# Overall Summary: Performance

Summary of performance indicators in this report.

| Overall Performance            |    |    |    |       |
|--------------------------------|----|----|----|-------|
| Current Period                 |    |    |    |       |
| Overall Performance            |    |    |    |       |
|                                |    |    |    |       |
| 17                             | 11 | 22 | 5  | 1     |
|                                |    |    | 3  |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |
| Direction of Travel            |    |    |    |       |
| Current Period vs 10/11        |    |    |    |       |
| Direction of Travel            |    |    |    |       |
|                                |    |    |    |       |
| 22                             | 0  | 24 | 13 |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |
| Same period last year          |    |    |    |       |
| Overall Performance            |    |    |    |       |
|                                |    |    |    |       |
| 23                             | 13 | 15 | 6  | 1     |
|                                |    |    | 1  |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |
| 10/11 outturn                  |    |    |    |       |
| Overall Performance            |    |    |    |       |
|                                |    |    |    |       |
| 23                             | 13 | 15 | 6  | 1     |
|                                |    |    | 1  |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |
| Previous Period vs 10/11       |    |    |    |       |
| Direction of Travel            |    |    |    |       |
|                                |    |    |    |       |
| 20                             | 1  | 24 | 14 |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |
| Same period last year vs 09/10 |    |    |    |       |
| Direction of Travel            |    |    |    |       |
|                                |    |    |    |       |
| 32                             | 0  | 17 | 10 |       |
|                                |    |    |    | Total |
|                                |    |    |    | 59    |

## Performance

This management report contains March 2012 performance data, and finds that 33 indicators are reported as Green or Amber against target, which is up from 29 last month (February 2012) and last quarter (December 2011). In March, 17 indicators are reported as Red against target, which is the same as last month (February 2012) and up from 16 last quarter (December 2011). There are 9 indicators with missing data in March 2012, which down from 13 last month.

### Direction of Travel

A total of 24 indicators show an upward trend in March 2012, which is up from 23 last month (February 2012) and up from 19 last quarter (December 2011). There are 22 indicators with a red direction of travel in March 2012, which is up from 20 last month (February 2012) and the same as last quarter (December 2011). In March, 13 indicators had missing data, which is down from 17 last month (February 2012).

N.B. direction of travel is the change in performance and is measured against the previous year. Therefore, changes to targets from one year to the next will affect this.

# Areas for Management Attention

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| Areas requiring management attention this month  |                       |                     |                     |   |              |          |
|--|-----------------------|---------------------|---------------------|---|--------------|----------|
| Performance Indicators - Monthly indicators  |                       |                     |                     |   |              |          |
|  | Against Target Mar 12 | DoT Mar 12 v Mar 11 | DoT Mar 12 v Feb 12 | Consecutive periods Red (last 12 periods) | Priority No. | Page No. |
| + NI157b % Minor planning apps within 8 weeks  | ▲                     | 🔴                   | 🔴                   | 12  | 5            | p31      |
| + NI157c % of other planning applications determined within 8 weeks                                  | ▲                     | 🔴                   | 🔴                   | 3   | 5            | p30      |
| LPI069 Number of cases where homelessness was prevented through the use of rent incentive scheme     | ▲                     | 🔴                   | 🟢                   | 12  | 6            | p35      |
| NI156 Number of households living in Temporary Accommodation   | ▲                     | 🔴                   | 🔴                   | 12  | 6            | p36      |
| NI062 Stability of placements of looked after children: number of moves                              | ▲                     | 🔴                   | 🔴                   | 3   | 7            | p41      |
| + A01D40 % Adult Social Care clients receiving a review  | ▲                     | 🔴                   | 🔴                   | 2   | 8            | p46      |
| + NI030 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets) | ▲                     | 🔴                   | 🔴                   | 12  | 8            | p47      |
| + NI031 Delayed transfers of care  | ▲                     | 🔴                   | 🔴                   | -   | 8            | p48      |
| + C01C19 Health of LAC   | ▲                     | 🔴                   | 🔴                   | 2   | 9            | p52      |
| + LPI202 Library visits per 1000 pop   | ▲                     | 🔴                   | 🟢                   | 12  | 9            | p53      |
| + BV008 Invoices paid within 30 days   | ▲                     | 🔴                   | 🟢                   | 12  | 10           | p59      |
| + LPI519 Number of FOI requests completed  | ▲                     | 🔴                   | 🟢                   | 9   | 10           | p60      |
| Performance Indicators - Monthly Indicators  |                       |                     |                     |   |              |          |
|  | Against Target Mar 12 | DoT Mar 12 v Mar 11 | DoT Mar 12 v Feb 12 | Consecutive periods Red (last 12 periods) | Priority No. | Page No. |
| + NI193 Percentage of municipal waste land filled  | ▲                     | 🔴                   | 🔴                   | 12  | 3            | p24      |

# Areas of Good Performance

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| Areas of Good Performance   |                          |                        |                        |                 |   |  |
|---|--------------------------|------------------------|------------------------|-----------------|---|--|
| Performance Indicators - Monthly indicators   |                          |                        |                        |                 |   |  |
|   | Against Target<br>Mar 12 | DoT Mar 12 v<br>Mar 11 | DoT Mar 12 v<br>Feb 12 | Priority<br>No. |   |  |
| + LPI079 Percentage of fly tip removal jobs completed within 1 day                                | ★                        | ✓                      | ✓                      | 3               | ✓ |  |
| + LPI080 Percentage of recycling bins collected on time   | ★                        | ✓                      | ✓                      | 3               | ✓ |  |
| + LPI705 Percentage urgent repairs completed within timescales                                    | ★                        | ✓                      | ✓                      | 6               | ✓ |  |
| + NI064 Child protection plans lasting 2 years or more  | ★                        | ✓                      | ✓                      | 7               | ✓ |  |
| + NI065 Children becoming the subject of a Child Protection Plan for a second or subsequent time  | ★                        | ✓                      | ✓                      | 7               | ✓ |  |
| + NI066 Looked after children cases which were reviewed within required timescales                | ★                        | ✓                      | ✓                      | 7               | ✓ |  |
| + NI067 Percentage of child protection cases which were reviewed within required timescales       | ★                        | ✓                      | ✓                      | 7               | ✓ |  |
| + NI046 Adults with learning disabilities in employment   | ★                        | ✓                      | ✓                      | 8               | ✓ |  |
| + NI052 Take up of school lunches   | ★                        | ✓                      | ✓                      | 9               | ✓ |  |
| + L5537 Council jobs gained by young people under 25 as a % of junior level appointments (Sc5Sc5) | ★                        | ✓                      | ✓                      | 10              | ✓ |  |
| Performance Indicators - Half Termly  |                          |                        |                        |                 |   |  |
|   | Against Target<br>Nov 11 | DoT Nov 11 v<br>Feb 10 | DoT Nov 11 v<br>Dec 10 | Priority<br>No. |   |  |

# Overall Summary: Projects and Programmes

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## Projects Forward Plan

### Major Projects Forward Plan - May Events 2012

|   | Senior Responsible Officer | Comment  |
|---|----------------------------|--|
| <b>INVESTMENT PROJECTS</b>                            |                            |  |
| Catford Programme - Milford Towers Decant             | Resources & Regeneration   | Progression of decant  |
| Catford Broadway - Phase 1 - Local Markets Fortnight  | Resources & Regeneration   | Local Markets event 28 April - 12 May  |
| <b>OTHER</b>  |                            |  |
| Catford and Lewisham Flood Alleviation Scheme project | Resources & Regeneration   | On 10 May, the Environment Agency presentation event to the Beckenham Place Park Working Group |


The number of projects reported above depends on the stage of each project. A review will take place in May to determine how this data is collected to ensure that all relevant information that should be reported is put forward by project managers.

# Overall Summary: Projects and Programmes

Together, we will make Lewisham the best place in London to live, work and learn

## Corporate Programmes

The status of the Council's Corporate Programmes in April 2012 is set out below. The Council's Corporate Programmes are made up of a number of individual projects.

| Corporate Programmes                    |   |
|---|---|
|   | Current Status  |
| PMSPROG Building Schools for the Future |  |
| PMSPROG Primary Places Programme        |  |

# Overall Summary: Projects and Programmes

Together, we will make Lewisham the best place in London to live, work and learn

## Major Projects & Programmes

Projects are reviewed monthly by Directorate Project Review Groups and quarterly by the Corporate Project Board. A summary of all the Programmes and Projects, with a value of £500k and over that have a red RAG rating, are detailed in the table at the bottom of this page.

### Project Performance - April 2012

|              | 11/12 | %   | Mar 12 | %   | Apr 12 | %   |
|--------------|-------|-----|--------|-----|--------|-----|
| ★            | 22    | 65  | 22     | 65  | 18     | 62  |
| ●            | 9     | 26  | 9      | 26  | 8      | 28  |
| ▲            | 3     | 9   | 3      | 9   | 3      | 10  |
| <b>Total</b> | 34    | 100 | 34     | 100 | 29     | 100 |

### Red Projects - April 2012

| Red Projects                           | Project Summary   | Page No. | Corporate Priority No. |
|--|---|----------|------------------------|
| <b>Building Schools for the Future</b> | The four PFI school projects in construction, contracted via two PFI Project Agreements, are progressing satisfactorily. Three of these are on target for hand-over in September (leaving various residual elements of demolition to be completed beyond this period).  | 22       | 2                      |
| <b>Gender New-Build Phase 3 South</b>  | The soft market test on the viability of the scheme carried out in July 2011, indicated that the scheme was not viable. Officers have been working with New Cross Gate, the successor body of the NDC, to refine key elements of the scheme and to produce a planning brief for a new scheme before approaching the market for developer interest. A programme has been produced which indicates that an unconditional development agreement with a new developer will be in place by August 2013. The process will be subject to M&C approval at relevant stages. Turner and Townsend are supporting Council officers in this exercise.                                      | 39       | 6                      |
| <b>Excalibur</b>                       | The decant of Excalibur households in Phases 1 and 2 is proceeding successfully with 17 out of 30 tenanted households having been re-housed with a further two under offer. Out of the seven freeholders two have been bought back and terms have been agreed with a further three. Officers continue to work towards the target of achieving vacant possession of the site by October 2012. The Council and London & Quadrant are also currently looking together at the overall funding package required for the scheme and a funding proposal is in the process of being firming up. The compulsory purchase order process for the current phase of the project has begun. | 39       | 6                      |

# Overall Summary: Projects and Programmes

Together, we will make Lewisham the best place in London to live, work and learn

## Major Projects & Programmes

Movements in status since the March 2012 Management Report:

### Upgraded from Amber to Red:

None

### Upgraded from Green to Amber:

None

### Downgraded from Red to Amber:

None

### Downgraded from Red to Green:

None

### Downgraded from Amber to Green:

None

None

### **Removals:**

The following projects within the Deptford Town Centre Programme have been removed as they are now complete:

- Tidemill School
- Deptford Lounge
- Resolution Way Studios

16 - 19 Demographic Growth Project (complete) - Lewisham is one of 14 local authorities with significant prospective increases in young people aged 16-19. As a result capital funding was allocated from the Department of Education through the Young Peoples Learning Agency (YPLA) to address need for extra places in the 3 schools/colleges that Lewisham bid for. Work is underway to deliver the additional places for September 2012.

Information, Management & Technology Programme given that all bar two projects are complete. The remaining projects are MOSS 2012 (the new Sharepoint) and the Change Management project.

### **Additions:**

None

# Overall Performance: Risk

|            |    |    |    |    |
|------------|----|----|----|----|
| 5          | 10 | 15 | 20 | 25 |
| 4          | 8  | 12 | 16 | 20 |
| 3          | 6  | 9  | 12 | 15 |
| 2          | 4  | 6  | 8  | 10 |
| 1          | 2  | 3  | 4  | 5  |
| Likelihood |    |    |    |    |
| Impact     |    |    |    |    |

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Risk can be defined as uncertainty of outcome due to an event or action in the future that could adversely affect an organisation's ability to achieve its business objectives and meet its strategies.

Good risk management allows an organisation to have increased confidence in achieving its desired outcomes; effectively constrain threats to acceptable levels; and take informed decisions about exploiting opportunities. Good risk management also allows stakeholders to have increased confidence in the organisation's corporate governance and ability to deliver.

In accordance with the Council's Risk Management Strategy, risk is monitored by way of risk registers. Risks are scored in terms of likelihood and impact, with a range from 1 to 5 (with 5 being the highest) and the result is plotted on a matrix (as shown) to produce the RAG rating. A target is also set and the risk registers contain action plans to manage the risks to target and these are subject to regular review by Directorate Management Teams. The risk registers are reported to the Risk Management Working Party and Internal Control Board on a quarterly basis and quarterly updates are provided in this report. The previous quarter's data will be routinely carried forward until the next quarterly update is made, unless there are matters of significance that need to specifically be brought to management's attention.

| Red (Corporate Register) |  | Current status |
|--------------------------|--|----------------|
| Corporate priority       | Risk name  |                |
| <b>10</b>                | <b>05 Litigation Risks</b><br>Litigation risk was escalated to a red risk earlier in the year primarily due to the risk of litigation arising from historic events and the risk of legal challenge to savings proposals. The position is constantly monitored.   | ▲              |
| <b>10</b>                | <b>15 Inability to maintain assets &amp; premises in safe &amp; effective condition</b><br>Condition surveys currently underway will inform maintenance requirements. Delivery of the asset rationalisation programme will eventually reduce the risk.   | ▲              |
| <b>7, 8</b>              | <b>18 Avoidable death or serious injury to client or employee</b><br>Regular and ongoing management action and review continues in respect of safeguarding. However, the risk of avoidable death or serious injury to client or employee will continually be rated red due to the potential severity should an event occur.  | ▲              |
| <b>10</b>                | <b>19 Employee Relations</b><br>Risk around consultations for changes, in particular to pensions and terms and conditions proposals. Work is continuing on engagement with the Trade Unions and staff consultation programme. Arrangements are in place to manage issues within established industrial relations mechanisms.   | ▲              |
| <b>10</b>                | <b>24 Management capacity and capability</b><br>This risk recognises the risk of strain on management capacity and capability with continuing headcount reductions, increasing management spans and significant changes to ways of working. Declining budgets, changing demand pressures, new technologies and a different community role under the Localism Act drive the risk of a decline in the flexibility and quality of service due to insufficient time or resource. | ▲              |



# Overall Performance: Risk

Together, we will make Lewisham the best place in London to live, work and learn

| Change (Directorate Registers)   |             |                |          |         |             |        |                |        |  |
|--|-------------|----------------|----------|---------|-------------|--------|----------------|--------|--|
| Risk name  | Directorate | Current status | Previous | Current | Source Date | Target | Against Target | Change |  |
| 03 Information asset safeguarding  | COM         |                | 16       | 12      | 31/03/2012  | 9      |                | -4.00  |  |
| 25 Risk relating to Litigation and Judicial Review   | COM         |                | 12       | 16      | 31/03/2012  | 8      |                | 4.00   |  |
| 08 Failure of telephone systems  | CUS         |                | 16       | 12      | 31/03/2012  | 9      |                | -4.00  |  |
| 14 Industrial action by Council staff  | CUS         |                | 6        | 4       | 31/03/2012  | 9      |                | -2.00  |  |
| 03 Failure to plan for succession leaves leadership roles vacant for prolonged periods       | CYP         |                | 6        | 9       | 31/03/2012  | 6      |                | 3.00   |  |
| 04 Industrial relations  | CYP         |                | 16       | 20      | 31/03/2012  | 6      |                | 4.00   |  |
| 06 Poor inspection reports   | CYP         |                | 12       | 6       | 31/03/2012  | 6      |                | -6.00  |  |
| 10 Failure to maximise income  | CYP         |                | 15       | 12      | 31/03/2012  | 9      |                | -3.00  |  |
| 11 Performance management  | CYP         |                | 9        | 6       | 31/03/2012  | 4      |                | -3.00  |  |
| 12 Budget overspend  | CYP         |                | 12       | 9       | 31/03/2012  | 6      |                | -3.00  |  |
| 15 Staff in schools work unsupervised with children and young people without a CRB clearance | CYP         |                | 9        | 6       | 31/03/2012  | 4      |                | -3.00  |  |
| 19 Data Quality  | CYP         |                | 9        | 6       | 31/03/2012  | 6      |                | -3.00  |  |
| 21 Failure to provide sufficient school places   | CYP         |                | 20       | 16      | 31/03/2012  | 4      |                | -4.00  |  |
| 23 Unable to respond to increases in demand for services.                                    | CYP         |                | 9        | 16      | 31/03/2012  | 6      |                | 7.00   |  |
| 26 Failure to plan for impact of Olympics on service provision                               | CYP         |                | 12       | 6       | 31/03/2012  | 6      |                | -6.00  |  |
| 16 ICT infrastructure is not resilient (corporate)   | R&R         |                | 16       | 12      | 31/03/2012  | 9      |                | -4.00  |  |
| 26 External reporting criticised/qualified (Resources & Regeneration)                        | R&R         |                | 15       | 9       | 31/03/2012  | 9      |                | -6.00  |  |
| 28 Lack of full Resource link functionality (Resources & Regeneration)                       | R&R         |                | 12       | 15      | 31/03/2012  | 6      |                | 3.00   |  |
| 30 Major fire (Corporate)  | R&R         |                | 4        | 6       | 31/03/2012  | 6      |                | 2      |  |

# Overall Performance: Risk

Together, we will make Lewisham the best place in London to live, work and learn

| Red-Red (Directorate Registers)  |             |                |          |         |             |        |                |        |  |  |
|--|-------------|----------------|----------|---------|-------------|--------|----------------|--------|--|--|
| Risk name  | Directorate | Current status | Previous | Current | Source Date | Target | Against Target | Change |  |  |
| 25 Risk relating to Litigation and Judicial Review                     | COM         | ▲              | 12       | 16      | 31/03/2012  | 8      | ▲              | 4.00   |  |  |
| 01 Avoidable death or serious injury                                   | CYP         | ▲              | 25       | 25      | 31/03/2012  | 15     | ▲              | 0.00   |  |  |
| 04 Industrial relations  | CYP         | ▲              | 16       | 20      | 31/03/2012  | 6      | ▲              | 4.00   |  |  |
| 09 Asset and premises management                                       | CYP         | ▲              | 16       | 16      | 31/03/2012  | 6      | ▲              | 0.00   |  |  |
| 13 Litigation risks  | CYP         | ▲              | 16       | 16      | 31/03/2012  | 8      | ▲              | 0.00   |  |  |
| 21 Failure to provide sufficient school places                         | CYP         | ▲              | 20       | 16      | 31/03/2012  | 4      | ▲              | -4.00  |  |  |
| 23 Unable to respond to increases in demand for services.              | CYP         | ▲              | 9        | 16      | 31/03/2012  | 6      | ▲              | 7.00   |  |  |
| 08 Employee relations (corporate)                                      | R&R         | ▲              | 20       | 20      | 31/03/2012  | 9      | ▲              | 0.00   |  |  |
| 25 Management capacity & capability (corporate)                        | R&R         | ▲              | 16       | 16      | 31/03/2012  | 9      | ▲              | 0.00   |  |  |
| 28 Lack of full Resource link functionality (Resources & Regeneration) | R&R         | ▲              | 12       | 15      | 31/03/2012  | 6      | ▲              | 3.00   |  |  |

