

Cabinet AGENDA

DATE: Thursday 21 November 2013

TIME: 6.30 pm

VENUE: Committee Rooms 1 & 2,
Harrow Civic Centre

MEMBERSHIP

Chairman: Councillor Susan Hall (Leader of the Council and Portfolio Holder for Community Safety and Environment)

Portfolio Holders:

Councillor Kamaljit Chana	Business and Enterprise
Councillor Tony Ferrari	Finance
Councillor Stephen Greek	Planning, Development and Regeneration
Councillor Manji Kara	Community and Culture
Councillor Barry Macleod-Cullinane	Deputy Leader, Adults and Housing
Councillor Janet Mote	Children and Schools
Councillor Paul Osborn	Communications, Performance and Resources
Councillor Simon Williams	Health and Wellbeing
Councillor Stephen Wright	Property and Major Contracts

Non Executive Cabinet Members (non voting):

Councillor Thaya Idaikkadar	Leader of the Independent Labour Group
Councillor David Perry	Leader of the Labour Group
Councillor Graham Henson	Labour Group

(Quorum 3, including the Leader and/or Deputy Leader)

Contact: Daksha Ghelani, Senior Democratic Services Officer
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AGENDA - PART I

1. APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary or non pecuniary interests arising from business to be transacted at this meeting from:

- (a) all Members of the Cabinet; and
- (b) all other Members present.

3. MINUTES (Pages 1 - 36)

That the minutes of the Cabinet meeting held on 17 October 2013 be taken as read and signed as a correct record.

4. PETITIONS

To receive any petitions submitted by members of the public or Councillors.

5. PUBLIC QUESTIONS *

To receive any public questions received in accordance with paragraph 16 of the Executive Procedure Rules.

Questions will be asked in the order notice of them was received and there be a time limit of 15 minutes.

[The deadline for receipt of public questions is 3.00 pm, Monday 18 November 2013. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

6. COUNCILLOR QUESTIONS *

To receive any Councillor questions received in accordance with paragraph 17 of the Executive Procedure Rules.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, Monday 18 November 2013].

7. KEY DECISION SCHEDULE - NOVEMBER 2013 TO JANUARY 2014 (Pages 37 - 50)

8. PROGRESS ON SCRUTINY PROJECTS (Pages 51 - 52)

For consideration.

CHILDREN AND FAMILIES

KEY 9. FUTURE ORGANISATION OF STANBURN FIRST SCHOOL 4-7 YEARS AND STANBURN JUNIOR SCHOOL (Pages 53 - 82)

Report of the Corporate Director of Children and Families.

KEY 10. SCHOOL EXPANSION PROGRAMME (Pages 83 - 180)

Report of the Corporate Director of Children and Families.

ENVIRONMENT AND ENTERPRISE

11. ACCESSIBLE TRANSPORT - SCRUTINY REVIEW GROUP REPORT AND RECOMMENDATIONS (Pages 181 - 218)

Report of the Corporate Director of Environment and Enterprise.

RESOURCES

KEY 12. REVIEW OF THE COUNCIL TAX SUPPORT (CTS) SCHEME (Pages 219 - 262)

Report of the Corporate Director of Resources.

13. ANY OTHER URGENT BUSINESS

Which cannot otherwise be dealt with.

AGENDA - PART II - Nil

*** DATA PROTECTION ACT NOTICE**

The Council will record items 5 and 6 (Public and Councillor Questions) to help ensure the accuracy of the published minutes, which will be produced after the meeting.

The recording will be retained for one month after the date of publication of the minutes, after which it will be destroyed.

Deadline for questions	3.00 pm on Monday 18 November 2013
Publication of decisions	Friday 22 November 2013
Deadline for Call in	5.00 pm on Friday 29 November 2013
Decisions implemented if not Called in	30 November 2013

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CABINET MINUTES

17 OCTOBER 2013

Chairman: * Councillor Susan Hall

Councillors:

* Kam Chana	* Janet Mote
* Tony Ferrari	* Paul Osborn
* Stephen Greek	* Simon Williams
* Manji Kara	* Stephen Wright
* Barry Macleod-Cullinane	

**Non Executive
 Non Voting
 Councillors:**

* Graham Henson	* David Perry
* Thaya Idaikkadar	

**In attendance:
 (Councillors)**

Mano Dharmarajah	Minute 698
Asad Omar	Minute 698
William Stoodley	Minute 698

* Denotes Member present

[Note: The items were taken in the order set out on the agenda. However, as was customary, the minutes are set out in the following order: Formal Business; Recommendations to Council on substantive items; Discussions and decisions on the remaining substantive items.]