# Overall Performance: Risk

Together, we will make Lewisham the best place in London to live, work and learn

| New Risks (Directorate Registers)                               |             |         |
|---|-------------|---------|
| Risk name   | Directorate | Current |
| 28 Drought - Monitor the situation and report on issues arising | COM         | 16      |
| 29 Welfare Reform changes 2012-13                               | COM         | 20      |
| 21 Procuring a new Parking Enforcement Contractor               | CUS         | 9       |
| 22 Managing Welfare Reform                                      | CUS         | 12      |
| 23 Parking Policy Review  | CUS         | 9       |

# Overall Performance: Finance

Together, we will make Lewisham the best place in London to live, work and learn

## Performance

|       | Dec 11 | %   | Jan 12 | %   |
|-------|--------|-----|--------|-----|
| ★     | 7      | 70  | 7      | 70  |
| ●     | 2      | 20  | 2      | 20  |
| ▲     | 1      | 10  | 1      | 10  |
| Total | 10     | 100 | 10     | 100 |

The projected year end outturn on the General Fund is an underspend of £1.2m. This is against a Net Revenue Budget of £278.8m. The outturn for the Housing Revenue Account (HRA) is a surplus of £0.8m.

| Finance by Priorities (£000s)                          |                |   |            |
|--|----------------|---|------------|
|  | 2011/12 Budget | Latest projected year end variance as at Jan 12 | % variance |
| 01. NI Community Leadership and Empowerment            | 8,100          | -469.00   | -5.79      |
| 02. NI Young People's Achievement and Involvement      | 10,065         | -415.00   | -4.12      |
| 03. NI Clean, Green and Liveable                       | 28,380         | -194.00   | -0.68      |
| 04. NI Safety, Security and Visible Presence           | 21,192         | -859.00   | -4.05      |
| 05. NI Strengthening the Local Economy                 | 2,717          | -155.00   | -5.70      |
| 06. NI Decent Homes for All                            | 3,361          | 0.00  | 0.00       |
| 07. NI Protection of Children                          | 39,478         | 302.00  | 0.76       |
| 08. NI Caring for Adults and Older People              | 81,879         | 406.00  | 0.50       |
| 09. NI Active, Healthy Citizens                        | 9,127          | 256.00  | 2.80       |
| 10. NI Inspiring Efficiency, Effectiveness, and Equity | 74,494         | -58.00  | -0.08      |
| CEX NI Corporate Priorities                            | 278,793        | -1,186.00                                       | -0.43      |

## Priority 01: Community Leadership & Empowerment

### Hot Topics

#### The Lewisham Olympic Big Screen

Programme details for The Lewisham Big Screen have now been announced. The 17-day festival on Blackheath will start with the Olympic Opening Ceremony on Friday 27 July and finish with the Closing Ceremony on Sunday 12 August. Alongside live BBC coverage of the Games on a giant outdoor screen will be a daily programme of entertainment, music and activities for the whole family.

A magnificent, decorated Spiegel tent will be the centrepiece for live music and entertainment alongside the big screen. Highlights in the tent will include:

- live music, song and dance from, amongst others, members of the BBC Singers, Lewisham Live musicians, Orchestra from the Age of Enlightenment and the Icarus Club;
- Speakeasy – a day of spoken word from performance poets, storytellers, rap artists and local creative talent, and;
- chances to find out about lots of different sports from judo to cricket, athletics to rugby. Discover your own inner athlete and find out how easy it is to get active.

### Priority 01: Summary

| Performance Indicators |                     |
|------------------------|---------------------|
| Against Target         | Direction of Travel |
| n/a                    | n/a                 |

| Finance         |                                     |
|-----------------|-------------------------------------|
| Variance Jan 12 | Direction of Travel Jan 12 v Dec 11 |
| ★               | ↘                                   |










| Projects       |                     |
|----------------|---------------------|
| Current Status | Direction of Travel |
| n/a            | n/a                 |

| Risk                  |                                     |
|-----------------------|-------------------------------------|
| Current Status Apr 12 | Direction of Travel Apr 12 v Mar 12 |
| ★                     | ↗                                   |

## Priority 02: Young People's Achievement and involvement

### Hot Topics

There are no 'Hot Topics' for Priority 2 this month.

| Priority 02: Summary                            |   |
|---|---|
| Performance Indicators                          |   |
| Against Target Mar 12                           | Direction of Travel Mar 12 v Feb 12  |
|   |                                    |
| Projects  |   |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12  |
|   |                                    |
| Risk  |   |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12  |
|   |                                      |
| Finance   |   |
| Variance Jan 12                                 | Direction of Travel Jan 12 v Dec 11  |
|   |                                      |
| Areas Requiring Management Attention this Month |   |
| Performance Indicators - Monthly                |   |
| Against Target                                  | Direction of Travel Mar 12 v Mar 11   |
|   | Direction of Travel Mar 12 v Feb 12   |
| Performance Indicators - Half termly            |   |
| Against Target                                  | Direction of Travel Dec 11 v Mar 11   |
|   | Direction of Travel Dec 11 v Sep 11   |
| Red Projects                                    |   |
| PMSCYP Building Schools for the Future          | Directorate CYP                      |
|   | Current Status  |

## 2. Young People's Achievement and Involvement

Raising educational attainment and improving facilities for young people through partnership working

### 2.1 Performance

| Priority 2 - Monthly Indicators   |                    |               |                       |               |                  |                       |                       |                |       |    |
|---|--------------------|---------------|-----------------------|---------------|------------------|-----------------------|-----------------------|----------------|-------|----|
| Unit  | YTD Mar 12         | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month   | Against Target Feb 12 | Against Target Jan 12 | Against Target | 10/11 |    |
| NI103a Special Educational Needs - statements issued within 26 weeks excluding exceptions | Percentage         | 97.10         | 100.00                |               |                  |                       |                       |                |       |    |
| NI103b Special Educational Needs - statements issued within 26 weeks                      | Percentage         | 97.00         | 100.00                |               |                  |                       |                       |                |       |    |
| Priority 2 - Quarterly Indicators   |                    |               |                       |               |                  |                       |                       |                |       |    |
| Unit  | YTD Mar 12         | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last quarter | Against Target Dec 11 | Against Target Sep 11 | Against Target | 10/11 |    |
| LPI240 First time entrants  | Number per 100,000 | ?             | ?                     | ?             | ?                | ?!                    | ?!                    | ?!             | ?!    | ?! |
| LPI241 Reoffending  | Percentage         | ?             | ?                     | ?             | ?                | ?!                    | ?!                    | ?!             | ?!    | ?! |
| LPI242 Use of custody   | Number per 1,000   | ?             | ?                     | ?             | ?                | ?!                    | ?!                    | ?!             | ?!    | ?! |
| NI17 16 to 18 year olds who are not in education, employment or training (NEET)           | Percentage         | 5.00          | 5.00                  |               | ?                | ?!                    | ?!                    | ?!             | ?!    | ★  |

## 2. Young People's Achievement and Involvement

Raising educational attainment and improving facilities for young people through partnership working

### 2.1 Performance

| Priority 2 - Indicators reported half-termly |            |            |               |                       |               |                      |                       |                       |            |
|--|------------|------------|---------------|-----------------------|---------------|----------------------|-----------------------|-----------------------|------------|
|  | Unit       | YTD Dec 11 | Target Dec 11 | Against Target Dec 11 | DoT Last Year | DoT Dec 11 vs Dec 10 | Against Target Dec 10 | Against Target Dec 10 | SchY 08/09 |
| BV045.12 % Half days missed - Secondary      | Percentage | 5.33       | 6.00          | ★                     | ✔             | ✔                    | ●                     | ●                     | ●          |
| BV046.12 % Half days missed - Primary        | Percentage | 3.96       | 4.50          | ★                     | ✔             | ✔                    | ▲                     | ▲                     | ▲          |



## 2. Young People's Achievement and Involvement

Raising educational attainment and improving facilities for young people through partnership working

### 2.2 Projects

| Priority 02 projects                           |             |            |                      |                |   |
|--|-------------|------------|----------------------|----------------|---|
|  | Directorate | Budget     | Est. completion date | Current Status |   |
| PMSCYP Building Schools for the Future         | CYP         | £223m      | Dec 2013             |                | ▲ |
| PMSCYP Strengthening SEN Provision             | CYP         | TBC        | 2015                 |                | ● |
| PMSCYP My Place Syd.Wells Pk (In Dev.)         | CYP         | £3.763m    | Dec 2012             |                | ★ |
| PMSCYP Primary Places Programme 2012/13        | CYP         | £26m       | Sep 2012             |                | ★ |
| PMSCYP Reinstatement works at Stillness School | CYP         | £1.368m    | Jun 2012             |                | ★ |
| PMSCYP Schools Minor Works Prog Phase 2        | CYP         | £3.247m    | Sep 2013             |                | ★ |
| PMSCYP Early Intervention Programme            | CYP         | £14.4m YR1 | Jun 2012             |                | ★ |

## 2. Young People's Achievement and Involvement

Raising educational attainment and improving facilities for young people through partnership working

### 2.2 Projects

| Red Projects   |  |  | Current status |
|--|--|--|----------------|
| Senior Responsible Officer   | Project Aim  |  |                |
| Executive Director for Regeneration  | <b>Project Aim</b><br>Rebuilding and refurbishment of secondary school estate and commissioning of New School. |  | ▲              |
| <p>The four PFI school projects in construction, contracted via two PFI Project Agreements, are progressing satisfactorily. Three of these are on target for hand-over in September (leaving various residual elements of demolition to be completed by beyond this period)</p> <p>Of the two Design &amp; Build schemes in construction;</p> <p>(i) Prendergast Hilly Fields remains behind programme and the first significant new build hand over has been delayed from this Easter until the Summer half term break - the formal application and paperwork for this change of programme from the LEP has arrived with the Authority but has yet to be reviewed or responded to. The refurbishment elements of the Hilly Fields project remain behind programme and the formal proposals for a recovery strategy remain at large.</p> <p>(ii) Padey and Stanhope phase 2 was not successfully completed by January and as such the school have re-occupied phase 2 facilities purely on the basis of the being a clean, safe and functional 'alternative accommodation' facility. The issues related largely to quality matters and the Authority have completed 2 reports which examine the detail of the issues which have been shared with the LEP and Costain. We await a formal response to these suffice it to say that the Independent Certifier will not sign off phase 2 until such time as the quality issues are properly addressed. Interestingly phase 3 is progressing much more smoothly and it is likely that the same quality issues will not be encountered.</p> <p>Progress on the schemes in Development:</p> <p>The LEP has had several attempts at submitting a satisfactory Stage 1 submission for Sydenham D&amp;B scheme. The most recent attempt is much improved on previous efforts. There have been some concerns raised by the planning design panel and the team are working with officers from the planning department in an attempt to resolve these matters prior to the Stage 1 submission which is targeted for the 30th April. The BSF team are still targeting a M&amp;C submission for the 9th May but clearly need comfort on planning matters before that can be achieved. Whilst the cost envelope for the new build looks to be improved on recent attempts it is likely that the overall cost envelope will be some £500 to £600 k short in terms of delivering all that we would like to deliver with respect to the refurbishment elements of the scheme;</p> <p>Contract Close on Abbey Manor College has been protracted - the most recent delay having been largely due to a delay in getting responses on proposed contract derogations from PFS / EFA. These are now resolved and the team are targeting close before the end of April. Works have started under licence but clearly the team are anxious to get the full contract in place;</p> <p>Contract Close on Crossways has suffered a resultant slippage (same teams from all parties working on Abbey Manor College and Crossways) and it is now anticipated that it will achieve close during the first week of May, and;</p> <p>A Stage 0 business case for Brent Knoll has been approved. Given that the statutory consultation has now been undertaken and second round consultation / formal notices are not required we are now in a position to issue a New Project Instruction to the LEP. The BSF team are progressing this action. There is further work / interface to be agreed regarding the use of the proposed site at Perry Vale by Adamsrill school as a decant facility.</p> |  |  |                |

## Priority 03: Clean, Green and Liveable

### Hot Topics

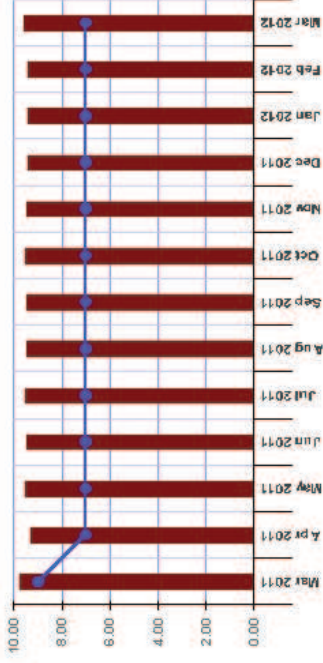
There are no 'Hot Topics' for Priority 3 this month.

| Priority 03: Summary                            |                                     |
|---|-------------------------------------|
| Performance Indicators                          |                                     |
| Against Target Mar 12                           | Direction of Travel Mar 12 v Feb 12 |
|   |                                     |
| Projects  |                                     |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12 |
|   |                                     |
| Finance   |                                     |
| Variance Jan 12                                 | Direction of Travel Jan 12 v Dec 11 |
|   |                                     |
| Risk  |                                     |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12 |
|   |                                     |
| Areas Requiring Management Attention this Month |                                     |
| Performance Indicators - Monthly                |                                     |
| Against Target                                  | Direction of Travel Mar 12 v Mar 11 |
|   |                                     |
| Performance Indicators - Monthly                |                                     |
| Against Target                                  | Direction of Travel Mar 12 v Feb 12 |
|   |                                     |
| NI193 Percentage of municipal waste land filled |                                     |

## NI193 - Percentage of municipal waste landfilled

NI193 Percentage of municipal waste land filled

|        | Percentage   |              |                   |
|--------|--------------|--------------|-------------------|
|        | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 11 | 9.74         | 9.00         | ▲                 |
| Apr 11 | 9.26         | 7.00         | ▲                 |
| May 11 | 9.49         | 7.00         | ▲                 |
| Jun 11 | 9.43         | 7.00         | ▲                 |
| Jul 11 | 9.53         | 7.00         | ▲                 |
| Aug 11 | 9.48         | 7.00         | ▲                 |
| Sep 11 | 9.46         | 7.00         | ▲                 |
| Oct 11 | 9.49         | 7.00         | ▲                 |
| Nov 11 | 9.46         | 7.00         | ▲                 |
| Dec 11 | 9.41         | 7.00         | ▲                 |
| Jan 12 | 9.38         | 7.00         | ▲                 |
| Feb 12 | 9.40         | 7.00         | ▲                 |
| Mar 12 | 9.59         | 7.00         | ▲                 |



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### NI193 - comment

| Responsible Officer | Performance Comments   | Action Plan Comments  |
|---------------------|--|---|
| Head of Environment | <p><b>Performance</b><br/>This indicator measures the percentage of municipal waste which is sent to landfill. The service achieved 9.42% in 2011/12, performing below the target of 7%.</p> <p>Actions to reduce the tonnage of waste going to landfill included the provision of the mattress recycling facility which diverted a total of 224.98 tonnes away from landfill in 2011/12, this equates to more than 7,000 mattresses recycled in the year.</p> | <p><b>Performance Action Plan</b><br/>The following actions are being implemented to reduce the tonnage of waste being produced and going to landfill:</p> <ul style="list-style-type: none"> <li>- Working with housing management providers to monitor action plans to reduce bulky waste and levels of flytipping on greens particularly in the south of the borough.</li> <li>- Working with Local Partnerships to promote re-use and divert bulky waste away from landfill.</li> </ul> |

## 3. Clean, Green & Liveable

Improving environmental management, the cleanliness and care of roads and pavements, and promoting a sustainable environment

### 3.1 Performance

| Priority 3 - Monthly Indicators                         |            |   |                       |               |                |                       |                       |       |   |   |   |
|---|------------|---|-----------------------|---------------|----------------|-----------------------|-----------------------|-------|---|---|---|
| Unit  | YTD Mar 12 | Target Mar 12   | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 | 10/11 |   |   |   |
| +   | LPI079     | Percentage of fly tip removal jobs completed within 1 day                                 | 74.15                 | 60.00         | ★              | ★                     | ★                     | ★     | ★ | ★ | ★ |
| +   | LPI080     | Percentage of recycling bins collected on time  | 100.00                | 100.00        | ★              | ★                     | ★                     | ★     | ★ | ★ | ★ |
| +   | LPI720     | Percentage of noise nuisance complaints receiving a visit within 45 minutes, if necessary | 95.31                 | 98.75         | ●              | ●                     | ●                     | ●     | ● | ● | ● |
| +   | LPI752     | Percentage of graffiti removal jobs completed in 1 day                                    | 99.68                 | 99.50         | ★              | ★                     | ★                     | ★     | ★ | ★ | ★ |
| Priority 3 - Monthly Indicators - latest data available |            |   |                       |               |                |                       |                       |       |   |   |   |
| Unit  | YTD Mar 12 | Target Mar 12   | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 | 10/11 |   |   |   |
| +   | NI191      | Residual household waste per household (KG)   | 55.66                 | 60.00         | ★              | ★                     | ●                     | ●     | ▲ | ▲ | ▲ |
| +   | NI192      | Percentage of household waste sent for reuse, recycling and composting                    | 19.09                 | 20.00         | ●              | ▲                     | ▲                     | ▲     | ▲ | ▲ | ▲ |
| +   | NI193      | Percentage of municipal waste land filled   | 9.59                  | 7.00          | ▲              | ▲                     | ▲                     | ▲     | ▲ | ▲ | ▲ |

## 3. Clean, Green and Liveable

Improving environmental management, the cleanliness and care of roads and pavements, and promoting a sustainable environment

### 3.2 Projects

| Priority 03 projects                                   |                          |             |                      |                |  |  |
|--|--------------------------|-------------|----------------------|----------------|--|--|
|  | Directorate              | Budget      | Est. completion date | Current Status |  |  |
| PMSRGN Deptford Rise Public Realm (In Devel)           | Deptf TC                 | Section 106 | TBC                  |                |  |  |
| PMSRGN Sydenham Park Footbridge                        | Resources & Regeneration | £462k       | Sep 2012             |                |  |  |
| PMSRGN N. Lewisham Links - Tranche 2                   | Resources & Regeneration | £8.128m     | Apr 2012             |                |  |  |
| PMSCUS Rivers and People                               | Customer                 | £300k       | Mar 2013             |                |  |  |
| PMSCUS Beck. Place Park Management Contract (in Devel) | Customer                 | TBC         | TBC                  |                |  |  |
| PMSRGN Pepys Environmental                             | Resources & Regeneration | £3.050m     | Sep 2012             |                |  |  |
| PMSRGN Highways Programme Prud. Borrowing              | Resources & Regeneration | £3m         | Apr 2013             |                |  |  |
| PMSRGN Sydenham Rd Area Based Scheme (In Devel)        | Resources & Regeneration | £3.6m       | Sept 2013            |                |  |  |
| PMSRGN TFL Programme 10/11 (Formula element)           | Resources & Regeneration | TBC         | Apr 2013             |                |  |  |
| PMSCUS Mercury Abatement                               | Customer                 | £1.5m       | Dec 2012             |                |  |  |