693. Apologies for Absence

None received.

694. Declarations of Interest

RESOLVED: To note that the following interests were declared:

Agenda Items 10(b), 10(c) and 12 – Report from the Accessible Transport Review, Regeneration in North Harrow – Replicating the lessons in other parts of the borough, and Youth Justice Plan 2013-14

Councillor Graham Henson declared non-pecuniary interests in that he had been a Member of the Overview and Scrutiny Committee when these items had been considered and referred to Cabinet. He would remain in the room and take part in the discussions relating to these items.

Councillor Paul Osborn declared non pecuniary interests in that he had been the Chairman of the Overview and Scrutiny Committee when these items had been considered and referred to Cabinet. He would remain in the room whilst the reports were considered and voted upon.

Councillor Stephen Wright declared non-pecuniary interests in that he had been a Member of the Overview and Scrutiny Committee when these items had been considered and referred to Cabinet. He would remain in the room whilst the reports were considered and voted upon. He added that he had also been a member of the Accessible Transport Scrutiny Review Group.

Councillor Kam Chana declared non-pecuniary interests in that he had been a Member of the Overview and Scrutiny Committee when these items had been considered and referred to Cabinet. He would remain in the room whilst the reports were considered and voted upon.

Councillor Tony Ferrari declared non-pecuniary interests in that he had been a Member of the Overview and Scrutiny Committee when these items had been considered and referred to Cabinet. He would remain in the room whilst the reports were considered and voted upon.

Agenda item 10(c) - Regeneration in North Harrow – Replicating the lessons in other parts of the borough

Councillor Janet Mote declared that she was a Councillor for Headstone North. She would remain in the room whilst the report was considered and voted upon.

General Interests

Councillor Barry Macleod-Cullinane declared that he had previously served on the Overview and Scrutiny Committee. He would remain in the room whilst all the reports on the agenda were considered and voted upon.

Councillor Yogesh Teli declared that he was Scrutiny Lead Member for Environment and Enterprise and that there were 3 items on the agenda relating to this area. He would remain in the room to listen to the debate on these items.

695. Minutes

RESOLVED: That the minutes of the meetings held on 18 July and 12 September 2013 be taken as read and signed as correct records.

696. Petitions

(1) Controlled Parking Zone in Leathsail Road - Petition

Councillor Thaya Idaikkadar presented a petition signed by 13 residents of Leathsail Road and Corbins Lane with the following terms of reference:

“We, the undersigned, being residents of Leathsail Road request the Council to create a full time Controlled Parking Zone on Leathsail Road.”

RESOLVED: That the petition be received and referred to the Corporate Director of Environment and Enterprise and the Portfolio Holder for Community Safety and Environment for consideration.

(2) Controlled Parking Zone in Whitmore Road – Petition

Councillor Simon Williams presented a petition signed by approximately 46 residents with the following terms of reference:

“We, the undersigned, recognising that parking in the area has become congested to the point where safety is becoming compromised petition Harrow Council to introduce controlled parking in Whitmore Road between Bessborough Road and Porlock/Treve Avenue.”

RESOLVED: That the petition be received and referred to the Corporate Director of Environment and Enterprise and the Portfolio Holders for Community Safety and Environment.

697. Public Questions

RESOLVED: To note that the following public questions had been received:

1.

Questioner: Raksha Pandya, Mind in Harrow

Asked of: Councillor Barry Macleod-Cullinane, Deputy Leader and Portfolio Holder for Adults and Housing

Question: We want to ask about the developments at the Bridge Mental Health Day Centre, what is being done by Rethink Mental Illness, the new provider, to address the concerns raised by Mental Health Service Users, such as lack of staffing, particularly for 1:1 support, the sudden loss of personal budget funded groups, the lack publicity for the service particularly for people who lost their service at Marlborough Hill and marginalised groups such as BMER communities?

Answer: Thank you for your question.

Before I start to answer, I would like to just to affirm that myself and the administration are very much committed to making sure that mental health is not forgotten about and so if there are opportunities to meet and discuss this and to make sure where your concerns are being raised, that we listen and see what we can do to address them. I am happy to either meet later or set up a meeting via email to actually go through some of these concerns.

I am advised that Rethink Mental Illness took over their contract to The Bridge in June 2013.