## Priority 04: Safety, Security and Visible Presence

### Hot Topics

There are no 'Hot Topics' for Priority 4 this month.

| Priority 04: Summary     |   |
|--------------------------|---|
| Performance Indicators   |   |
| Against Target<br>Mar 12 | Direction of<br>Travel Mar 12 v<br>Feb 12 |
| ★                        | ↓   |
| Projects                 |   |
| Current Status<br>n/a    | Direction of<br>Travel<br>n/a             |

|                          |   |
|--------------------------|---|
| Finance                  |   |
| Variance Jan 12          | Direction of<br>Travel Jan 12 v<br>Dec 11 |
| ★                        | ↑   |
| Risk                     |   |
| Current Status<br>Apr 12 | Direction of<br>Travel Apr 12 v<br>Mar 12 |
| ★                        | ↑   |

## 4. Safety, Security and Visible Presence

Improving Partnership working with the police and others and using the Council's powers to combat anti-social behaviour

### 4.1 Performance

| Priority 4 - Monthly Indicators                    |        |            |               |                       |               |                |                       |                       |  |       |
|--|--------|------------|---------------|-----------------------|---------------|----------------|-----------------------|-----------------------|--|-------|
|  | Unit   | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 |  | 10/11 |
| LPI230 No. of recorded Violence Portfolio offences | Number | 5,466.00   | 5,784.00      | ★                     | ?             | 🔴              | ★                     | ★                     |  | ?!    |
| LPI231 No. of recorded Property Portfolio offences | Number | 16,451.00  | 17,160.00     | ★                     | ?             | 🔴              | ★                     | ★                     |  | ?!    |



## Priority 05: Strengthening the Local Economy

### Hot Topics

There are no 'Hot Topics' for Priority 5 this month.

| Priority 05: Summary     |   |
|--------------------------|---|
| Performance Indicators   |   |
| Against Target<br>Mar 12 | Direction of<br>Travel Mar 12 v<br>Feb 12 |
| ★                        | 🔴   |
| Projects                 |   |
| Current Status<br>Apr 12 | Direction of<br>travel Apr 12 v<br>Mar 12 |
| 🟡                        | 🔵   |

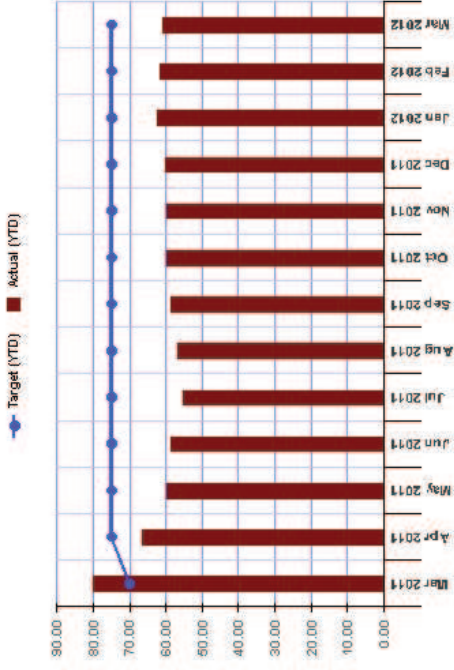
|                           |   |
|---------------------------|---|
| Finance                   |   |
| Variance Jan 12<br>Dec 11 | Direction of<br>travel Jan 12 v<br>Dec 11 |
| ★                         | 🔴   |
| Risk                      |   |
| Current Status<br>Apr 12  | Direction of<br>travel Apr 12 v<br>Mar 12 |
| 🟡                         | 🔵   |

### Areas Requiring Management Attention this Month

| Performance Indicators - Monthly  |  |   |
|---|--|---|
| Against Target  | Direction of<br>Travel Mar<br>12 v Mar<br>11 | Direction of<br>Travel Mar<br>12 v Feb 12 |
| 🔴   | 🔴  | 🔴   |
| NI157b % Minor planning apps<br>within 8 weeks                          |  |   |
| 🔴   | 🔴  | 🔴   |
| NI157c % of other planning<br>applications determined within 8<br>weeks |  |   |
|   |  |   |

## NI157b - % minor planning applications within 8 weeks

| NI157b % Minor planning apps within 8 weeks |              |              |                   |
|---|--------------|--------------|-------------------|
|   | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011                                    | 80.19        | 70.00        | ★                 |
| Apr 2011                                    | 66.67        | 75.00        | ▲                 |
| May 2011                                    | 59.81        | 75.00        | ▲                 |
| Jun 2011                                    | 58.54        | 75.00        | ▲                 |
| Jul 2011                                    | 55.19        | 75.00        | ▲                 |
| Aug 2011                                    | 56.69        | 75.00        | ▲                 |
| Sep 2011                                    | 58.50        | 75.00        | ▲                 |
| Oct 2011                                    | 59.88        | 75.00        | ▲                 |
| Nov 2011                                    | 59.60        | 75.00        | ▲                 |
| Dec 2011                                    | 60.05        | 75.00        | ▲                 |
| Jan 2012                                    | 62.39        | 75.00        | ▲                 |
| Feb 2012                                    | 61.46        | 75.00        | ▲                 |
| Mar 2012                                    | 61.01        | 75.00        | ▲                 |



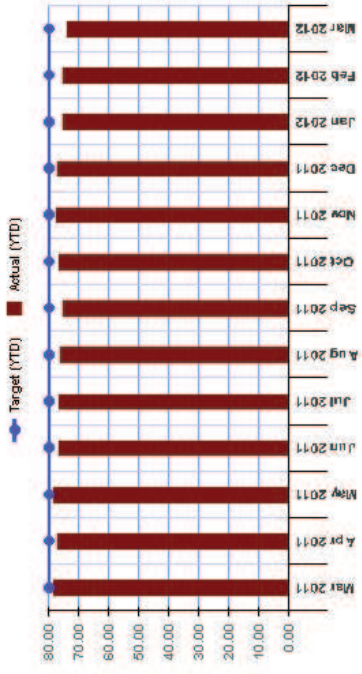
| NI157b - comment    |  |
|---------------------|--|
| Responsible Officer | Performance Comments   |
| Head of Planning    | <p><b>Performance</b><br/>Results are below target due to both the delay in validating applications that occurred in November and December, and the current focus of determining cases for which the statutory date has passed.</p> <p><b>Performance Action Plan</b><br/>Several proactive measures are being undertaken to improve performance including regular discussion with officers, training and a continued focus on the validation process.</p> |
|                     | Action Plan Comments   |

## NI157c - % of other planning applications determined within 8 weeks

⊕ NI157c % of other planning applications determined within 8 weeks

Percentage

|          | Actual (YTD) | Target (YTD) | Performance (YTD) | Performance (YTD) |
|----------|--------------|--------------|-------------------|-------------------|
| Mar 2011 | 78.35        | 80.00        |                   | ●                 |
| Apr 2011 | 76.92        | 80.00        |                   | ●                 |
| May 2011 | 78.26        | 80.00        |                   | ●                 |
| Jun 2011 | 76.41        | 80.00        |                   | ●                 |
| Jul 2011 | 76.69        | 80.00        |                   | ●                 |
| Aug 2011 | 75.88        | 80.00        |                   | ▲                 |
| Sep 2011 | 75.31        | 80.00        |                   | ▲                 |
| Oct 2011 | 76.79        | 80.00        |                   | ●                 |
| Nov 2011 | 77.34        | 80.00        |                   | ●                 |
| Dec 2011 | 76.90        | 80.00        |                   | ●                 |
| Jan 2012 | 75.22        | 80.00        |                   | ▲                 |
| Feb 2012 | 75.14        | 80.00        |                   | ▲                 |
| Mar 2012 | 73.58        | 80.00        |                   | ▲                 |



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NI157c - comment

| Responsible Officer | Performance Comments   | Action Plan Comments   |
|---------------------|--|--|
| Head of Planning    | <p><b>Performance</b><br/>This indicator is significantly below target due to both the delay in validating applications that occurred in November and December and the current focus of determining cases for which the statutory date has passed.</p> | <p><b>Performance Action Plan</b><br/>Several proactive measures are being undertaken to improve performance including regular discussion with officers, training and a continued focus on the validation process.</p> |

# 5. Strengthening the Local Economy

Gaining resources to regenerate key localities, strengthen employment skills and promote public transport

## 5.1 Performance

| Priority 5 - Monthly Indicators                                     |            |               |                       |               |                  |                       |                       |       |  |  |
|---|------------|---------------|-----------------------|---------------|------------------|-----------------------|-----------------------|-------|--|--|
| Unit  | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month   | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |  |
| + NI157b % Minor planning apps within 8 weeks                       | 61.01      | 75.00         | ▲                     | ➔             | ➔                | ▲                     | ▲                     | ★     |  |  |
| + NI157c % of other planning applications determined within 8 weeks | 73.58      | 80.00         | ▲                     | ➔             | ➔                | ▲                     | ▲                     | ●     |  |  |
| Priority 5 - Quarterly Indicators                                   |            |               |                       |               |                  |                       |                       |       |  |  |
| Unit  | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last quarter | Against Target Dec 11 | Against Target Sep 11 | 10/11 |  |  |
| NI152 Working age people on out of work benefits                    | 15.90      | 15.60         | ●                     | ➔             | ➔                | ★                     | ★                     | ★     |  |  |

## 5. Strengthening the Local Economy

Gaining resources to regenerate key localities, strengthen employment skills and promote public transport

### 5.2 Projects

| Priority 05 projects                  |                          |  |                                       |                |
|---------------------------------------|--------------------------|--|---------------------------------------|----------------|
|                                       | Directorate              | Budget   | Est. completion date                  | Current Status |
| PMSRGN Deptford Station Deptf TC Prog | Resources & Regeneration | £11.6m   | Phase 1 - Apr 12;<br>Phase 2 - Aug 12 | 🟡              |
| PMSRGN Catford Town Centre (In Devel) | Resources & Regeneration | £6.018m (Capital budget for Milford Towers buybacks) | 2015                                  | 🟢              |

## Priority 06: Decent Homes for All

### Hot Topics

There are no 'Hot Topics' for Priority 6 this month.

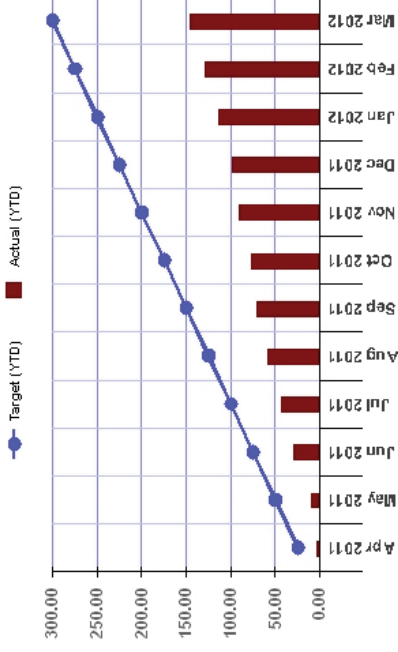
| Priority 06: Summary   |                                     |
|------------------------|-------------------------------------|
| Performance Indicators |                                     |
| Against Target Mar 12  | Direction of Travel Mar 12 v Feb 12 |
|                        |                                     |
| Projects               |                                     |
| Current Status Apr 12  | Direction of Travel Apr 12 v Mar 12 |
|                        |                                     |
| Finance                |                                     |
| Variance Jan 12        | Direction of Travel Jan 12 v Dec 11 |
|                        |                                     |
| Risk                   |                                     |
| Current Status Apr 12  | Direction of Travel Apr 12 v Mar 12 |
|                        |                                     |

| Areas Requiring Management Attention this Month  |                |                                     |                                     |
|--|----------------|-------------------------------------|-------------------------------------|
| Performance Indicators - Monthly   |                |                                     |                                     |
|  | Against Target | Direction of Travel Mar 12 v Mar 11 | Direction of Travel Mar 12 v Feb 12 |
| LPI069 Number of cases where homelessness was prevented through the use of rent incentive scheme |                |                                     |                                     |
| NI156 Number of households living in Temporary Accommodation                                     |                |                                     |                                     |
| Projects - Red   |                |                                     |                                     |
|  | Directorate    | Current Status                      |                                     |
| PMSCUS Kender New Build grant phase 3 South  | Customer       |                                     |                                     |
| PMSCUS Excalibur Regeneration  | Customer       |                                     |                                     |

## LPI069 - Number of cases where homelessness prevented through the use of the rent incentive scheme

LPI069 Number of cases where homelessness was prevented through the use of rent incentive scheme

|          | Number       |              |                   |
|----------|--------------|--------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011 | 252.00       | 300.00       | ▲                 |
| Apr 2011 | 4.00         | 25.00        | ▲                 |
| May 2011 | 10.00        | 50.00        | ▲                 |
| Jun 2011 | 29.00        | 75.00        | ▲                 |
| Jul 2011 | 43.00        | 100.00       | ▲                 |
| Aug 2011 | 59.00        | 125.00       | ▲                 |
| Sep 2011 | 70.00        | 150.00       | ▲                 |
| Oct 2011 | 76.00        | 175.00       | ▲                 |
| Nov 2011 | 91.00        | 200.00       | ▲                 |
| Dec 2011 | 98.00        | 225.00       | ▲                 |
| Jan 2012 | 113.00       | 250.00       | ▲                 |
| Feb 2012 | 128.00       | 275.00       | ▲                 |
| Mar 2012 | 145.00       | 300.00       | ▲                 |



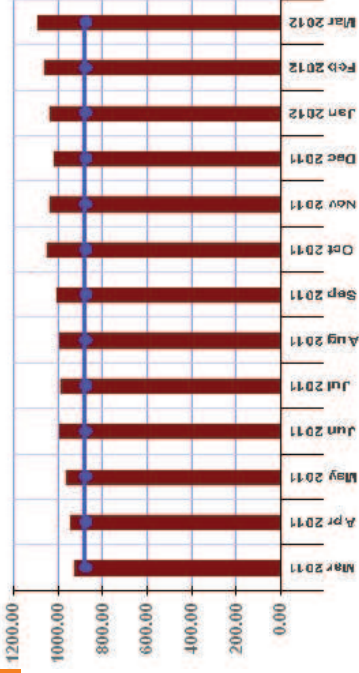
LPI069 - comment

| Responsible Officer       | Performance Comments  | Action Plan Comments   |
|---------------------------|---|--|
| Head of Strategic Housing | <p><b>Performance</b><br/>In 2011/12 there were 145 cases where homelessness was prevented through the use of the Rent Incentive Scheme against a target of 300 for the year.</p> | <p><b>Performance Action Plan</b><br/>The service has a target to increase the number of properties available through the rent incentive scheme. This will reduce the numbers going in to temporary accommodation and also increase the number of cases where homelessness is prevented.</p> |

## NI156 - Number of households living in Temporary Accommodation

| NI156 Number of households living in Temporary Accommodation |              |              |                   |
|--|--------------|--------------|-------------------|
|  | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011   | 924.00       | 877.00       | ▲                 |
| Apr 2011   | 945.00       | 877.00       | ▲                 |
| May 2011   | 958.00       | 877.00       | ▲                 |
| Jun 2011   | 989.00       | 877.00       | ▲                 |
| Jul 2011   | 986.00       | 877.00       | ▲                 |
| Aug 2011   | 994.00       | 877.00       | ▲                 |
| Sep 2011   | 1,001.00     | 877.00       | ▲                 |
| Oct 2011   | 1,048.00     | 877.00       | ▲                 |
| Nov 2011   | 1,033.00     | 877.00       | ▲                 |
| Dec 2011   | 1,014.00     | 877.00       | ▲                 |
| Jan 2012   | 1,032.00     | 877.00       | ▲                 |
| Feb 2012   | 1,060.00     | 877.00       | ▲                 |
| Mar 2012   | 1,092.00     | 877.00       | ▲                 |

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### NI156 - comment

| Responsible Officer       | Performance Comments  | Action Plan Comments   |
|---------------------------|---|--|
| Head of Strategic Housing | <p><b>Performance</b><br/>The numbers in temporary accommodation increased again in March rising from 1060 in February to 1092.</p> | <p><b>Performance Action Plan</b><br/>The service has a target to increase the number of Private Sector Leasing and Rent Incentive Scheme properties to provide a portfolio of properties for people who are accepted as homeless and to have a supply for prevention. This ongoing work will reduce the reliance on nightly paid accommodation.</p> |



# 6. Decent Homes for All

Investment in social and affordable housing to achieve the Decent Homes standard, tackle homelessness and supply key worker housing

## 6.1 Performance

| Priority 6 - Monthly Indicators  |            |               |                       |               |                  |                       |                       |       |  |  |
|--|------------|---------------|-----------------------|---------------|------------------|-----------------------|-----------------------|-------|--|--|
| Unit   | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month   | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |  |
| LPZ029 Percentage of rent collected, excluding rent due on void properties                       | 98.67      | 100.40        | 🟡                     | 🔴             | 🟢                | 🟡                     | 🟡                     | 🟡     |  |  |
| LPZ037 Average Time to Re-let  | 22.33      | 24.00         | 🟢                     | 🔴             | 🟢                | 🟢                     | 🟢                     | 🟢     |  |  |
| LPZ069 Number of cases where homelessness was prevented through the use of rent incentive scheme | 145.00     | 300.00        | 🔴                     | 🔴             | 🟢                | 🔴                     | 🔴                     | 🔴     |  |  |
| LPZ075 Percentage urgent repairs completed within timescales                                     | 99.92      | 99.00         | 🟢                     | 🟢             | 🔴                | 🟢                     | 🟢                     | 🟡     |  |  |
| LPZ076 Percentage of properties let to those in temporary accommodation                          | 22.92      | 22.40         | 🟢                     | ?             | 🔴                | 🟢                     | 🟢                     | ?!    |  |  |
| LPZ056 Number of households living in Temporary Accommodation                                    | 1,092.00   | 877.00        | 🔴                     | 🔴             | 🔴                | 🔴                     | 🔴                     | 🔴     |  |  |
| Priority 6 - Quarterly Indicators  |            |               |                       |               |                  |                       |                       |       |  |  |
| Unit   | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last quarter | Against Target Dec 11 | Against Target Sep 11 | 10/11 |  |  |
| LPZ075 Number of homes made decent   | 1,025.00   | 993.00        | 🟢                     | ?             | 🟢                | 🟡                     | 🟢                     | ?     |  |  |

## 6. Decent Homes for All

Investment in social and affordable housing to achieve the Decent Homes standard, tackle homelessness and supply key worker housing