The implementation has been overseen by a Day Care Services Steering Group and that includes representatives from The Bridge, from Harrow User Group, Harrow Rethink Support Group and various others. We are also trying to make sure that we meet widely with the Council, Harrow NHS and CNWL NHS Trust which is primarily around the mental health support services. We also want to make sure there are updates with regards to The Bridge and that these are distributed.

I understand that Rethink recently presented at the Harrow User Group's and we are awaiting feedback. They have confirmed to the Council that it is going to be a fully staffed service and there are going to be permanent members by the end of October.

Given those commitments, we also need to make sure that that is carried through and you have my personal guarantee that I will be overseeing this and making sure that officers drive it forward. In the transition period, Rethink have been using staff from elsewhere and that is understandable but we want to see a more permanent focused team on Harrow.

The people who used Marlborough Hill in the past were fully informed of that change and have been helped through that transition. If that has not been the case or if people feel they need further assistance, please let me know and we can see what we can do to assist.

In relation to Personal Budgets, I think they are important but then they are actually something separate to this and so we need to just disentangle that item out a little bit and make sure that we are giving support where it is required and needed.

Supplemental Question: In relation to developments at The Bridge Day Centre, would you agree that Rethink Mental Health Illness should not be using The Bridge as a vehicle for their own promotion as an organisation, which appears to be the case at the moment, and they should be putting more of the Council funded resources into engaging currently marginalised individuals to benefit from this service? For example, at the moment there is no information in the whole building about services other than Rethink.

Supplemental Answer: I think that is a valid concern to raise and it is something I will certainly look into. I believe that if you have got a range of services available, they should be signposted so that people can find what is most appropriate to them. The whole idea about personal budgets you have raised is to give users real choice and control on what is appropriate for their lives, their services and their caring needs.

Now if we have got a contractor who is just promoting themselves and provide a very narrow set of options, that may not be the right thing for a number of the clients going there. I want to make sure that we have as wide a choice as possible because everyone of us is different, everyone's needs are slightly different and we need therefore to make sure that the widest range of services are available, signposted so that we can get the right level and the appropriate support where we need it. So perhaps we can include that as part of our discussions.

2.

Questioner: Manisha Ahya

Asked of: Councillor Barry Macleod-Cullinane, Deputy Leader and Portfolio Holder for Adults and Housing

Question: For the Council commissioned Transforming Mental Health Personalisation contract being delivered by NDTI, how may Mental Health Service Users have been involved to feedback their experiences of mental health personal budgets in Harrow and how many organisations in relation to their contracted target?

Answer: Thank you for your question.

Unfortunately, I do not actually have those figures available because the project is still underway and the final figures have yet to be collated. As soon as they are, I will make sure that they are widely disseminated so that people can understand the numbers and the

uptake. We also need to ensure that the people taking up these services are happy with what is being provided and that it is meeting their needs.

I will be very happy to meet with you with any concerns you have about this.

Supplemental Question: What is the total contract value of the project paid to NDTI to date and therefore what is the current cost to Harrow for each person consulted and would you, as a Portfolio Holder, regard these as good value for money?

Supplemental Answer: I do not have that data to hand but if I may come back to you within the next few days with exact details. I am keen to make sure that we have value for money.

Once we have seen the numbers who are taking it up, against the amount of money that has been assigned to this contract, we will be looking carefully at it because the Council's got a very limited pot of money. We need to make sure that that money is put into the right places to support as many people as possible to get the best outcomes as we can. If we are putting large amounts of money and not really affecting anyone's lives materially better, then that is a real concern. So I will make sure that we feed that back to you and report back at the next Cabinet meeting with this information.

3.

Questioner: Carol Martin

Asked of: Councillor Tony Ferrari, Portfolio Holder for Finance
[Written response provided by Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment]

Question: In the Harrow Observer dated 10th October you stated that the last Conservative administration had rejected the idea of not locking the parks in Harrow because of the impact it could have on residents who live nearby and enjoy using them. You went on to say that the Conservative Group will ensure parks are kept locked for as long as the Conservative Group are in control of the Council.

The Council Leader, Councillor Susan Hall, has stated that the Conservative priorities will be to make Harrow cleaner, safer and fairer.

In order to ensure fairness across the whole of Harrow, will Cllr Ferrari please advise when the gates on the

parks in Roxbourne, which were removed under a previous conservative administration, will be reinstated and when they will be locked?

At the request of the questioner, the following written response was provided.

Written Response:

The Conservative Administration is committed to reinvesting the potential savings from the proposal to cease park locking to allow the service to continue at its' current level. The Park Locking service is managed by the Council and is operated in partnership with the Police and residents groups.

The service locks car parks, cemeteries and parks based on target information supplied by residents and the Police. Priority parks are defined by those either in a sensitive area, suffering raised anti-social behaviour, having a history of ASB or are capable of being effectively secured. Currently the Council locks a third of our Parks and Open Spaces.

I am aware of two parks in the Roxbourne area which are missing a gate. Roxbourne Park, a park where we lock the car park only which has a missing hand gate to one of the entrances, the gate was damaged two years ago by contractors working on the adjacent railway land. I will ask officers to look into a possible replacement for this gate, given the circumstances surrounding its removal.

A five bar gate at Newton Ecology Park was stolen 4-5 years ago, this park has Permissive Rights for free access and the gate is not essential.

To ensure fairness intelligence of anti-social behaviour is monitored and where we are aware of changing patterns of behaviour locking priorities are adapted to ensure the most effective service for the residents of Harrow.

4.

Questioner: Adolphus Pais

Asked of: Councillor Barry Macleod-Cullinane, Deputy Leader and Portfolio Holder for Adults and Housing

Question: The previous administration proposed the development of Whitchurch Playing Fields which was flawed in so many aspects and was opposed by the majority of residents in the area and by all the Councillors of

Belmont Ward and good many other Councillors of the current administration. Now that there has been a change of administration and the current administration is not compelled to pursue the flawed development for which there is no support among the residents, why does the current administration not withdraw the Council's objection to the Village Green Application and register this land as a Village Green notwithstanding the outcome of the Inquiry?

Answer: Thank you for your question.

As you know, my colleagues, including the Leader, and I have been concerned by the proposals and have lobbied for and campaigned against the proposals on Whitchurch Consortium over, not just a few days, few weeks, few months but several years.

We are unfortunately in a process where there is an Inquiry to establish whether or not it is a Town & Village Green. We think that it is the prudent course of action to let that Inquiry run its course because if it is established as a Town & Village Green, then that will instantly block any transfer to Whitchurch Consortium. If the outcome is different, we will be looking again at what is the most appropriate thing going forward.

We need to understand there is an Inquiry in process and I understand that we ought to be following that until such time the Inquiry makes a decision one way or another.

Mr Pais: Did I understand that right that you actually said if the decision goes against the Village Green application, you would let that project go forward as it is?

Cllr Macleod-Cullinane: We would very much have to look again at that situation. Things have changed. I have made arguments all along that there did not seem to be a change in the economic case that the transfer to the Consortium was being based on. I think there are a lot of issues around it and would like to look again at that point – that is my personal view. At the moment, the Council has got a process and it should be followed through and that is where we will be waiting to see what the outcome of the Village Green application is and then taking a view at that point.

Supplemental Question: The residents well understood that the current administration in opposition supported the Village Green application. Indeed, the current Deputy Leader, you in particular, strongly supported and defended the

application in front of the Inspector as you have just said yourself, on behalf of the residents of the constituency.

Has there been a change of heart on this matter and if so, why? Does the Council have alternative plans for this site and does it intend to carry on with the previous administration's proposals?

Supplemental Answer: I have not changed my position at all. I still think that the transfer is the Consortium is wrong. That is my personal view. We are, as the administration, very much in favour of looking to see the outcome of that Inquiry. If the Inquiry finds in favour of the Village Green, then what happens next is somewhat moot.

I do not think at the moment that we can pre-judge what the outcome of the Inquiry will be and we would have to take a view but, as far as I am concerned, we have not changed our view from what we said a few weeks or a few months' ago. We still think that there is an issue there and that needs to be resolved.

698. Councillor Questions

RESOLVED: To note the following Councillor Questions had been received:

1.

Questioner: Councillor William Stoodley

Asked of: Councillor Stephen Wright, Portfolio Holder for Property and Major Contracts
[answer provided by Councillor Susan Hall, Leader of the Council]

Question: "Please clarify your Group's position with respect to Whitchurch Playing Fields."

Answer: We consider that it is prudent to see what happens with the Town and Village Green application and then we will take a view.

Supplemental Question: On 30 August on a website called "iHarrow", a lady said the following:

"I also discovered that when the Corporate Director of Place Shaping was quickly made redundant less than four months before he was due to retire anyway and got his severance before he left, he destroyed all his paperwork and corrupted the hard drive on his computer."