### 6.2 Projects

| Priority 06 projects                        |                          |             |                      |                |  |  |
|---|--------------------------|-------------|----------------------|----------------|--|--|
|   | Directorate              | Budget      | Est. completion date | Current Status |  |  |
| PMSCUS Kender New Build grant phase 3 South | Customer                 | £1.49m      | TBC                  | ▲              |  |  |
| PMSCUS Excalibur Regeneration               | Customer                 | £1.521m     | Mar 2018             | ▲              |  |  |
| PMSCUS Kender New Build grant phase 4       | Customer                 | £1.54m      | Aug 2012             | ●              |  |  |
| PMSRGN Southern Site Housing -Deptf TC Prog | Resources & Regeneration | TBC         | Spring 2013          | ●              |  |  |
| PMSCUS Lewisham Homes Capital Programme     | Customer                 | TBC         | Apr 2013             | ★              |  |  |
| PMSCUS Heathside & Lethbridge Redevelopment | Customer                 | £1.9m (Ph3) | Autumn 2012          | ★              |  |  |

## 6. Decent Homes for All

Investment in social and affordable housing to achieve the Decent Homes standard, tackle homelessness and supply key worker housing



### 6.2 Projects





| Red Projects  |   |  | Current status |
|---|---|--|----------------|
| Senior Responsible Officer  | Project Aim   |  |                |
| Customer Services. ED   | <b>Project Aim</b><br>Kender New-Build Phase 3 South            |  | ▲              |
| <p>The soft market testing on the viability of the scheme carried out in July 2011 indicated that the scheme was not viable. Officers recently appointed Tuner and Townsend to provide development management services in viability testing, value engineering and procurement and selection of a delivery partner for the scheme. As part of their brief, they will work with the New Cross Gate Trust to refine their requirements for the scheme and to negotiate an extension of the longstop date on the GP surgery element of the scheme. A programme has been produced which indicates that an unconditional development agreement with a new developer will be in place by August 2013. Prior to that there are a series of activities which will require M&amp;C approvals.</p>                                    |   |  |                |
| Head of Strategic Housing   | <b>Project Aim</b><br>Regeneration of Excalibur bungalow estate |  | ▲              |
| <p>PMSCUS Excalibur Regeneration</p> <p>The decant of Excalibur households in Phases 1 and 2 is proceeding successfully. 17 out of 30 tenanted households have been re-housed with a further 4 under offer. The Starred Decant Policy is now in place for Excalibur tenants so the decant is now expected to speed up again. 2 out of 7 freeholders have been bought back and terms have been agreed with a further 3. Officers continue to work towards the target of achieving vacant possession of the site by October 2017. The Council and London &amp; Quadrant are also currently looking together at the overall funding package required for the scheme and a funding proposal is in the process of being firmed up. This Council is now starting the compulsory purchase order process for the current Phase.</p> |   |  |                |






## Priority 07: Protection of Children

### Hot Topics

There are no 'Hot Topics' for Priority 7 this month.

| Priority 07: Summary   |  |
|------------------------|--|
| Performance Indicators |  |
| Against Target Mar 12  | Direction of Travel Mar 12 v Feb 12  |
|                        |                                     |
| Projects               |  |
| Against Target         | Direction of Travel  |
| n/a                    | n/a  |

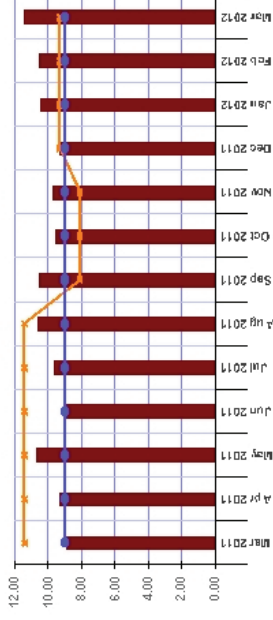
|                       |   |
|-----------------------|---|
| Finance               |   |
| Variance Jan 12       | Direction of Travel Jan 12 v Dec 11  |
|                       |                                      |
| Risk                  |   |
| Current Status Apr 12 | Direction of Travel Apr 12 v Mar 12  |
|                       |                                      |

| Areas Requiring Management Attention this Month  |   |   |   |
|--|---|---|---|
| Performance Indicators - Monthly   |   |   |   |
|  | Against Target  | Direction of Travel Mar 12 v Mar 11  | Direction of Travel Mar 12 v Feb 12  |
| NI062 Stability of placements of looked after children: number of moves  |  |   |   |
| Red Risks - Corporate Risk Register  |   |   |   |
|  | Responsible Officer   | Current Status  |   |
|  RMSCYP01 Avoidable death or serious injury | Director Children's Social Care, HOSE, Head of Access & Support Services          |                                    |   |

**NI062 - Stability of placements of looked after children: number of moves (3+ placements within last 12 months)**

NI062 Stability of placements of looked after children: number of moves

|          | Percentage   |              |                   | Performance (YTD) |
|----------|--------------|--------------|-------------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Statistical (YTD) |                   |
| Mar 2011 | 8.90         | 9.00         | 11.40             | ★                 |
| Apr 2011 | 9.30         | 9.00         | 11.40             | ●                 |
| May 2011 | 10.70        | 9.00         | 11.40             | ▲                 |
| Jun 2011 | 8.90         | 9.00         | 11.40             | ★                 |
| Jul 2011 | 9.60         | 9.00         | 11.40             | ▲                 |
| Aug 2011 | 10.60        | 9.00         | 11.40             | ▲                 |
| Sep 2011 | 10.50        | 9.00         | 8.10              | ▲                 |
| Oct 2011 | 9.50         | 9.00         | 8.10              | ▲                 |
| Nov 2011 | 9.70         | 9.00         | 8.10              | ▲                 |
| Dec 2011 | 9.30         | 9.00         | 9.30              | ●                 |
| Jan 2012 | 10.40        | 9.00         | 9.30              | ▲                 |
| Feb 2012 | 10.50        | 9.00         | 9.30              | ▲                 |
| Mar 2012 | 11.40        | 9.00         | 9.30              | ▲                 |



| NI062 - comments   |  |
|--|--|
| <p>Responsible Officer</p> <p>Director of Children's Social Care</p> | <p><b>Performance Comments</b></p> <p>April data shows that we have surpassed the target with current performance now at 8.80% compared to end of year (March 2012) 10% against a target of 9%. This improvement in performance is due to a number of factors including the sustained use of placement support meetings wherein support to carers and young people from a range of agencies is provided to prevent placement breakdown. The Secure Base model has been established across services for Looked after children and has been well received by carers and staff and has contributed to maintaining placements. The Case Planning Panel continues to monitor all new requests for placements and where necessary suggests additional support packages to prevent placement breakdowns. In addition the Case planning panel scrutinises the 10 most expensive placements per month and challenges those deemed not to be providing VFM or to be meeting a young persons needs.</p>   |
| <p><b>Action Plan Comments</b></p>                                   | <p><b>Performance Action Plan</b></p> <p>The Multi-Dimensional Therapeutic Foster care programme will commence in September, catering for looked after young people with some of the most complex needs and challenging behaviours. It is anticipated that this scheme will further reduce placement breakdowns and support children and young people to secure stability and support a smooth transition through adolescence into adulthood. The Case Planning Panel will continue to monitor and challenge placement requests on a weekly basis. The Leaving Care service have recently recruited additional supported lodgings carers to provide additional support for young people aged 16+ ; these placements provide an important bridge between more intensively supported placements such as fostering and residential units and the full independence of living in a flat. We hope to recruit more of these carers over the coming year. The recently appointed Service Manager LAC has re-convened the Placement Stability group which will meet on 29/05/12 featuring representatives from a number of agencies. This group will explore further opportunities to support placement stability and options will be updated accordingly once agreed.</p> |

# 7. Protection of Children

Better safe-guarding and joined-up services for children at risk

## 7.1 Performance

| Priority 7 - Monthly Indicators  |                   |               |                       |               |                |                       |                       |       |  |
|--|-------------------|---------------|-----------------------|---------------|----------------|-----------------------|-----------------------|-------|--|
| Unit   | YTD Mar 12        | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |
| NI060 Percentage core assessments for children's social care carried out < 35 working days     | Percentage 86.70  | 91.00         | ●                     | ✓             | ✗              | ●                     | ●                     | ▲     |  |
| NI062 Stability of placements of looked after children: number of moves                        | Percentage 11.40  | 9.00          | ▲                     | ✗             | ✗              | ▲                     | ▲                     | ★     |  |
| NI063 Stability of placements of looked after children: length of placement                    | Percentage 67.50  | 77.00         | ▲                     | ✓             | ✗              | ▲                     | ▲                     | ▲     |  |
| NI064 Child protection plans lasting 2 years or more   | Percentage 5.30   | 8.00          | ★                     | ✓             | ✗              | ★                     | ★                     | ▲     |  |
| NI065 Children becoming the subject of a Child Protection Plan for a second or subsequent time | Percentage 8.40   | 10.00         | ★                     | ✓             | ✗              | ★                     | ★                     | ★     |  |
| NI066 Looked after children cases which were reviewed within required timescales               | Percentage 99.60  | 99.00         | ★                     | ✓             | ✓              | ★                     | ★                     | ●     |  |
| NI067 Percentage of child protection cases which were reviewed within required timescales      | Percentage 100.00 | 100.00        | ★                     | ✓             | ↑              | ★                     | ★                     | ●     |  |
| NI068 Percentage of referrals to children's social care going on to initial assessment         | Percentage 86.00  | 91.00         | ▲                     | ✓             | ✗              | ●                     | ●                     | ▲     |  |
| NI200 Percentage of Initial Assessments for CSC carried out < 10 working days                  | Percentage 87.40  | ?             | !                     | ?             | ?              | !                     | !                     | !     |  |

# 7. Protection for Children

Better safe-guarding and joined-up services for children at risk

## 7.3 Risk

| Priority 7 - Corporate Risk Register - Red Risks |  |  |   |   |
|--|--|--|---|---|
| Current status                                   |  |  |   |   |
| RMSCYP01<br>Avoidable death or serious injury    |  |  |   | ▲   |
| Priority 7 - Corporate Risk Register - Red Risks |  |  |   |   |
|  | Consequences   | DoT<br>Current<br>Quarter v<br>Previous<br>Quarter | Responsible<br>Officer  | Comments  |
| RMSCYP01<br>Avoidable death or serious injury    | <p><b>Risk - What are the worst consequences of the risk?</b></p> <ul style="list-style-type: none"> <li>Public outrage</li> <li>Damaged reputation</li> <li>Cost of response</li> <li>Reduced staff morale, loss of staff, decreased performance, Poor performance assessments/Ofsted.</li> </ul> | ↑  | <p>Director Children's Social Care, HOSE, Head of Access &amp; Support Services</p> | <p><b>Risk - What have we done to control the risk?</b></p> <ul style="list-style-type: none"> <li>Quality control, relationships with providers.</li> <li>Strength of partnerships.</li> <li>Child protection systems.</li> <li>Strong PR.</li> <li>Ensure safeguarding plans fully implemented.</li> <li>Regular supervision of staff procedures.</li> <li>Regular timely communication and meetings.</li> <li>Education Psychologists now trained in trauma support, ensure strong safeguarding mechanisms for all staff across contract bids from other organisations.</li> <li>Safeguarding Board monitors action plans from Serious Case Reviews</li> <li>Adherence to CYP Lone Working Policy, violence to staff meetings and review of lessons learnt.</li> </ul> |

## Priority 08: Caring for Adults and Older People

### Hot Topics

#### Increasing access to Psychological Therapies (IAPT)

Since the introduction of the Increasing Access to Psychological Therapies (IAPT) service was established in 2009, Lewisham has consistently performed well against the national targets and ranked amongst the best performers in London. The average recovery rate following IAPT for the first 3 quarters of 2011/12 was 44% for Lewisham compared to 42.7% across London. At quarter 3, Lewisham ranked 7th in London (of 31 PCTs) for moving people off sick pay and benefits following IAPT intervention or support.”

The London Health Programmes IAPT Clinical Assurance panel released the following statement in April 2012:

“Lewisham is one of the highest performing services in London and one of the best examples of IAPT provision in the capital. Lewisham has managed to meet high levels of need and achieve consistently high recovery rates for a significant period.”

The Panel also recognises Lewisham’s commitment to providing an excellent training site for London. The Clinical Assurance panel would like to acknowledge that Lewisham is an excellent area for training.

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| Priority 08: Summary     |   |
|--------------------------|---|
| Performance Indicators   |   |
| Against Target<br>Mar 12 | Direction of<br>Travel Mar 12 v<br>Feb 12 |
| ▲                        | ▶   |
| Projects                 |   |
| Current Status<br>n/a    | Direction of<br>Travel<br>n/a             |

| Finance                  |   |
|--------------------------|---|
| Variance Jan 12          | Direction of<br>Travel Jan 12 v<br>Dec 11 |
| ●                        | ▶   |
| Risk                     |   |
| Current Status<br>Apr 12 | Direction of<br>Travel Apr 12 v<br>Mar 12 |
| ▲                        | ▶   |



## 8. Caring for Adults and Older people

Working with Health Services to support older people and adults in need of care

### Areas Requiring Management Attention this Month

#### Performance Indicators - Monthly

|  | Against Target | Direction of Travel Mar 12 v Mar 11 | Direction of Travel Mar 12 v Feb 12 |
|--|----------------|-------------------------------------|-------------------------------------|
| AO/D40 % Adult Social Care clients receiving a review  | ▲              | ▲                                   | ▲                                   |
| NI130 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets) | ▲              | ▲                                   | ▲                                   |
| NI131 Delayed transfers of care  | ▲              | ▲                                   | ▲                                   |

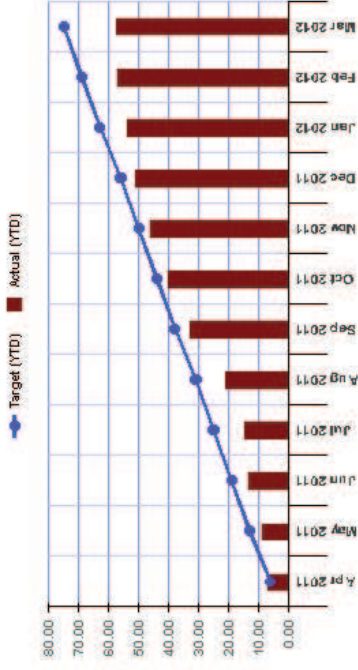
#### Red Risks

| Responsible Officer  | Current Status |
|--|----------------|
| Head of Adult Assessment and Care Management, Head of Communities and Neighbourhood Development; Head of Cultural Services; Head of Crime Reduction. | ▲              |

## AO/D40 - % Adult Social Care clients receiving a review

⊕ AO/D40 % Adult Social Care clients receiving a review

|          | Percentage   |              |                   |
|----------|--------------|--------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Apr 2011 | 6.96         | 6.00         | ★                 |
| May 2011 | 8.44         | 13.00        | ▲                 |
| Jun 2011 | 13.05        | 19.00        | ▲                 |
| Jul 2011 | 14.58        | 25.00        | ▲                 |
| Aug 2011 | 21.14        | 31.00        | ▲                 |
| Sep 2011 | 32.90        | 38.00        | ▲                 |
| Oct 2011 | 40.09        | 44.00        | ▲                 |
| Nov 2011 | 45.85        | 50.00        | ▲                 |
| Dec 2011 | 51.20        | 56.00        | ▲                 |
| Jan 2012 | 53.57        | 63.00        | ▲                 |
| Feb 2012 | 56.89        | 69.00        | ▲                 |
| Mar 2012 | 57.57        | 75.00        | ▲                 |



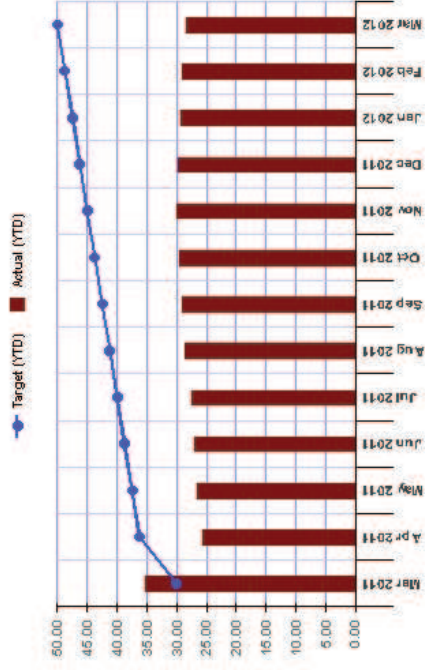
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| AO/D40 - comment   |  |  |
|--|--|--|
| Responsible Officer  | Performance Comments   | Action Plan Comments   |
| Programme Director for Adults Social Care and Health Modernisation | <p><b>Performance</b><br/>This local indicator measures the percentage of service users who have had their needs and package of care formally reviewed in the year. Performance did not meet target.</p> | <p><b>Performance Action Plan</b><br/>Increased capacity is being established to complete reviews and to improve performance in 2012/13. Performance action plans across the service have been put in place and these are actively supported and monitored by the head of service to ensure both improved performance and quality. These are monitored at regular fortnightly meetings and appropriate remedial action identified.</p> |

## NI130 Social Care clients receiving Self Directed Support

NI130 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets)

|          | Rate per 100,000 |              |                   | Performance (YTD) |
|----------|------------------|--------------|-------------------|-------------------|
|          | Actual (YTD)     | Target (YTD) | Performance (YTD) |                   |
| Mar 2011 | 35.20            | 30.00        | ★                 |                   |
| Apr 2011 | 25.70            | 36.25        | ▲                 |                   |
| May 2011 | 26.48            | 37.50        | ▲                 |                   |
| Jun 2011 | 26.96            | 38.75        | ▲                 |                   |
| Jul 2011 | 27.47            | 40.00        | ▲                 |                   |
| Aug 2011 | 28.62            | 41.25        | ▲                 |                   |
| Sep 2011 | 29.03            | 42.50        | ▲                 |                   |
| Oct 2011 | 29.52            | 43.75        | ▲                 |                   |
| Nov 2011 | 29.85            | 45.00        | ▲                 |                   |
| Dec 2011 | 29.74            | 46.25        | ▲                 |                   |
| Jan 2012 | 29.28            | 47.50        | ▲                 |                   |
| Feb 2012 | 29.07            | 48.75        | ▲                 |                   |
| Mar 2012 | 28.27            | 50.00        | ▲                 |                   |



NI130 - comment

Action Plan Comments

Performance Comments

Responsible Officer

Head of Adult Assessment and Care Management

**Performance**  
This indicator measures the number of vulnerable adults and carers receiving Self Directed Support (SDS) in the year as a percentage of all community-based social care service users. This includes clients and carers in receipt of direct payments and also those with personal budgets. Although currently showing as below target, the outturn figure does not yet include all data on personal budgets which is still being collated.