This is obviously an extremely serious allegation, a grave cause for concern and I should think libel if it is untrue. What is puzzling me is the fact that the usual brute speed with which the officers of this administration demand that the owner of iHarrow to redact comments to be facetious or libelous, has not happened in this case and yet, I know, our own group, the ILG, have had redactions, I have had redactions, I have seen some others. The other day somebody got something redacted.

Is this because the Authority believes this comment to be true? In which case, the supplementary question is what is the Authority doing with respect to Corporate Director of Place Shaping and his behaviour? If on the other hand, this comment is false, then why has the Local Authority taken no action apparently since 30 August to have it redacted?

Supplemental Answer: I have asked the Executive Director to double check. There has been no corruption as far as we know of any hard drive. The reality is everything is backed up in any case. For his benefit, Councillor Macleod-Cullinane was given loads of details all about the Whitchurch to go through.

Now, one never knows what you do not know. So whether there was anything else that was removed that we have not seen clearly. You do not know what you do not know but the reality is we think that everything that should be there is there, so far as we are aware. But I will, as the writer of iHarrow is actually in the audience, he may well feel that he might want to take that post down. It is an old one anyway. It went out on 30 August. That would have been under your administration.

Cllr Stoodley: I was all set to do something about it Leader but we had to defend the coup which we lost.

Cllr Hall: We can assure you that our Directors do not go around corrupting disks and if you should have taken it down when you were in control; we will sweep that up as we are sweeping up other things.

2.

Questioner: Councillor William Stoodley

Asked of: Councillor Stephen Greek, Portfolio Holder for Planning, Development and Regeneration

Question: “Now that the Council have exchanged contract on Anmer Lodge, could you explain your administration’s position with respect to Anmer Lodge?”

Answer: Thank you.

As you will know and for the benefit of those in the audience that may not know, before we took over the Council, two significant things happened on this site in Stanmore which comprises Anmer Lodge and the car park.

Firstly, Harrow’s new development plan was approved which specifies at least 105 new homes on the site. Secondly, as you have mentioned in your question, the Council committed itself to a land sale contract agreement with the developer, Notting Hill Housing Group, to deliver these new homes, together with a Marks and Spencer Food outlet and replacement new car parking. It is no secret that we raised concerns at the time about both of these decisions but the fact is, they have now been made and this is the reality in which our new administration finds itself.

The developer has undertaken a first round of public consultation. It is actually the first time local residents have formally been asked about the proposals in a comprehensive way and I understand that took place in September. At that meeting three potential development scenarios were outlined and comments were sought. I understand this is part of a wider consultation process with the local community which we will be following very closely.

As Portfolio Holder, I have made it very clear to officers my commitment to ensuring that the process of developing options for this sensitive site are as inclusive and transparent as possible from this point on. I am particularly keen to ensure that the concerns that people have already raised surrounding the site’s development are listened to and wherever possible, are addressed as things move forward.

Officers from the planning service have entered into a Planning Performance Agreement to ensure that the public are properly engaged throughout the process. I also expect any proposals to be subject to an independent design review to ensure that residents can have confidence in the final assessment of any proposals.

Supplemental Question: One of your Members, Councillor Marilyn Ashton, has stated that this transaction should not have gone ahead without a Supplementary Planning Document, yet the marketing brief that was published for this transaction was drawn up under her watch.

Do you therefore share my confusion over her criticisms of this development, bearing in mind that she agreed to it in the first place and as you have just said, the first consultation has just taken place in September which I attended? So for all her calls about consultation, there was no consultation at that time either.

Supplemental Answer: I say that Councillor Ashton is an excellent campaigner for her local area, and long may that continue.

In terms of the marketing brief, my understanding is, and this all took place around March 2010 and we were not around to see that through as we would have liked to have done. That would have been the beginning of a consultation process which really should have taken place before the contract was signed because that was a more productive time to have had that. That would have been the beginning of the consultation process and then we would have seen what would have emerged from and would have informed a planning brief process. But as we know, a different path was chosen and the consequences of that are now apparent. We now have to move forward with that in the best way that we possibly can.

3.

Questioner: Councillor William Stoodley

Asked of: Councillor Stephen Greek, Portfolio Holder for Planning, Development and Regeneration

Question: "Could you please state your administration's plans for the old Gayton Road Library site?"

Answer: Thank you.

The Gayton Road Library site is a key, strategic development site in Harrow. This was confirmed in Harrow's new development plan which was approved in July before this administration took office and specifies at least 350 new homes on the Gayton Road site. Last year a planning application was submitted to extend the previous planning permission on the site which was agreed under very different circumstances. That application has not been determined and instead, in line

with the aspirations in the adopted development plan, the Council has been engaging for some time with a potential development partner on an alternative design solution for the site. I have asked that the process of design be as inclusive as possible, whilst keeping in mind the objectives of the Local Plan.

Officers from the Planning Service have met with the developers to discuss a Planning Performance Agreement between the Council and the developer setting out key milestones in the process of developing this new scheme. I have asked that this process include appropriate public engagement at the pre-application stage. As Portfolio Holder, I am committed to ensuring that all strategic development proposals are subject to good process and I look forward to such a process taking place in this case.

The Gayton Road site, alongside all other sites allocated for development in the Local Plan, plays an important part in the delivery of new homes to meet the borough's current and future housing need. I therefore expect that as the economy improves, demand for additional homes will require that the Council and developers play their full part in delivering new homes on these allocated sites.

Supplemental Question: That is great news. I am really pleased to hear it but how hopeful are you that businesses will take advantage of these plans, bearing in mind that the Divisional Director of Planning when I had your role, informed me that the feeling amongst business in general and Dandara, in particular, is that Harrow has become toxic for business, thanks to the Conservative Group Planning Committee Members voting against almost every commercial planning permission that officers have recommended for grant in recent times?

Supplemental Answer: Well, they are entitled to that view. As you know, as Chair of the Planning Committee, we look at each application on its merits.

When businesses come forward with a planning application that we consider to be appropriate we vote in favour. If we think that it will not work for local residents and we consider the needs and amenities of local residents to be very important; if we feel that those are not met then we take a view and we vote against.

Businesses are very entitled to infer from that if they like but we will continue to look at each application on its merits.

4.

Questioner: Councillor Nizam Ismail
[asked by Councillor Mano Dharamarajah]

Asked of: Councillor Barry Macleod-Cullinane, Deputy Leader and
Portfolio Holder for Adults and Housing

Question: “Independent Labour Group administration pledged to work on building additional 1000 new houses – over and above what was in the Local Development Framework and already agreed by the Council/Cabinet - to boost the Harrow’s housing stock which needs an urgent investment. What and how will your administration undertake to push forward our administration’s idea to build further additional new houses in Harrow, over and above what is already in the pipeline already?”

Answer: Thank you.

Like yourself and like colleagues around the table, we are all mindful of the need to build more housing. There is a chronic shortage in Harrow; in many ways, it is impossible to try to get onto the housing ladder. My colleague, Councillor Greek, has already outlined that we are seeing what we can do around development on things like the Gayton Road site.

Now, it falls to me to look at what we can do on our Housing Revenue Account land - and we have got a track record of pushing for innovative change. As Portfolio Holder up to 2010, I was able to push forward and work with residents neighbouring the site on Mill Farm Close, for instance, where we saw a transfer to Catalyst Homes who have regenerated that site and have actually taken what appeared to be a very forbidding, and turned it into a quite attractive, new, development with actually more homes. Decanting people out of existing blocks as they built new houses and actually have given a new lease of life to that estate, as well as creating new homes within that.

I am very pleased that Councillor Ismail as former Portfolio Holder for Housing, started picking up the reins on “Hidden Homes”. This was something that I had been pushing for as Portfolio Holder, which fell into abeyance after 2010. “Hidden Homes” is a scheme that Wandsworth pioneered a decade or two ago, where they looked at undeveloped land around their borough, generally under places where you would not think of putting homes, turning them into real dwellings to actually give people homes, and often to larger families.

That has been a really good piece of work by them and Wandsworth reckon about 10,000 homes across London could be built.

I was really pleased that when I took over the Housing brief that plans were in train to look at some of our garage estates and that we could actually turn some of these derelict pieces of land, unused pieces of land, old garages that no one uses that are too small for putting cars – where we could we bulldoze those garages and actually put in good housing stock. So I was very pleased to be able to take that on and carry that forward and you have my absolute guarantee that I will be working to try to find innovative ways of building more on our stock.

We are constrained by finances and we have got one of the smallest council housing stocks in London and, also we cannot really borrow much more as a result of the government changes on the Housing Revenue Account; we are right up against the borrowing cap. So we literally cannot get any more money to borrow out of the Housing Revenue Account.

I would be more than happy to work cross party to lobby around raising or abolishing that cap.

5.

Questioner: Councillor Krishna James
(*not present so written answer sent*)

Asked of: Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment

Question: “You were quoted in the Harrow Observer on 19 September, stating that “we must look after the disabled in the borough” – how does your administration intend to put this idea into practice, and have you got any timeframe for your ideas?”