**Performance Action Plan**

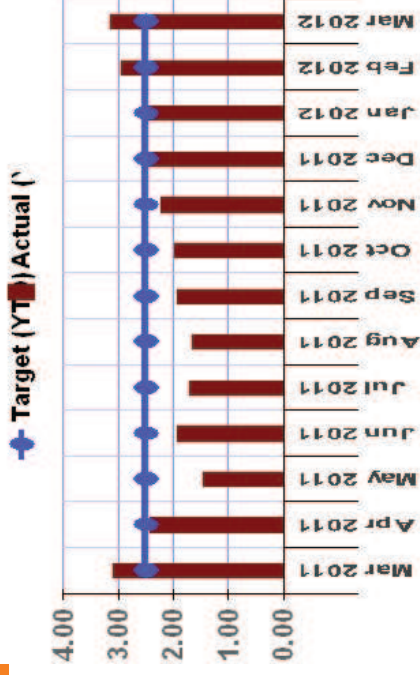
The action plan to increase the number of reviews of care will also improve performance in this area, as reviews will focus on offering more choice and control through Self Directed Support. The process has also been streamlined to reduce delays, and all new long-term adult social care service users are offered a personalised budget in a timely manner.

## NI131 - Delayed transfers of care

NI131 Delayed transfers of care

Rate per 100,000

| Actual (YTD) | Target (YTD) | Performance (YTD) |
|--------------|--------------|-------------------|
| 3.08         | 2.50         | ▲                 |
| 2.42         | 2.50         | ★                 |
| 1.45         | 2.50         | ★                 |
| 1.93         | 2.50         | ★                 |
| 1.69         | 2.50         | ★                 |
| 1.64         | 2.50         | ★                 |
| 1.93         | 2.50         | ★                 |
| 1.98         | 2.50         | ★                 |
| 2.22         | 2.50         | ★                 |
| 2.56         | 2.50         | ●                 |
| 2.56         | 2.50         | ●                 |
| 2.95         | 2.50         | ▲                 |
| 3.14         | 2.50         | ▲                 |



NI131 - comment

| Responsible Officer   | Performance Comments  | Action Plan Comments  |
|---|---|---|
| Programme Director Adult Social Care & Health Modernisation | <p><b>Performance</b><br/>A delayed transfer of care occurs when a Lewisham resident who is a hospital patient is medically fit for transfer from a hospital bed, but is still occupying such a bed. Most relate to University Hospital Lewisham, but include those in other hospitals treating Lewisham residents.</p> | <p><b>Performance Action Plan</b><br/>The increase is due to internal health delays as people are waiting for specialist beds. Transfers to Adult Social Care are not contributing significantly to these delays.</p> |

# 8. Caring for Adults and Older People

Working with Health Services to support older people and adults in need of care


## 8.1 Performance

| Priority 8 - Monthly Indicators  |                  |            |               |                       |               |                |                       |                       |       |  |
|--|------------------|------------|---------------|-----------------------|---------------|----------------|-----------------------|-----------------------|-------|--|
|  | Unit             | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |
| NI130 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets) | Rate per 100,000 | 28.27      | 50.00         | ▲                     | ↘             | ↘              | ▲                     | ▲                     | ★     |  |
| NI131 Delayed transfers of care  | Rate per 100,000 | 3.14       | 2.50          | ▲                     | ↘             | ↘              | ▲                     | ●                     | ▲     |  |
| NI132 Timeliness of social care assessment (all adults)  | Percentage       | ?          | ?             | ?!                    | ?             | ?              | ?!                    | ?!                    | ▲     |  |
| NI146 Adults with learning disabilities in employment  | Percentage       | 9.13       | 9.00          | ★                     | ↗             | ↗              | ★                     | ★                     | ▲     |  |
| AO/D40 % Adult Social Care clients receiving a review  | Percentage       | 57.57      | 75.00         | ▲                     | ↘             | ↘              | ▲                     | ▲                     | ▲     |  |

# 8. Caring for Adults and Older people

Developing opportunities for the active participation and engagement of people in the life of the community

## 8.3 Risk

| Priority 8 - Corporate Risk Register - Red Risks  |   |  |   |  |
|---|---|--|---|--|
| Current status  |   |  |   |  |
| <div style="text-align: right;">▲</div>   |   |  |   |  |
| Priority 8 - Corporate Risk Register - Red Risks  |   |  |   |  |
| Consequences  | DoT Current Quarter v Previous Quarter  | Responsible Officer  | Comments  |  |
| RMSCOM04 Avoidable death or serious injury of Client or Staff Member<br><br>Avoidable serious injury or death of client or staff member. Service delivery impact; Financial/compensation and reputation impact. |  | Head of Adult Assessment and Care Management, Head of Communities and Neighbourhood Development; Head of Cultural Services; Head of Crime Reduction. | <b>Risk - When is it going to be completed?</b><br>ASC safeguarding processes have been reviewed - safeguarding procedures are monitored as part of performance management and there is a review of all safeguarding activity for the year 2011-12 underway as part of the end of year reporting process in preparation for the ASC annual returns. |  |

## Priority 09: Active, Healthy Citizens

### Hot Topics

#### Dads cycle from Paris to Lewisham to celebrate 50-year link

Thirteen cyclists from the Antony Berni Cycling Club in Paris rode to London arriving on Saturday 21 April at Lewisham Town Hall for a celebratory reception.

The journey was made after ten fathers from DUCK (Dads Uniting Cycling and Kids) Cycling Club rode from Lewisham to Paris last year in 24 hours and invited the club to come to Lewisham. Antony in Paris is twinned with Lewisham and this year sees the celebration of 50 years of twinning.

The ride highlights the importance of fathers in children's learning and education and also the 50 years of twinning between Lewisham and Antony.

| Priority 09: Summary   |                                     |
|------------------------|-------------------------------------|
| Performance Indicators |                                     |
| Against Target Mar 12  | Direction of Travel Mar 12 v Feb 12 |
|                        |                                     |
| Projects               |                                     |
| Current Status Apr 12  | Direction of Travel Apr 12 v Mar 12 |
|                        |                                     |

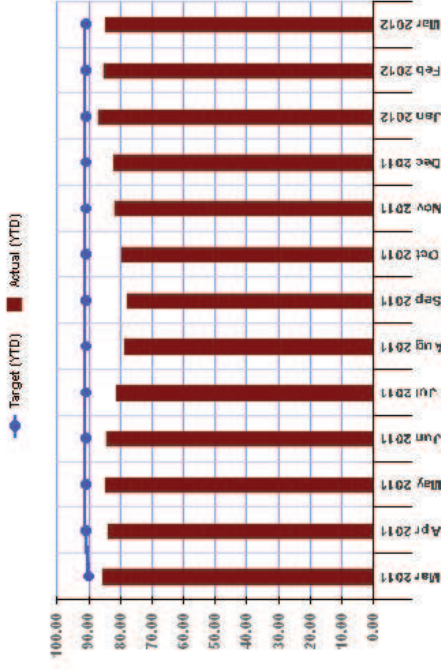
|                       |                                     |
|-----------------------|-------------------------------------|
| Finance               |                                     |
| Variance Jan 12       | Direction of Travel Jan 12 v Dec 11 |
|                       |                                     |
| Risk                  |                                     |
| Current Status Apr 12 | Direction of Travel Apr 12 v Mar 12 |
|                       |                                     |

| Areas Requiring Management Attention this Month |                                    |                                     |                                     |
|---|------------------------------------|-------------------------------------|-------------------------------------|
| Performance Indicators - Monthly                |                                    |                                     |                                     |
|   | Against Target                     | Direction of Travel Mar 12 v Mar 11 | Direction of Travel Sep 11 v Jun 11 |
|   |                                    |                                     |                                     |
|   | CF/C19 Health of LAC               |                                     |                                     |
|   | LPI202 Library visits per 1000 pop |                                     |                                     |

## CF/C19 Health of LAC

### CF/C19 Health of LAC

|          | Percentage   |              |                   |
|----------|--------------|--------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011 | 85.60        | 90.00        | ●                 |
| Apr 2011 | 83.80        | 91.00        | ▲                 |
| May 2011 | 84.70        | 91.00        | ▲                 |
| Jun 2011 | 84.30        | 91.00        | ▲                 |
| Jul 2011 | 81.40        | 91.00        | ▲                 |
| Aug 2011 | 78.70        | 91.00        | ▲                 |
| Sep 2011 | 77.70        | 91.00        | ▲                 |
| Oct 2011 | 79.30        | 91.00        | ▲                 |
| Nov 2011 | 81.70        | 91.00        | ▲                 |
| Dec 2011 | 82.20        | 91.00        | ▲                 |
| Jan 2012 | 86.60        | 91.00        | ●                 |
| Feb 2012 | 85.00        | 91.00        | ▲                 |
| Mar 2012 | 84.80        | 91.00        | ▲                 |



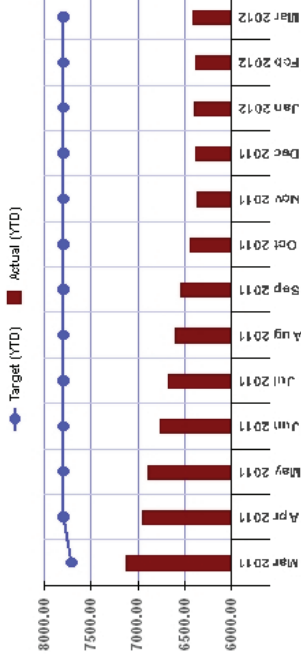
### CF/C19 - Comment

| Responsible Officer                 | Performance Comments               | Action Plan Comments   |
|-------------------------------------|------------------------------------|--|
| Head of Access and Support Services | <b>Performance</b><br>Below target | <b>Performance Action Plan</b><br>The recording of the Health Review completion date within the Local Authority IT system had been identified as a barrier. Health Partners now have direct access to the IT system to input the date that the Health Review has been completed. Further challenges remain for health partners who have no control over other boroughs completing the Health Review within the timescales. |



## LPI202 - Library visits per 1,000 population

| + LPI202 Library visits per 1000 pop<br>Number per 1000 |              |              |                   |
|---|--------------|--------------|-------------------|
|   | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011  | 7,121.94     | 7,707.00     | ▲                 |
| Apr 2011  | 6,953.69     | 7,795.42     | ▲                 |
| May 2011  | 6,895.41     | 7,795.42     | ▲                 |
| Jun 2011  | 6,765.96     | 7,795.42     | ▲                 |
| Jul 2011  | 6,674.39     | 7,795.42     | ▲                 |
| Aug 2011  | 6,597.35     | 7,795.42     | ▲                 |
| Sep 2011  | 6,539.72     | 7,795.42     | ▲                 |
| Oct 2011  | 6,443.62     | 7,795.42     | ▲                 |
| Nov 2011  | 6,364.06     | 7,795.42     | ▲                 |
| Dec 2011  | 6,388.57     | 7,795.42     | ▲                 |
| Jan 2012  | 6,389.90     | 7,795.42     | ▲                 |
| Feb 2012  | 6,384.73     | 7,795.42     | ▲                 |
| Mar 2012  | 6,409.62     | 7,795.42     | ▲                 |



### LPI202 - comment

| Responsible Officer | Performance Comments  | Action Plan Comments   |
|---------------------|---|--|
| Head of Culture     | <p><b>Performance</b><br/>This indicator measures the number of physical visits to libraries as a proportion of the local population. The performance overall is below target, falling from 7121.94 in 2010/11 to 6409.62 in 2011/12, although the significant improvements shown in quarter four are expected to continue into 2012/13.</p> <p>The overall performance picture is mixed across the service. Forest Hill, Deptford and Torrington all achieved improved performance, whilst performance at the remaining libraries fell. During 2011/12 the programme of transformation produced a reduction in activity during the establishment of five community libraries and the restructuring of the service.</p> | <p><b>Performance Action Plan</b><br/>The Community Libraries showed an average decrease in visits of 35%. However this includes a period of handover from Lewisham to the organisations running the community buildings, which included periods of closure. Through continued support from the library service, performance in the new community libraries is expected to rise to former levels in 2012.</p> <p>The Deptford Lounge is achieving an average of over 30,000 visits a month, which is more than double the average monthly performance of the wavelenghts library it replaces. The Service continues its programme for the improvement of the stock, its promotion, and audience engagement, and has plans to improve performance through World Book Night, Adult Learners Week, the Summer Reading Challenge, Black History Month, and more.</p> |

# 9. Active, Healthy Citizens

Leisure, sporting, learning and creative activities for everyone

## 9.1 Performance

| Priority 9 - Monthly Indicators                             |            |               |                       |               |                  |                       |                       |       |  |  |
|---|------------|---------------|-----------------------|---------------|------------------|-----------------------|-----------------------|-------|--|--|
| Unit  | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month   | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |  |
| CF/C19 Health of LAC  | 84.80      | 91.00         | ▲                     | ▲             | ▲                | ▲                     | ●                     | ▲     |  |  |
| LPI202 Library visits per 1000 pop                          | 6,409.62   | 7,795.42      | ▲                     | ▲             | ▲                | ▲                     | ▲                     | ▲     |  |  |
| NI052 Take up of school lunches                             | 55.50      | 54.00         | ★                     | ★             | ★                | ★                     | ●                     | ●     |  |  |
| Priority 9 - Quarterly Indicators                           |            |               |                       |               |                  |                       |                       |       |  |  |
| Unit  | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last Quarter | Against Target Dec 11 | Against Target Sep 11 | 10/11 |  |  |
| NI053 Prevalence of breastfeeding at 6 - 8 weeks from birth | ?          | 75.00         | ?                     | ?             | ?                | ★                     | ★                     | ★     |  |  |
| NI023 Stopping smoking                                      | ?          | ?             | ?!                    | ?             | ?                | !                     | !                     | ★     |  |  |
| LPI324 MMR1 Immunisation rates 2nd birthday                 | ?          | 91.00         | ?                     | ?             | ?                | ▲                     | ▲                     | ▲     |  |  |

## 9. Active, Healthy Citizens

Leisure, sporting, learning and creative activities for everyone

### 9.1 Performance

| Priority 9 - Monthly Contextual Indicators |            |            |            |            |           |  |
|--|------------|------------|------------|------------|-----------|--|
| Unit                                       | YTD Mar 12 | YTD Feb 12 | YTD Jan 12 | YTD Dec 11 | 10/11     |  |
| LPI211a Children free swims                | 35,522.00  | 32,940.00  | 30,685.00  | 29,044.00  | 54,082.00 |  |
| LPI211b 60+ free swims                     | 8,089.00   | 7,517.00   | 6,987.00   | 6,407.00   | 19,659.00 |  |

## 9. Active, Healthy Citizens

Leisure, sporting, learning and creative activities for everyone

### 9.2 Projects

| Priority 09 projects             |             |         |                      |   |  |
|----------------------------------|-------------|---------|----------------------|---|--|
|                                  | Directorate | Budget  | Est. completion date | Current Status  |  |
| PMSCOM Wavelengths refurbishment | Community   | £1.550m | Dec 2012             |  |  |
| PMSCOM Loampit Vale & Pool       | Community   | £2.59m  | Apr 2013             |  |  |
| PMSCOM Forest Hill Pools         | Community   | £12.53m | Sep 2012             |  |  |

## 9. Active, Healthy Citizens

Leisure, sporting, learning and creative activities for everyone

### 9.4 Finance

| Net Expenditure Priority 09 (£000s) |                |  |          |            |   |
|-------------------------------------|----------------|--|----------|------------|---|
|                                     | 2010/11 Budget | Projected year-end variance as at Jan 12 | Variance | % variance | Comments  |
| 09. NI Active, Healthy Citizens     | 9,127          | 256.00                                   | ▲        | 2.80       | <p><b>Finance Overspend</b></p> <p>The projected overspend in Cultural Services is due to essential one-off remedial works in leisure centres associated with the change in provider in October. The Council is obliged to incur this expenditure, but will seek to recover the costs from the outgoing contractor.</p> |

## Priority 10: Inspiring Efficiency, Effectiveness & Equity

### Hot Topics

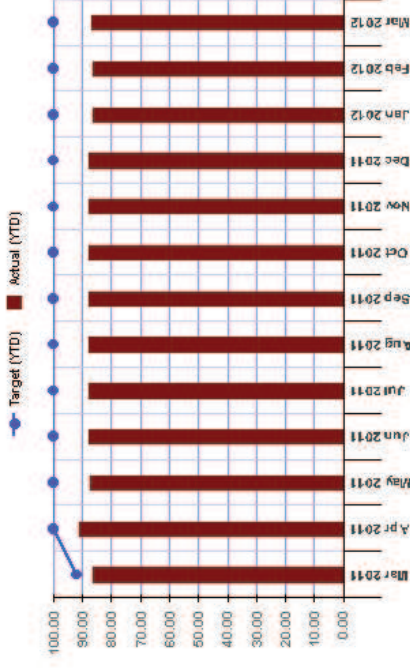
There are no 'Hot Topics' for Priority 10 this month.

| Priority 10: Summary                            |   |
|---|---|
| Performance Indicators                          |   |
| Against Target Mar 12                           | Direction of Travel Mar 12 v Feb 12     |
| Variance Jan 12                                 | Direction of Travel Jan 12 v Dec 11     |
| ★   |   |
| Projects  |   |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12     |
| ●   |   |
| Risk  |   |
| Current Status Apr 12                           | Direction of Travel Apr 12 v Mar 12     |
| ▲   |   |
| Areas Requiring Management Attention this Month |   |
| Performance Indicators - Monthly                |   |
| Against Target                                  | Direction of Travel Mar 12 v Mar 11     |
| ▲   |   |
| ▲   |   |
| +   | BV008 Invoices paid within 30 days      |
| +   | LPI519 Number of FOI requests completed |
|   | Direction of Travel Mar 12 v Feb 12     |
|   |   |
| Red Risks - Corporate Risk Register             |   |
| Responsible Officer                             | Current Status                          |
| Head of Law                                     | ▲                                       |
| Executive Director for Resources & Regeneration | ▲                                       |
| Chief Executive                                 | ▲                                       |
| Executive Director for Resources & Regeneration | ▲                                       |

## BV008 % of invoices paid within 30 days

⊕ BV008 Invoices paid within 30 days

|          | Percentage   |              |                   |
|----------|--------------|--------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011 | 86.42        | 92.00        | ▲                 |
| Apr 2011 | 91.16        | 100.00       | ▲                 |
| May 2011 | 87.42        | 100.00       | ▲                 |
| Jun 2011 | 87.95        | 100.00       | ▲                 |
| Jul 2011 | 87.59        | 100.00       | ▲                 |
| Aug 2011 | 87.80        | 100.00       | ▲                 |
| Sep 2011 | 87.85        | 100.00       | ▲                 |
| Oct 2011 | 87.82        | 100.00       | ▲                 |
| Nov 2011 | 87.74        | 100.00       | ▲                 |
| Dec 2011 | 87.88        | 100.00       | ▲                 |
| Jan 2012 | 86.23        | 100.00       | ▲                 |
| Feb 2012 | 86.27        | 100.00       | ▲                 |
| Mar 2012 | 86.55        | 100.00       | ▲                 |