Written Answer: When we were last in administration we pioneered personal budgets and Reablement. This included the setup and development of the first online marketplace for social care and the introduction of a new service delivery model to support Personalisation.

My colleagues Councillors Macleod-Cullinane and Williams will this year ensure we:

- focus on maximising the independence of disabled people by supporting Adults’ new

innovative My Community ePurse solution to ensure that they have greater choice and control;

- develop a modern, progressive Day Service for clients who have a learning disability and who are on the autistic spectrum that promotes social inclusion, healthy lifestyles, independence, friendships and relationship;
- take forward 5 exciting projects with the CCG for vulnerable people including a new Dementia service; Carers Support Programme providing priority GP appointments and annual health checks; Frequent Flyers project supporting people who have frequent hospital attendance and projects to support children and young people with special educational needs or disabilities;
- improve transitional arrangements for disabled children moving to adult services;
- stimulation of new services – such as culturally specific alternatives.

6.

Questioner: Councillor Asad Omar

Asked of: Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment

Question: “What is your new idea to reinvigorate the Neighbourhood Champions Scheme?”

Answer: It is to put passion into it, which is what it has been missing for the last three years. Thank you for letting me speak at the Champions Conference before the change of administration. I thoroughly enjoyed it, speaking to the Champions, listening to what they wanted to happen; they want a change on the website, which we are working on now. We are arranging dates now so that 250 extra Champions, that are waiting to be Champions, can be trained up. I shall make sure that happens before Christmas. We are getting the Police far more involved than they have been for three years because that is a good thing too. I am very grateful to you to keep it going along until I was back but I am back now, completely responsible for my Neighbourhood Champions. So I shall invigorate it, I promise you.

Supplemental Question: Now what you have said has already been tested and tried before but the number of Neighbourhood Champions has been constant around 1,000, as you know. You were the one who introduced this and your aim was to have at least one Champion in every street. That was what you were hoping but it has been constant. Everything has been tried – papers, Harrow People, SNT – but nothing has changed.

What I want to ask you because you have raided Harrow Council's budget by £500,000 and 10% of that you have used for Neighbourhood Champions, which is £50,000. Rather than using it for that, don't you think it would be better to use that money for our residents - some of whom are going hungry? They cannot feed their families and also, they cannot afford to heat their homes. Don't you think that that money should be used for that?

Supplemental Answer: Okay, first of all, cleaning the streets and keeping everything right is what the Council should be doing and the ones that raided the budget were actually the Labour Group by starving those particular departments.

Every single resident in this borough benefits from the streets being clean and from us all being safer. Our three priorities are quite firm – to be cleaner, safer and fairer and it is fair that we actually do the job we should do which is clean the streets properly. They will be cleaner and safer, of course they are safer if everything around looks better. The Neighbourhood Champions fit into all of this and they will do an awful lot of work for us to save the money.

What you do not know is about £500,000 has gone into Children's Services to get more children's workers, social workers, and there is a lot going on.

I assure you we do not raid the budget because the Director of Finance and Assurance would not allow that under any circumstances. We are looking at many ways that we can make things better and invest to save.

Looking at the Fraud Team, I was with the Fraud Team this morning in relation to the Blue Badge fraud. When we stop people from fraud then they actually have to start paying to park and measures are being put in place stop people doing things that are bad. That will mean we have got more money for looking after those that are disabled, etc.

So there are very many different things we could do with

our money but I do assure you, judging by my very extensive mailbag, people are extremely pleased that the Blitz Team has gone out already. We have got 21 new cleaners starting to make this borough to look somewhere to be happy in again and that will also help the Business Portfolio. Councillor Chana is very pleased about that because you cannot run a business when the streets outside your shopping centre are filthy.

So no, it is money very well spent. It is no less than the residents here deserve and any money going to Neighbourhood Champions, do not forget, does go back to the residents in those roads. The reason it stalled was because there was no passion from previous administrations into the actual scheme. They will have passion back with abundance and we will get to our target as quickly as possible and you will notice the difference.

The following questions were not reached in the time limit allocated. It was noted that written responses would be provided, which have been reproduced below:

7.

Questioner: Councillor William Stoodley

Asked of: Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment

Question: When Councillor Thaya Idaikkadar was the Leader, he gave clear instructions to the Corporate Director for Finance, which he can confirm, **to commence** budget preparation process with a view to achieving zero or 0.5% reduction in the Council Tax for the next financial year. Given that you have also indicated this to the press, re-confirming the Independent Labour Group's instructions to the officers, to either work on the basis to freeze or decrease the Council Tax for next year, can you please confirm whether you will now be freezing or decreasing the Council Tax next year?