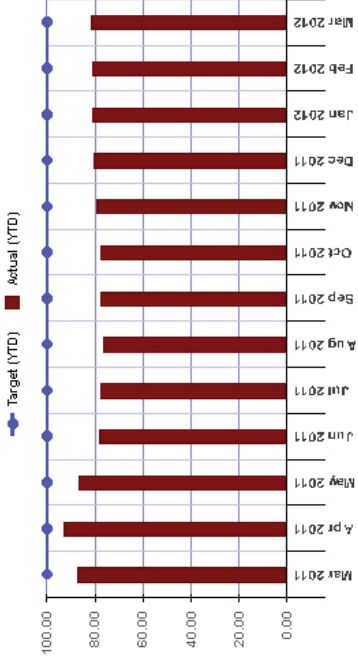


BV008 - comment

| Responsible Officer             | Performance Comments  | Action Plan Comments  |
|---------------------------------|---|---|
| Finance Shared Services Manager | <p><b>Performance</b><br/>89% of Lewisham's undisputed commercial invoices were paid within 30 days during March, an improvement on February's figure of 86.6%.</p> | <p><b>Performance Action Plan</b><br/>Detailed analysis continues to be undertaken to identify the budget holders who are late in submitting invoices and identifying those that are disputed and those taking action on invoices held via the e-procurement system.<br/><br/>The Procure 2 Pay (P2P) project is in progress. The plan will require all Directorates to have P2P processes in place by the end of July 2012. In time this will improve the 30 days performance as the system will be automated as far as possible. In addition to speeding up the payment performance it will also improve information for budget monitoring.<br/><br/>Information is circulated to the departmental management teams for appropriate action.</p> |

## LPI519 Number of FOI requests completed in given timescales

|          | + LPI519 Number of FOI requests completed |              |                   |
|----------|---|--------------|-------------------|
|          | Percentage                                |              |                   |
|          | Actual (YTD)                              | Target (YTD) | Performance (YTD) |
| Mar 2011 | 87.02                                     | 100.00       | ▲                 |
| Apr 2011 | 92.86                                     | 100.00       | ▲                 |
| May 2011 | 86.42                                     | 100.00       | ▲                 |
| Jun 2011 | 78.17                                     | 100.00       | ▲                 |
| Jul 2011 | 77.67                                     | 100.00       | ▲                 |
| Aug 2011 | 76.50                                     | 100.00       | ▲                 |
| Sep 2011 | 77.51                                     | 100.00       | ▲                 |
| Oct 2011 | 77.72                                     | 100.00       | ▲                 |
| Nov 2011 | 79.00                                     | 100.00       | ▲                 |
| Dec 2011 | 80.29                                     | 100.00       | ▲                 |
| Jan 2012 | 81.04                                     | 100.00       | ▲                 |
| Feb 2012 | 80.88                                     | 100.00       | ▲                 |
| Mar 2012 | 81.30                                     | 100.00       | ▲                 |



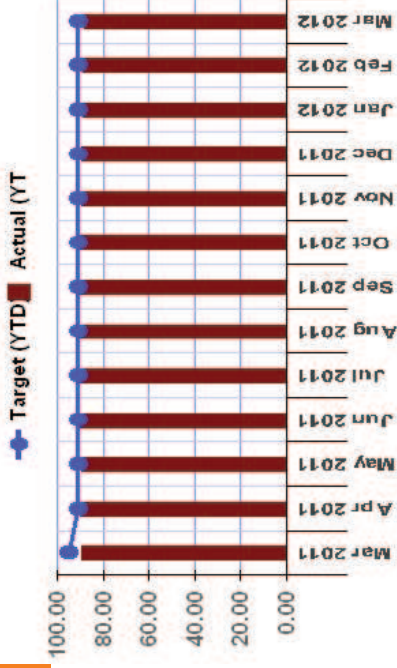
| LPI519 - comment                    |  |
|-------------------------------------|--|
| Responsible Officer                 | Action Plan Comments   |
| Head of Technology & Transformation | <p><b>Performance</b><br/>The Council received 109 FOI requests in March 2012 which at this point in time for reporting purposes, represents the last 'closed period'. 93 have been closed within the timescales and 9 requests closed out of the statutory timescales, 7 remain open, a compliance rate of 85.3%.</p> <p><b>Performance Action Plan</b><br/>The Corporate Team have continued to support the directorates and provide weekly reminders of requests due. The Team manage output of responses for all directorates to ensure compliance and a consistent approach to the application of exemptions. All requests were acknowledged within 3 days.</p> |



## LPI755 Percentage of customers with appointments arriving on time seen within their appointed time

⊕ LPI755 Percentage of customers with appointments arriving on time seen within their appointed time

|          | Percentage   |              |                   |
|----------|--------------|--------------|-------------------|
|          | Actual (YTD) | Target (YTD) | Performance (YTD) |
| Mar 2011 | 89.46        | 95.00        | ▲                 |
| Apr 2011 | 89.71        | 91.00        | ●                 |
| May 2011 | 89.53        | 91.00        | ●                 |
| Jun 2011 | 90.05        | 91.00        | ●                 |
| Jul 2011 | 90.88        | 91.00        | ●                 |
| Aug 2011 | 90.31        | 91.00        | ●                 |
| Sep 2011 | 89.80        | 91.00        | ●                 |
| Oct 2011 | 89.91        | 91.00        | ●                 |
| Nov 2011 | 89.37        | 91.00        | ●                 |
| Dec 2011 | 89.27        | 91.00        | ●                 |
| Jan 2012 | 89.08        | 91.00        | ●                 |
| Feb 2012 | 88.82        | 91.00        | ●                 |
| Mar 2012 | 88.44        | 91.00        | ●                 |



| LPI755 - comment        |   |
|-------------------------|---|
| Responsible Officer     | Action Plan Comment   |
| Head of Public Services | <p><b>Performance comment</b></p> <p><b>Performance</b><br/>Performance for 2011/12 was 88.44% against a target of 91%. March performance was 83.1%.</p> <p><b>Performance Action Plan</b><br/>An increase in visits during March due to rent increases affected performance. Appointments are now offered for the majority of Benefit services in AccessPoint, which should result in improved performance in 2012/13.</p> |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community

## 10.1 Performance

| Priority 10 - Monthly Indicators   |            |               |                       |               |                |                       |                       |       |  |  |
|--|------------|---------------|-----------------------|---------------|----------------|-----------------------|-----------------------|-------|--|--|
| Unit   | YTD Mar 12 | Target Mar 12 | Against Target Mar 12 | DoT Last year | DoT Last month | Against Target Feb 12 | Against Target Jan 12 | 10/11 |  |  |
| ⊕ BV008 Invoices paid within 30 days   | 86.55      | 100.00        | ▲                     | ▶             | ▶              | ▲                     | ▲                     | ▲     |  |  |
| ⊕ BV012 Days / shifts lost to sickness (Including Schools)   | 91.24      | 8.00          | ▲                     | ▶             | ▶              | ▲                     | ▲                     | ▲     |  |  |
| ⊕ BV016a Disabled employees  | ?          | 5.00          | ?                     | ?             | ?              | ?                     | ?                     | ▲     |  |  |
| ⊕ BV017a % Ethnic minorities employees   | 32.64      | 34.00         | ●                     | ▶             | ●              | ●                     | ●                     | ●     |  |  |
| ⊕ LPI031 NNDR collected  | 97.41      | 99.40         | ●                     | ▶             | ●              | ●                     | ★                     | ●     |  |  |
| ⊕ LPI032 Council Tax collected   | 94.56      | 94.50         | ★                     | ▶             | ★              | ★                     | ●                     | ★     |  |  |
| ⊕ LPI500 % staff from ethnic minorities recruited at PO6 and above                                   | 5.26       | 25.00         | ▲                     | ▶             | ▶              | ▲                     | ▲                     | ▲     |  |  |
| ⊕ LP1519 Number of FOI requests completed  | 81.30      | 100.00        | ▲                     | ▶             | ▶              | ▲                     | ▲                     | ▲     |  |  |
| ⊕ LP1537 Council jobs gained by young people under 25 as % of junior level appointments (Sc1-Sc5)    | 50.72      | 27.00         | ★                     | ▶             | ▶              | ★                     | ★                     | ★     |  |  |
| ⊕ LP1726 Percentage of calls answered by the call centre within 15 seconds                           | 88.58      | 91.00         | ●                     | ▶             | ▶              | ●                     | ●                     | ▲     |  |  |
| ⊕ LP1755 Percentage of customers with appointments arriving on time seen within their appointed time | 88.44      | 91.00         | ●                     | ▶             | ▶              | ●                     | ●                     | ▲     |  |  |
| ⊕ NI181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events       | 6.74       | 8.00          | ★                     | ▶             | ▶              | ★                     | ★                     | ★     |  |  |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community


## 10.2 Projects

| Priority 10 projects         |                          |                                     |                      |                |
|------------------------------|--------------------------|-------------------------------------|----------------------|----------------|
|                              | Directorate              | Budget                              | Est. completion date | Current Status |
| PMSRES Asset Rationalisation | Resources & Regeneration | Cost - £2.020m<br>Savings - £1.455m | Mar 2014             | 🟡              |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community


## 10.3 Risk

| Priority 10 - Corporate Risk Register - Red Risks  |   |                     |  |
|--|---|---------------------|--|
| RMSCOR05 Litigation Risks  |   |                     | Current status   |
| ▲  |   |                     |  |
| Priority 10 - Corporate Risk Register - Red Risks  |   |                     |  |
| Consequences   | DoT Current Quarter v Previous Quarter  | Responsible Officer | Comments   |
| <p><b>Risk - What are the worst consequences of the risk?</b><br/>                     Litigation. Major Projects Delayed. Negative publicity. Costs. Budget implications. Reputation damage. Higher insurance costs. Lost staff time.</p> |  | Head of Law         | <p><b>Risk - What are we planning to do?</b><br/>                     Continue with agenda planning &amp; reports to the Executive Management Team.</p> <p>Review potential liabilities.</p> <p><b>Risk - What have we done to control the risk?</b><br/>                     Robust systems for ensuring professional legal service and legal advice in decision making. Compulsory process for checking decision reports have adequate and timely advice. New legal developments report to EMT regularly. Focus on governance training delivered in 11/12.</p> <p><b>Risk - When is it going to be completed?</b><br/>                     Ongoing.</p> <p>Training throughout 2012 e.g. equalities and decision making sessions</p> |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community

## 10.3 Risk

| Priority 10 - Corporate Risk Register - Red Risks   |   |   |   |  | Current status |
|---|---|---|---|--|----------------|
| RMSCOR15 Inability to maintain assets & premises in safe & effective condition  |   |   |   |  | ▲              |
| Priority 10 - Corporate Risk Register - Red Risks   |   |   |   |  |                |
| Consequences  | DoT Current Quarter v Previous Quarter  | Responsible Officer                             | Comments  |  |                |
| <p><b>Risk - What are the worst consequences of the risk?</b><br/>Information not available to inform strategic and local decision making regarding investment need for property review and management</p> <ul style="list-style-type: none"> <li>- Unable to deliver the asset management plan</li> <li>- Poor single pot allocation</li> <li>- Government criticism</li> <li>- Unable to develop effective capital and planned maintenance programmes</li> <li>- Unable to capture or report PPIs or KPIs</li> <li>- Prosecution by HSE</li> <li>- Loss of funding</li> <li>-Unable to effectively manage Councils building stock. Breach of Health &amp; Safety responsibilities.</li> </ul> |  | Executive Director for Resources & Regeneration | <p><b>Risk - What are we planning to do?</b><br/>Property Asset Management project (K2) will incorporate necessary maintenance programme.</p> <p>Director of Regeneration and Asset Management to review responsive repairs on a monthly basis. Risk meetings held every 2 months. Implications of the Localism Act are currently being evaluated.</p> <p><b>Risk - What have we done to control the risk?</b><br/>The Asset Rationalisation Programme is planning to reduce the estate and the related running costs by £1m in the period 2012/14. The plan was agreed at Mayor &amp; Cabinet in Feb 2012. The proposals aim to address the worst conditioned buildings, informed by condition surveys and thereby reduce condition related risks. Condition survey for Corporate Buildings will inform maintenance requirements.</p> <p><b>Risk - When is it going to be completed?</b><br/>September 2012</p> <p>Ongoing</p> |  |                |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community


## 10.3 Risk

| Priority 10 - Corporate Risk register - Red Risks |   |   |                        |  | Current status |
|---|---|---|------------------------|--|----------------|
| RMSCOR19 Employee Relations                       |   |   |                        |  |                |
| Priority 10 - Corporate Risk register - Red Risks |   |   |                        |  |                |
|   | Consequences  | DoT<br>Current<br>Quarter<br>v<br>Previous<br>Quarter | Responsible<br>Officer | Comments   |                |
| RMSCOR19 Employee Relations                       | <p><b>Risk - What are the worst consequences of the risk?</b><br/>Potential increase in disputes and grievances. Increased staff turnover. Recruitment difficulties. Diversion of management attention.</p> | <p>↑</p>  | Chief Executive        | <p><b>Risk - What are we planning to do?</b><br/>Continue engagement with Trade Unions and staff consultation programme, in particular regarding any further changes for pensions and terms and conditions proposals. Clear communications with staff on budget proposals and staffing implications.</p> |                |

# 10. Inspiring Efficiency, Effectiveness and Equity

Ensuring efficiency, effectiveness and equity in the delivery of excellent services to meet the needs of the community

## 10.3 Risk

| Priority 10 - Corporate Risk register - Red Risks |   |   |   | Current status   |
|---|---|---|---|--|
| RMSCOR24 Management capacity and capability       |   |   |   |  |
| Priority 10 - Corporate Risk register - Red Risks |   |   |   |  |
|   | Consequences  | DoT<br>Current<br>Quarter<br>v<br>Previous<br>Quarter                               | Responsible<br>Officer                          | Comments   |
| RMSCOR24 Management capacity and capability       | <p><b>Risk - What are the worst consequences of the risk?</b><br/>                     Decline in the quality and flexibility of service delivery.<br/>                     Failure to meet customer/citizen need.<br/>                     Failure to innovate and improve delivery of services and deliver better value for money for the public purse.</p> |  | Executive Director for Resources & Regeneration | <p><b>Risk - What are we planning to do?</b><br/>                     Use the results of the STAR assessment model service planning for 2012/13, along with the budget planning process for 2013/14, to assess and monitor this risk across service teams.</p> <p><b>Risk - When is it going to be completed?</b><br/>                     December 2012</p> |

# Appendix A - Performance Scoring Methodology

Together we will make Lewisham the best place in London to live, work and learn

## Performance

Performance can be measured using two methods. Firstly, current performance is appraised against past performance to assess “direction of travel” – is it improving or worsening? Secondly, performance can be measured against a norm, standard or target.

Areas for management attention are determined by considering performance against the following 2 elements - Against target and Direction of Travel (DoT) against the previous years outturn (in this case March 2011). If both of these elements are red we consider that the indicator should be flagged as an area for management attention.

The Council has aims and objectives as an organisation responsible for securing local public services. But it also has wider aims to work in partnership with other organisations (in the public, private and community sectors) to improve Lewisham as a place to live. It is therefore essential that our PIs not only measure our organisational and service performance against the Council's corporate priorities but also evaluate our efforts to achieve improvements through partnership working. These wider aims are described in Lewisham's Sustainable Community Strategy. A summary on performance can be found in the 'Overall Performance summary' at front of the Executive Summary report.

## Data Quality Policy

The Council has a Data Quality Policy which is adhered to and sets out the corporate data quality objectives. Directorates also have a statement of data quality and a data quality action plan. In addition to this, a corporate data quality risk register is maintained and reported monthly to the Strategic Performance Improvement Group (SPIG).



## Appendix B - Projects, Risk & Finance Scoring Methodology

### Projects

Together we will make Lewisham the best place in London to live, work and learn

Project status is recorded using a red / amber / green traffic light reporting system.

**Red:** Projects considered to be at significant risk of late delivery, of overspending or of not achieving their primary objectives. Project likely to be facing issues or uncertainties e.g. funding concerns, lack of clarity over scope / costs, other significant risks not yet under effective control. Sheer scale of a project, its complexity and overall risk level can also attract a red rating.

**Amber:** Projects considered to be at moderate risk of late delivery, of overspending or of not achieving some objectives. Issues may have been escalated outside the project team, but likely that these can be resolved e.g. resources will be identified to deal with moderate changes to costs or scope.

**Green:** Project considered to be on time, on budget, with current risks being managed effectively within the project structure.

### Risk

Risks are scored in terms of likelihood and impact, with a range from 1 to 5 (with 5 being the highest) and the result is plotted on a matrix (as shown on the Overall Performance: Risk page) to produce the RAG rating. A target is also set and the risk registers contain action plans to manage the risks to target and these are subject to regular review by Directorate Management Teams. The risk registers are reported to the Risk Management Working Party and Internal Control Board on a quarterly basis and quarterly updates are provided in this report.

### Finance

Financial monitoring is recorded using a red/amber/green traffic light reporting system.

Net expenditure on the priority is forecast to vary from budget by either:-

**Red**- more than £0.5m or 2.5% overspent or more than £10m or 50% underspent

**Amber** - more than £0.1m and less than £0.5m or by more than 1% and less than 2.5% overspent or more than £5m and less than £10m or by more than 25% and less than 50% underspent

**Green** - up to £0.1m or up to 1% overspent or up to £5m or up to 25% underspent

06

The Executive Management Team will take into account:-

- (i) The performance of the housing part of the Capital Programme in assessing the traffic light for Decent Homes;
- (ii) The overall financial position on revenue and capital in assessing the traffic light for 'Inspiring Efficiency, Effectiveness & Equity'.

The methodologies for Projects, Risk and Finance outlined above will be reviewed annually at the end of the financial year as part of the review of this report and the target setting process for performance indicators. The text above will be subject to change at this point.

# Agenda Item 18

| <b>Mayor And Cabinet</b> |   |                 |              |
|--------------------------|---|-----------------|--------------|
| <b>Report Title</b>      | Comments of the Healthier Communities Select Committee on Personalisation in Lewisham |                 |              |
| <b>Key Decision</b>      | No  | <b>Item No.</b> |              |
| <b>Ward</b>              | All   |                 |              |
| <b>Contributors</b>      | Healthier Communities Select Committee  |                 |              |
| <b>Class</b>             | Part 1  | <b>Date</b>     | 20 June 2012 |

## 1. Summary

- 1.1 This report informs the Mayor and Cabinet of the comments and views of the Healthier Communities Select Committee, arising from discussion of the officer report "Personalisation/Consultation briefing", considered at its meeting on 30 May 2012.

## 2. Recommendation

- 2.1 The Mayor is recommended to note the views of the Healthier Communities Select Committee as set out in section three of the report and agree that the Executive Director for Community Services be asked to respond to the referral.

## 3. Healthier Communities Select Committee Views

- 3.1 On 30 May 2012, the Healthier Communities Select Committee considered a report outlining the national and local personalisation agenda and targets, the consultation and engagement processes involved both in care assessment and wider service change consultations.
- 3.2 The Committee considered the role of the Local Authority in supporting those eligible with a statutory community care assessment and the development of a care and support plan where appropriate. The Committee also considered the role and responsibility of the Local Authority in shaping the local market to enable it to respond to the care and support needs of local service users including those with personal budgets and also those who choose to take direct payments.
- 3.3 The Committee was also advised of the subsequent impact on service availability, provision and delivery as a result of implementing the personalisation agenda locally.
- 3.4 The Healthier Communities Select Committee makes the following comments:
- 1) The Committee notes the report and welcomes the opportunities for service improvement available within personalisation
  - 2) The Committee urges the Mayor to require officers to continue to encourage the establishment and development of community-based, user-led and user-

managed local providers, as part of the Council's responsibilities to shape and drive the market.

#### **4. Financial Implications**

- 4.1 There are no financial implications arising out of this report per se. The financial implications of accepting the Committee's recommendations will need to be considered.

#### **5. Legal Implications**

- 5.1 The Constitution provides for Select Committees to refer reports to the Mayor and Cabinet, who are obliged to consider the report and the proposed response from the relevant Executive Director; and report back to the Committee within two months (not including recess).

### **BACKGROUND PAPERS**

Personalisation/Consultation briefing – Officer Report to Healthier Communities Select Committee (30.05.12)

Personalisation: Lessons from social care – 2020 Public services Hub at the RSA

If you have any queries on this report, please contact Salena Mulhere, Overview and Scrutiny Manager (ext. 43380), or Kevin Flaherty, Head of Committee Business (ext. 49327).

# Agenda Item 19

|  |  |                                       |
|--|--|---------------------------------------|
| <b>Chief Officer Confirmation of Report Submission</b> |  |                                       |
| <b>Cabinet Member Confirmation of Briefing</b>         |  |                                       |
| Report for: Mayor                                      |  |                                       |
| Mayor and Cabinet                                      |  | ✓                                     |
| Mayor and Cabinet (Contracts)                          |  |                                       |
| Executive Director                                     |  |                                       |
| Information <input type="checkbox"/>                   | Part 1 <input checked="" type="checkbox"/> | Part 2 <input type="checkbox"/>       |
|  |  | Key Decision <input type="checkbox"/> |

|                 |              |
|-----------------|--------------|
| Date of Meeting | 20 June 2012 |
|-----------------|--------------|

|                 |                               |
|-----------------|-------------------------------|
| Title of Report | Financial Results for 2011/12 |
|-----------------|-------------------------------|


|                      |             |            |
|----------------------|-------------|------------|
| Originator of Report | Conrad Hall | Ext. 48379 |
|----------------------|-------------|------------|

At the time of submission for the Agenda, I confirm that the report has:

| Category   | Yes | No |
|--|-----|----|
| Financial Comments from Exec Director for Resources      | ✓   |    |
| Legal Comments from the Head of Law                      | ✓   |    |
| Crime & Disorder Implications                            | ✓   |    |
| Environmental Implications                               | ✓   |    |
| Equality Implications/Impact Assessment (as appropriate) | ✓   |    |
| Confirmed Adherence to Budget & Policy Framework         | ✓   |    |
| Risk Assessment Comments (as appropriate)                |     |    |
| Reason for Urgency (as appropriate)                      |     |    |

Signed:  Executive Member (nominee)

Date: 1 June 2012

Signed:  Director/Head of Service

Date: 8/6/12

### Control Record by Committee Support

| Action  | Date |
|---|------|
| Listed on Schedule of Business/Forward Plan (if appropriate)              |      |
| Draft Report Cleared at Agenda Planning Meeting (not delegated decisions) |      |
| Submitted Report from CO Received by Committee Support                    |      |
| Scheduled Date for Call-in (if appropriate)                               |      |
| To be Referred to Full Council  |      |

| <b>Mayor &amp; Cabinet</b> |   |                    |
|----------------------------|---|--------------------|
| <b>Report Title</b>        | Financial results for 2011/12                   |                    |
| <b>Key decision</b>        | No  | Item No.           |
| <b>Ward</b>                | N/A   |                    |
| <b>Contributors</b>        | EXECUTIVE DIRECTOR FOR RESOURCES & REGENERATION |                    |
| <b>Class</b>               | Part 1  | Date: 20 June 2012 |

## **1 Summary of the Report**

- 1.1 This report sets out the financial outturn figures for 2011/12. The key messages are that:
- The underspend against the net general fund revenue budget of £278.8m was £1.8m
  - There was an underspend of £1.6m within the Housing Revenue Account (HRA), and the Dedicated Schools Grant (DSG) was spent to budget
  - 97.6% of the £23.8m savings agreed in setting the 2011/12 budget were delivered on schedule
  - Capital expenditure for the year was 79% of the revised programme of £124m (the original programme was £140m but some budgets have been slipped to 2012/13).
  - Council tax collection was 94.56%. This was above the target for the year. However, business rates collection fell by 1.5%.

## **2 Purpose of the Report**

- 2.1 To set out the financial results for 2011/12.

## **3 Recommendations**

### **Public Accounts Select Committee**

- 3.1 To note the financial results for the year ending 31 March 2012.

### **Mayor & Cabinet**

- 3.1 To note the financial results for the year ending 31 March 2012.

## 4 Policy Context

- 4.1 Reporting financial results in a clear and meaningful format contributes directly to the council's tenth corporate priority: inspiring efficiency, effectiveness and equity.

## 5 Overall directorate outturn

- 5.1 The council set the budget for 2011/12 at its meeting of 1 March 2011, and agreed a challenging package of savings as part of this. Of these 97.6% were delivered in 2011/12. The balance will either be delivered early in 2012/13 or have been adjusted for as part of the council's financial strategy.
- 5.2 The results against the general fund budget are shown in the table below, compared with the final forecast results, which were presented to PAC on 16 April 2012. The underspend results from tight expenditure controls across the council in light of the fiscal climate. Requests to commit expenditure were controlled through Directorate Expenditure Panels (DEPs) and authorised by Executive Directors. This tight control helped to deliver an underspend in 2011/12. However, it is important to understand that in some cases savings planned for 2012/13 were delivered early. The underspend for 2011/12 is therefore not structural, and continued close control of expenditure will be essential for the foreseeable future to remain within agreed budgets.

| Directorate              | Gross budgeted spend | Gross budgeted income | Net budget     | Actual over/(under) spend |
|--------------------------|----------------------|-----------------------|----------------|---------------------------|
|                          | £'000                | £'000                 | £'000          | £'000                     |
| CYP (1)                  | 98,231               | (48,688)              | 49,543         | (481)                     |
| Community Services       | 168,261              | (50,224)              | 118,037        | (624)                     |
| Customer Services (2)    | 75,299               | (42,288)              | 33,011         | 469                       |
| Resources & Regeneration | 64,703               | (15,599)              | 49,104         | (1,212)                   |
| <b>Directorate total</b> | <b>406,494</b>       | <b>(156,799)</b>      | <b>249,695</b> | <b>(1,848)</b>            |
| <b>Corporate items</b>   |                      |                       | <b>29,098</b>  | <b>0</b>                  |
| <b>Total</b>             |                      |                       | <b>278,793</b> | <b>(1,848)</b>            |

- (1) – gross figures exclude £243m Dedicated Schools' Grant expenditure and matching grant income  
(2) – gross figures exclude £237m matching income and expenditure for housing benefits

- 5.2 The table overleaf sets out the proportion of agreed savings delivered in the year. Any variances are included in the overall forecasts shown in the table above.

| Directorate              | Savings agreed for 2011/12 | Forecast delivery | Variance   |            |
|--------------------------|----------------------------|-------------------|------------|------------|
|                          |                            |                   | £'000      | %          |
|                          | £'000                      | £'000             | £'000      | %          |
| CYP                      | 7,106                      | 7,006             | 100        | 1.4        |
| Community Services       | 5,868                      | 5,868             | 0          | 0          |
| Customer Services        | 5,786                      | 4,826             | 350        | 7.3        |
| Resources & Regeneration | 5,054                      | 4,969             | 85         | 1.7        |
| <b>Total</b>             | <b>23,814</b>              | <b>22,669</b>     | <b>535</b> | <b>2.4</b> |

## Children and Young People's Services

6.1 The underspend at the year end was £0.5m after transfers to reserves and other accounting adjustments are factored in, as set out in the table below.

| CYP division                          | Gross spend   | Govt grants     | Other income    | Net budget    | Actual over / (under) spend |
|---------------------------------------|---------------|-----------------|-----------------|---------------|-----------------------------|
|                                       | £'000         | £'000           | £'000           | £'000         | £'000                       |
| Children's social care                | 44,622        | (4,583)         | (561)           | 39,478        | 150                         |
| Standards & Achievement               | 4,277         | (357)           | (1,813)         | 2,107         | (98)                        |
| Education Development                 | 2,149         | 0               | (42)            | 2,107         | (12)                        |
| Commissioning, Strategy & Performance | 1,666         | (3)             | (189)           | 1,474         | (252)                       |
| Access & Support                      | 21,029        | (13,207)        | (1,957)         | 5,865         | 123                         |
| Resources                             | 24,488        | (12,640)        | (12,064)        | (216)         | (146)                       |
| Schools                               |               |                 | (1,272)         | (1,272)       | 0                           |
| <b>Total</b>                          | <b>98,231</b> | <b>(30,790)</b> | <b>(17,898)</b> | <b>49,543</b> | <b>(481)</b>                |

6.2 The main budget pressure during the year has been in respect of Looked after Children (LAC). At the start of the year there were 483 LAC and this was higher than provided for in the budget. At the end of the financial year the number of LAC had risen to 491 and as a result created a final overspend of £0.8m against the placement budget.

6.3 This trend was identified early in the year. As a result (and in any case) the Social Care Management team met every week to review placements to identify opportunities to reduce costs and use lower costs placements, while always ensuring that the outcomes for vulnerable children were of paramount importance. This reduced costs by £0.5m, but despite this a spending pressure of £0.8m remained. Further cost reductions were achieved by using fewer social care agency staff, reducing costs by £0.6m after which a small over spend of £0.2m remained.

6.4 Other services within the directorate operate complex budgets which are nonetheless lower risk than for children's social care. Tight controls over expenditure ensured that a series of relatively small underspends could be delivered across these services. As a result of prudent forecasting during the year the outturn figures are generally somewhat improved against the final forecasts, but there are no significant trends or concerns to note.

## 7 Community Services

7.1 Community Services underspent by £0.6m.

| Community Services division           | Gross budgeted spend | Gross budgeted income | Net budget     | Actual over/ (under) spend |
|---------------------------------------|----------------------|-----------------------|----------------|----------------------------|
|                                       | £'000                | £'000                 | £'000          | £'000                      |
| Cultural Services                     | 17,306               | (8,164)               | 9,142          | (660)                      |
| Adult Services                        | 109,643              | (34,473)              | 75,170         | 432                        |
| Community & Neighbourhood Development | 9,370                | (411)                 | 8,959          | (1,120)                    |
| Crime Reduction & Supporting People   | 28,050               | (6,594)               | 21,456         | (884)                      |
| Strategy & Performance                | 3,892                | (26)                  | 3,866          | (304)                      |
| Community Reserves                    | 0                    | (556)                 | (556)          | 1,912                      |
| <b>Total</b>                          | <b>168,261</b>       | <b>(50,224)</b>       | <b>118,037</b> | <b>(624)</b>               |

7.2 Cultural Services underspent by £0.7m. The libraries budget was overspent by £0.2m, after provision for the installation of RFID in Lewisham and Blackheath Community Libraries, which is scheduled to take place in the autumn. This is offset by an underspend in CEL of £0.4m, which results from efficiencies in support and ancillary services. This underspend will be structural unless government grant is reduced further, which is a risk that is being monitored. The sports and leisure budget underspent by £0.4m, as a result of a legal settlement and other minor efficiencies.

7.3 The underspend on the Community & Neighbourhood Development budget was £1.1m between the final forecast and outturn, after accounting for the carry forwards of the Investment Fund (£0.5m) and the Localities Fund (£0.1m).

7.4 The remainder of the divisional variance is principally due to underspends on the London Borough Grants Scheme, reflecting decisions made at London Councils which have been reflected in the budget for 2012/13. There were also some minor non-recurring underspends on the main programme grants budgets.

7.5 The underspend on the Crime Reduction and Supporting People (CRSP) budget was £0.9m at outturn. The underlying underspend on CRSP, as reported during the year was achieved by procuring more cost-effective framework contracts, and savings of £0.85m have been built in to the 2012/13 budget as a result.

7.6 The underspend on the Strategy & Performance Division reduced from was £0.3m. The underlying underspend is caused by holding vacant positions pending a review of the function, and reduced expenditure on consultants.

7.7 The net overspend in adult social care is £0.4m. This is the result of a complex pattern of variances. Where ongoing trends are clearly identifiable these have been addressed in the construction of the 2012/13 budget.



- 7.8 The main areas of overspend were: staffing budgets for older adults, supported housing and care (where costs included redundancy costs for the in-house home care service), occupational therapy, mental health and Commissioning Contracting and Brokerage, with underspends in the Modernisation, younger adults, learning disability and training budgets.
- 7.9 Expenditure patterns remain complex within, as well as between, services. The table below illustrates the position within the placement budget for older adults' services, which accounts for around 25% of total adult social care spending.

|                 | 2010/11       | 2011/12       |               |                   | 2012/13       |                 |                   |
|-----------------|---------------|---------------|---------------|-------------------|---------------|-----------------|-------------------|
|                 | Actual spend  | Budget spend  | Actual spend  | Variance (note 1) | Budget spend  | Projected spend | Variance (note 2) |
|                 | £'000         | £'000         | £'000         | %                 | £'000         | £'000           |                   |
| Homecare        | 9,248         | 8,721         | 8,909         | (4)               | 8,449         | 8,961           | 0                 |
| Direct payments | 1,122         | 1,811         | 1,980         | 77                | 2,102         | 2,380           | 20                |
| Nursing         | 10,234        | 10,373        | 10,263        | 0                 | 9,883         | 10,107          | (2)               |
| Residential     | 8,270         | 7,995         | 7,729         | (7)               | 7,955         | 7,308           | (5)               |
| <b>Total</b>    | <b>28,874</b> | <b>28,900</b> | <b>28,881</b> | <b>0</b>          | <b>28,389</b> | <b>28,756</b>   | <b>0</b>          |

Note 1 – Variance of 2011/12 actual spend to 2010/11 actual spend

Note 2 – Variance of 2012/13 projected spend to 2011/12 actual spend

- 7.10 Total expenditure has remained broadly constant over the period, with inflationary and demographic pressures being managed within the service. However, expenditure on direct payments has doubled over that period, reflecting changes to the way in which the service meets assessed needs. Average costs for residential and nursing placements fell by 5% over the period, whilst over the same period the average costs of non-residential care increased by 3%.
- 7.11 This movement in home care is despite the closure of the traditional in-house service and the shift away from residential care, and is attributable both to the move to direct payments and the success of the reablement service.
- 7.12 By contrast, costs of purchased services increased for younger adults (for whom residential costs increased by 13% and non-residential costs remained at 2010/11 levels) and, as expected, the costs of residential placements increased in the learning disability service due to transition of clients previously funded from CYP budgets.
- 7.13 These additional client-related costs have been met in part from the Modernisation budget, half of which is spent addressing these demographic pressures, the balance being used to change the way key processes are delivered within the service.

## 8 Customer Services

### 8.1 Customer Services overspent by £0.5m.

| Customer Services division                | Gross expenditure budget | Gross income budget | Net budget    | Actual over/ (under) spend |
|---|--------------------------|---------------------|---------------|----------------------------|
|   | £'000                    | £'000               | £'000         | £'000                      |
| Strategic Housing and Regulatory services | 10,372                   | (7,011)             | 3,361         | 6                          |
| Environment                               | 41,661                   | (19,876)            | 21,785        | 90                         |
| Public Services                           | 21,424                   | (15,161)            | 6,263         | 522                        |
| Strategy & Performance                    | 1,842                    | (240)               | 1,602         | (149)                      |
| <b>Sub-total</b>                          | <b>75,299</b>            | <b>(42,288)</b>     | <b>33,011</b> | <b>469</b>                 |

\* excludes £237m of matching income and expenditure in respect of housing benefits

- 8.3 The Strategic Housing and Regulatory Services division has spent to budget. There are a series of over and under spends within this, typically at most of the order of £0.1m to £0.2m. The key issues to note within this are that the number of clients in nightly paid bed & breakfast accommodation has reduced compared to this time last year but is still above the Council's target, and that the PSL budget has overspent due to a higher than budgeted void rate over the year, resulting in reduced rental income.
- 8.4 The Environment Division overspent by £0.1m. Within this waste strategy budgets are overspent by £0.3m, as projected. This is a result of the non achievement of sales of unused waste disposal tonnages at SELCHP as previously reported. Street Management budgets overspent by £0.3m in 2011/12, as projected. This is principally as a result of an overspend in staffing costs of £0.2m and other miscellaneous variances.
- 8.5 Refuse Collection underspent by £0.1m. This is as a result of an over achievement of income of £0.1m, although there are a series of other minor budget variances. Bereavement Services also underspent by £0.1m, mainly as a result of lower than anticipated maintenance costs.
- 8.6 Fleet Services and Passenger Services each underspent by £0.1m, in each case as vehicle costs were lower than anticipated. Environmental Enforcement also underspent by £0.2m as a result of the early achievement of planned staff reductions.
- 8.7 The Public Services division overspent by £0.5m, reduced from £0.6m projected last month. The reason for the reduction is an improvement in the collection of parking fines income during March 2012. This is made up of an overspend in parking of £0.7m, partially offset by underspends of £0.2m in benefit subsidy, where continued accuracy and timeliness of claims processing have maximised the government grant available.
- 8.8 The overspend on parking of £0.7m is analysed in the table overleaf.

|  | <b>Income variance</b> | <b>Expenditure variance</b> | <b>Net variance</b> |
|--|------------------------|-----------------------------|---------------------|
|  | <b>£m</b>              | <b>£m</b>                   | <b>£m</b>           |
| Under achievement of P&D and Permit fees | 0.75                   |                             | 0.75                |
| Debt Registration fees                   |                        | 0.20                        | 0.20                |
| Overspends on other expenditure          |                        | 0.15                        | 0.15                |
| Overachievement of fines income          | (0.25)                 |                             | (0.25)              |
| Other income                             | (0.15)                 |                             | (0.15)              |
| <b>Net overspend on Parking Services</b> | <b>0.35</b>            | <b>0.35</b>                 | <b>0.70</b>         |
| <b>Parking Services total budget</b>     | <b>8.38</b>            | <b>3.04</b>                 | <b>5.34</b>         |

Note – this table shows only the cost of providing parking services and the income derived from it. The surplus is used to fund a variety of works to the highways and related projects and is accounted for separately

- 8.9 The Strategy and Performance budget underspent by £0.15m, mostly due to the part year vacancy of the Executive Director's post and other staffing vacancies.

### Resources and Regeneration

- 9.1 The Resources and Regeneration Directorate underspent by £1.2m after transfers to and from reserves. The table below shows the results by division.

| <b>Resources division</b> | <b>Gross expenditure budget</b> | <b>Gross income budget</b> | <b>Net budget</b> | <b>Actual over/ (under) spend</b> |
|---------------------------|---------------------------------|----------------------------|-------------------|-----------------------------------|
|                           | <b>£'000</b>                    | <b>£'000</b>               | <b>£'000</b>      | <b>£'000</b>                      |
| Audit & Risk              | 5,515                           | (2,294)                    | 3,221             | (368)                             |
| Policy & Partnerships     | 3,566                           | (84)                       | 3,482             | (434)                             |
| Finance                   | 6,271                           | (1,144)                    | 5,127             | (546)                             |
| Executive Office          | 361                             | 0                          | 361               | (21)                              |
| IMT                       | 8,207                           | (1,524)                    | 6,683             | 1,185                             |
| Legal Services            | 3,052                           | (444)                      | 2,608             | 35                                |
| Personnel & development   | 4,708                           | (808)                      | 3,900             | (472)                             |
| Planning & Development    | 3,866                           | (1,662)                    | 2,204             | 353                               |
| Regen & Asset M'gement    | 24,301                          | (6,893)                    | 17,408            | (393)                             |
| Strategy                  | 3,686                           | (677)                      | 3,009             | (393)                             |
| Strategy & Performance    | 1,170                           | (69)                       | 1,101             | (253)                             |
| New Deal for Communities  | 0                               | 0                          | 0                 | 94                                |
| <b>Total</b>              | <b>64,703</b>                   | <b>(15,599)</b>            | <b>49,104</b>     | <b>(1,212)</b>                    |

- 9.2 The underlying financial issue for the directorate remains the IMT budget. The causes of the overspend of £1.2m, as set out throughout the year, are associated with the contractual costs and liabilities for the provision of networked copying devices and printing facilities. Substantial savings have been made for to offset this (although recognised in other divisions' budgets) by reducing print costs, such as by effectively banning the use of colour print. Nonetheless, the core costs within IMT remain above budget and this will be managed during 2012/13.
- 9.3 In 2011/12 it was possible to offset the overspend in IMT by generating underspends in almost all of the other divisions within the directorate. However, these underspends are not structural. Principally they represent the early achievement of savings planned for 2012/13. The relevant budgets have therefore been reduced for 2012/13 and the

underspends are therefore unlikely to be repeated, certainly not to the same degree.

- 9.4 The other significant overspend within the directorate was £0.4m, within the Planning and Economic Development division, mostly reflecting the need to set aside sums to meet possible future legal costs.
- 9.5 Most of the underspends, as noted above, reflect early achievement of 2012/13 savings. In addition, within Regeneration and Asset Management, the impact of the asset rationalisation programme and efficiencies within building cleaning costs have created an underspend.

## **10 Dedicated Schools' Grant**

- 10.1 Schools' balances as at 31 March 2012 stood at £13.4m (£8.7m as at 31 March 2011). This continues the trend from last year when the carry forward balance in schools increased after a period of reducing levels. Given the current financial climate and the DFE proposals to reform schools' funding arrangements it appears that schools have responded to this significant change by spending more cautiously than might otherwise have been the case.
- 10.2 Early indications nationally are that schools balances have risen for this reason. The Schools Forum are, with officers, reviewing the individual schools balances to see whether those that are in excess of advisory levels of 5% and 8% (for primary and secondary schools respectively) should be capped. The average level of balances, for information, is £160k, or 6%.
- 10.3 Four schools were in deficit at the end of financial year: Crossways, Trinity, St Joseph's and Pendragon. The first three of these have deficit recovery plans in place, although Trinity are revising theirs as their current deficit worsened during the 2011/12 financial year. Pendragon's deficit will be covered by additional funding for individual pupils due to be paid before the end of the academic year. At the end of 2010/11 financial year there were seven schools in deficit, four of which are now in surplus.
- 10.4 During the financial year pressures were identified on the DSG of £1.0m, relating to the costs of extra SEN placements in the independent sector and in special schools. At the end of the year the final overspend on these budgets was £1.2m, which is offset by the general DSG contingency and by other efficiencies and underspends achieved during the year.
- 10.5 The fund set aside for schools in financial difficulties was not used during the year as it was felt that schools in deficit had recovery plans in place or were drawing them together to balance their budgets and did not require such one-off support. Under the grant regulations this funding has to be carried forward and is likely to be used next year to address the revenue shortfalls on primary places. Likewise there is a similar scenario with a fund set aside to support the capital costs for bulge classes.

## 11 Housing Revenue Account

- 11.1 The HRA is underspent by £1.6m after taking account of transfers to reserves to finance future capital expenditure. This compares with the final forecast underspend of £0.8m reported previously.

|                             | 2011/12<br>net budget | Outturn        | Actual over/<br>(under)<br>spend | Final forecast<br>over/(under)<br>spend |
|-----------------------------|-----------------------|----------------|----------------------------------|---|
|                             | £'000                 | £'000          | £'000                            |   |
| Customer Services - Housing | 8,385                 | 8,933          | 548                              | 232                                     |
| Lewisham Homes & R&M        | 3,9492                | 39,484         | (8)                              | 0                                       |
| Resources                   | 1,611                 | 1,444          | (167)                            | (122)                                   |
| Centrally Managed Budgets   | (49,488)              | (53,455)       | (1,967)                          | (897)                                   |
| <b>Total</b>                | <b>0</b>              | <b>(3,594)</b> | <b>(1,594)</b>                   | <b>(787)</b>                            |

- 11.2 The main reasons for the underspend are as follows:

|   | £m           |
|---|--------------|
| Contribution to Brockley PFI & Financing costs      | 0.4          |
| Contribution to capital costs and provisions        | 3.1          |
| Reduced energy costs                                | (0.2)        |
| Additional rental income (dwellings and commercial) | (1.3)        |
| Additional service charge income                    | (0.8)        |
| Additional major works income                       | (1.7)        |
| Lower interest charges                              | (0.5)        |
| Increased environmental costs                       | 0.2          |
| Reduced operational costs                           | (0.4)        |
| Allocation of contingency                           | (0.5)        |
| <b>Total Underspend</b>                             | <b>(1.6)</b> |

- 11.2 The underspend has increased by £0.8 million since the final forecasts were reported. The overall underspend reflects the changing nature of the HRA as preparations were finalised for the new self-financing regime, which became effective on 1 April 2012, and as the decent homes programme was geared up to reflect the backlog funding now received.
- 11.3 As a result significant additional income was achieved from major works, as leaseholders were charged their appropriate share of the costs of improvement works to their blocks. Although this remains a contentious area actual recovery rates were above those forecast, reflecting the work that has gone in to making this difficult process as fair and transparent as possible. Improvements in rent collection also led to significant underspends being achieved against these key income budgets.
- 11.4 A series of technical underspends were also achieved on external interest budgets. Energy costs were also £0.5m lower than anticipated as a result of large credits being received at the end of the previous energy contract.
- 11.5 The increased underspend has been partially offset by increases to reserves for anticipated additional costs in 2012/13 on items such as

energy costs, capital costs and pension contributions, and to create resources to finance future capital expenditure.

## **12 Collection Fund**

- 12.1 The Collection Fund is a separate account, required by statute showing the amount of Council Tax, Council Tax Benefit and National Non-Domestic Rates (NNDR) expected to be collected during the financial year. The account also shows how the amount collected, after providing for bad debts and write-offs, is distributed between the Council's General Fund, the Greater London Authority (the Preceptor) in respect of Council Tax and to the Government in respect of NNDR.
- 12.2 Collection improved significantly in 2010/11 compared with 2009/10. The headline collection rate in year was 94.09%, or £88.965m. The balance, less any uncollectable amounts, will need to be collected in later years. In 2009/10 the collection rate was 92.68%, so over £1m more in absolute terms was collected in 2010/11 than in 2009/10.
- 12.3 This improvement is being sustained. As at the end of March 2012, £90.7m Council Tax had been collected, 94.56% of the total amount due for the year of £96m and almost £2m more in cash terms than the amount collected for 2010/11. It is 0.06% above the target collection rate of 94.5%, the first time this target has been exceeded for a number of years.
- 12.4 However, council tax collection performance remains in the lower quartile for London. The London average collection rate in 2011/12 was approximately 96.1%. Being realistic, the different demographic characteristics of different London boroughs account for some of this: collecting council tax in a borough like Lewisham will always be more difficult than in some relatively more wealthy boroughs, such as Sutton or Bromley. However, Lewisham currently ranks 29<sup>th</sup> of 33 boroughs for council tax collection. If the 2012/13 target of 95.5% was achieved (and if all other boroughs maintained their 2011/12 collection rates) then this ranking would improve to 23<sup>rd</sup>.
- 12.5 Business rates collection fell from 98.98% in 2010/11 to 97.41% in 2011/12. Although this remains top quartile this will be an area for greater attention in the coming year.

### 13 Capital expenditure

13.1 The year-end position on expenditure, budgets, forecasts and financing was as set out in the following tables.

|                                   | 2011/12      | 2012/13     | 2013/14      | Later years  | Total        |
|-----------------------------------|--------------|-------------|--------------|--------------|--------------|
| <b>Budgeted expenditure</b>       | <b>£m</b>    | <b>£m</b>   | <b>£m</b>    | <b>£m</b>    | <b>£m</b>    |
| Community Services                | 7.4          | 4.5         | 0.5          | 0.9          | 13.3         |
| Resources & Regeneration          | 24.2         | 11.1        | 3.0          | 5.0          | 43.3         |
| CYP                               | 55.2         | 56.4        | 15.9         | 7.3          | 134.4        |
| Customer Services                 | 8.6          | 11.7        | 3.6          | 11.0         | 34.9         |
| Lewisham Homes                    | 29.1         | 11.5        | 24.0         | 45.0         | 109.6        |
| <b>Total</b>                      | <b>124.4</b> | <b>95.3</b> | <b>46.9</b>  | <b>69.2</b>  | <b>335.5</b> |
| <b>Financing</b>                  | <b>124.6</b> | <b>99.2</b> | <b>46.4</b>  | <b>65.6</b>  | <b>335.8</b> |
| <b>(Over) / under programming</b> | <b>0.2</b>   | <b>3.9</b>  | <b>(0.5)</b> | <b>(3.6)</b> | <b>0.3</b>   |

|                    | Original budget | Revised budget | Final forecast | Actual        |
|--------------------|-----------------|----------------|----------------|---------------|
|                    | £'000           | £'000          | £'000          | £'000         |
| Community Services | 10,001          | 7,360          | 7,396          | 7,809         |
| Resources & Regen  | 29,331          | 24,198         | 22,363         | 19,918        |
| CYP                | 61,955          | 55,168         | 49,445         | 39,673        |
| Customer Services  | 12,406          | 8,584          | 5,876          | 3,227         |
| Lewisham Homes     | 26,091          | 29,091         | 28,720         | 28,019        |
| <b>Total</b>       | <b>139,784</b>  | <b>124,401</b> | <b>113,800</b> | <b>98,646</b> |

13.2 The final Capital Programme expenditure for 2011/12 was £98.6 million compared to a final forecast of £113.8m as reported to PAC. It should be noted that the variances principally relate to slippage between years and consequently the apparent underspends identified do not represent un-committed resources available to fund additional projects. The 2012/13 budgets are being re-profiled accordingly.

13.3 The underspends against the CYP programme reflect delays in progressing some of the BSF programme. Complex planning, procurement and other issues have had to be resolved, and whilst the programme is still being delivered, and key availability dates for schools being managed, some of the original budget assumptions did not fully account for these complexities and have therefore been revised. The primary places programme has delivered largely to budget.

13.4 Similarly, within Resources & Regeneration, the complex issues in the Deptford Regeneration programme were not fully appreciated in phasing the initial budget. Overall expenditure on the scheme is being contained within the total programme budget, but the timing of the cash flows between 2011/12 and 2012/13 was not accurately anticipated when setting the budget.

13.5 The underspend in Customer Services is also linked to regeneration schemes, in this case principally the Heathside and Lethbridge development, and similar comments apply. Officers are reviewing the complex regeneration budgets for 2012/13 to assess their reasonableness in light of the above.

## 14 Treasury outturn

14.1 The Treasury Management activities undertaken during 2011/12 demonstrate compliance with the Treasury Management Policy Statement adopted by the Council. The table below sets out the treasury portfolio as at 31 March 2012.

### Treasury Position as at 31 March 2012

|  | Outstanding<br>at 31 March<br>2012 | Average<br>Duration | Outstanding<br>at 31 March<br>2011 |
|--|------------------------------------|---------------------|------------------------------------|
|  | £m                                 | Years               | £m                                 |
| <b>Fixed Rate Borrowing</b>            |                                    |                     |                                    |
| Public Works Loans Board               | 87.654                             | 21.92               | 223.991                            |
| Market Debt                            | 89.953                             | 36.53               | 89.380                             |
| Sub Total – Fixed Rate<br>Borrowing    | 177.607                            |                     | 313.371                            |
| <b>Variable Rate Borrowing</b>         |                                    |                     |                                    |
| Public Works Loans Board               | 0                                  | 0                   | 0                                  |
| Market Debt                            | 25.00                              | 26.50               | 25.00                              |
| Sub Total – Variable Rate<br>Borrowing | 25.00                              | 26.50               | 25.00                              |
| <b>Total Debt</b>                      | <b>202.607</b>                     |                     | <b>338.371</b>                     |
| <b>Investments</b>                     |                                    |                     |                                    |
| External Cash Managers                 |                                    |                     | *56.600                            |
| Internally Managed                     | 232.715                            |                     | 147.100                            |
| <b>Total Cash Managers</b>             | <b>232.715</b>                     |                     | <b>203.700</b>                     |

**Note:** \*Since September 2011, the Council no longer uses external cash managers. Therefore, the £56.6m for 2010/11, illustrated in the table above, is now entirely managed internally.

14.2 The table above shows a significant fall in the level of the Council's debt from 2010/11 to 2011/12. On 28 March 2012, the Council had £136.3m of its debt written off as part of the HRA self-financing transaction. Prior to the debt settlement, the Council's total debt was £338.4m and the following the settlement, as at the end of March 2012, the level of debt stood at £202.6m.

### Long Term Borrowing

14.3 The Council undertakes a programme of capital investment in its fixed assets. This expenditure is financed by a number of resources including capital receipts, capital grants, revenue contributions and borrowing. Borrowing entails the cost of a project being charged to revenue over a number of years, in accordance with statutory requirements which currently stipulate that 4% of outstanding General



Fund debt is charged to revenue each year to provide for the repayment of debt (the Minimum Revenue Provision).

14.4 The actual net borrowing requirement for 2011/12 was £11.073m, which is £4.045m lower than the requirement for 2010/11. This is set out in the following table.

#### Net Borrowing Requirement for 2011/12

|                                  | 2011/12<br>£m | 2010/11<br>£m |
|----------------------------------|---------------|---------------|
| Capital Investment               | 85.656        | 55.612        |
| Capital Grants                   | (44.077)      | (25.447)      |
| Capital Receipts                 | (21.122)      | (11.919)      |
| Revenue                          | (2.501)       | (1.689)       |
| <b>Net</b>                       | <b>17.956</b> | <b>16.557</b> |
| Minimum Revenue Provision        | (6.883)       | (6.439)       |
| Maturing Debt                    | 0             | 5.000         |
| <b>Net Borrowing Requirement</b> | <b>11.073</b> | <b>15.118</b> |

14.5 In previous years, the Council has financed its net borrowing requirement from temporary cash balances held by the Council. As at 31 March 2012, this internal borrowing totalled £27.9m. There was no new borrowing in the year 2011/12.

14.6 It has been the Council's strategy to borrow up to the level of the Government's assessment of the Council's underlying need to borrow which is termed the Capital Financing Requirement (CFR). The calculation of the CFR broadly corresponds to the Net Borrowing Requirement as set out above. The comparative position is as set out in the following table.

#### Table: Debt and CFR Movement in 2011/12

|                               | 2011/12<br>£m | 2010/11<br>£m |
|-------------------------------|---------------|---------------|
| Capital Financing Requirement | 247.382       | 372.648       |
| External Debt                 | 202.607       | 338.371       |
| Difference:                   | 44.775        | 34.277        |

14.7 The impact of the debt transactions in 2011/12 was to reduce the average interest rate of the debt by 0.20% from 5.14% to 4.94% and reduce the average duration by approximately 4 years, from 32 years to 28 years.

#### Short Term Investments

- 14.8 For 2011/12, internally managed funds outperformed the benchmark, with total income being £1.899m on the treasury management investment activities. This represents an increase of some £0.578m on the activities of the previous year.
- 14.9 The marginal increase in investment income of £0.578m is attributed to an increase in return on Investment of 1.13% compared to previous year's 0.9%.
- 14.10 In conclusion, the Council's treasury management activity has been fully compliant with best practice in 2011/12, in that all investments were made with institutions which met the Council's strict credit criteria at the time of the deal. Throughout 2011/12 there has been continued concern about the stability of the banking sector and consequently the Treasury Management Strategy adopted by the Council during the year reflects an appropriately cautious approach.

## **15 Financial Implications**

- 15.1 This report concerns the financial results for the 2011/12 financial year. However, there are no direct financial implications in noting these.

## **16 Legal Implications**

- 16.1 The Council must act prudently in relation to the stewardship of Council taxpayers funds. The Council must set and maintain a balanced budget.

## **17 Crime and Disorder Act Implications**

- 17.1 There are no crime and disorder implications relevant to this report.

## **18 Equalities Implications**

18.1 There are no equalities implications relevant to this report.

## **19 Environmental Implications**

19.1 There are no environmental implications relevant to this report.

## **20 Conclusion**

20.1 The Council has continued to apply sound financial controls and has contained its expenditure for the year within agreed budgets. However, the short and medium-term outlook remains difficult and continued strong management and fiscal discipline will be required to enable the Council to meet its financial targets for 2012/13 and beyond.

## **BACKGROUND PAPERS**

None

## **APPENDICES**

None

If there are any queries on this report, please contact Conrad Hall, Head of Business Management and Service Support

# Agenda Item 20

| MAYOR & CABINET     |  |                    |
|---------------------|--|--------------------|
| <b>Report Title</b> | Exclusion of the Press and Public              |                    |
| <b>Key Decision</b> | No   | Item No.           |
| <b>Ward</b>         |  |                    |
| <b>Contributors</b> | Chief Executive (Head of Business & Committee) |                    |
| <b>Class</b>        | Part 1   | Date: 20 June 2012 |

## Recommendation

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 4 and 5 of Part 1 of Schedule 12(A) of the Act, as amended by the Local Authorities (Executive Arrangements) (Access to Information) (Amendments) (England) Regulations 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information:-

- 21 Removal of a Governor
- 22 Building Schools for the Future Sydenham School Stage 1 Approval

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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