Written Answer: When, in February, Council put forward its two year balanced budget and approved its MTFS for 2014/15 the assumption was a Council Tax increase of 2%.

Subsequently central government has announced there will be a Council Tax freeze grant made available for 2014/15, at the equivalent rate of a 1% Council tax increase.

In order to accept the Council Tax Freeze grant

approximately £1m of additional savings will need to be identified.

Officers are working to refresh the MTFs to check that the savings identified for 2014/15 are still deliverable and the budget is robust.

The date of the grant settlement for Local Government remains subject to confirmation. Last year the settlement was announced on 19 December 2013. It is planned to take a draft MTFs to Cabinet in December.

Members will then be able to take a view on the appropriate level of Council Tax, at Council Tax setting night in February 2014.

8.

Questioner: Councillor Margaret Davine

Asked of: Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment

Question: Do you fully support the Cabinet Member for Adults and Housing, Councillor Barry Macleod-Cullinane, who recently publicly stated that he was supportive of the Housing compensation scheme whereby tenants will be offered £38,000 to move out of the Borough?

Written Answer: I am fully supportive of the 'Housing Grants to Move' scheme. This is an Invest to Save scheme which offers tenants the opportunity to move out of council housing, releasing homes for those families in more need and reduces the costs of B&B and temporary accommodation.

£38,000 is the biggest award that can be made and applies to the home ownership option where a four bedroom house is vacated which can then be offered to another family requiring that size accommodation. This could save as much as £20,000 per annum in B&B or temporary accommodation costs to the Council. I am sure you would agree with me that if £38,000 gives a family who previously occupied the property a fresh start, helps the family moving in by giving them a much better quality of life than living in B&B and saves money long term for the Council – everyone wins - What is there not to support?

I only have one point of clarification in your question in that there is no requirement to move out of the Borough. This scheme is about offering choices which may or may

not result in the family wishing to move out of Harrow, but if they do that is their choice.

Awards start from about £3000 for downsizing moves and moves to private rented properties and there are a number of conditions and safeguards built into the process.

As you know Harrow has only 5,000 rented council properties and we have about 4,000 people on the waiting list. Unfortunately, numbers in B&B are still increasing and this year we hit the 100 number. The cost of B&B is also increasing. We had to do something creative to help reduce these numbers, help families in desperate need, and save money longer term.

9.

Questioner: Councillor Sachin Shah

Asked of: Councillor Barry Macleod-Cullinane, Deputy Leader and Portfolio Holder for Adults and Housing

Question: The Council is facing significant financial challenges to its budget with the Council having to find £75 million so far and recent announcements that further savings of £60 million will need to be made over the next few years.

Sir Merrick Cockell, Chair of the Local Government Association, has stated that: A shortage of funding and increasing demand is making it impossible to maintain adult social care services at current levels let alone trying to raise standards.

The new Leader of the Council recently announced that she will increase spending within Public Realm by £500,000 to clean up the streets, which most notably comes at a time when many local people are struggling to provide for their families and having to rely on food banks.

In the forthcoming debates around setting the Council's future budget to cover this massive half a million pound black hole in council finances what are your plans as the Portfolio Holder for ensuring that the Council meets the needs for the vulnerable and destitute people in Harrow to prevent their needs from becoming critical?

Written Answer:

Our new Conservative administration's goal is to deliver a cleaner, safer and fairer Harrow – and that, of course, includes adult social care services. We are committed to

supporting our most vulnerable residents and to tackling abuse and making them safe.

The very tightness of budgets, the very necessity of meeting extremely challenging savings targets means that we have to be even more innovative, even more creative, even more careful about what we do in Adults.

For the last 6 years, Harrow's adult social care has not only delivered a balanced budget whilst achieving ambitious MTFs savings but it has also become a national leader when it comes to social care. Our service is known for its innovation and systems development; indeed, Harrow is now at the forefront of the personalisation of social care agenda, extending to our users, their carers and their families greater choice and control over their care packages, enabling happier, healthier, more empowered lives – and, importantly, significant savings to the public purse as a result.

We have striven hard to provide real, meaningful choices to personal budget holders; there are now over 700+ companies and organisations supplying services via our online web portal, www.Shop4Support.com. Far from sitting back, we are constantly pushing forward, to use technology to promote even greater choice for our care users and to enable greater competition to drive down social care prices. We are now starting to roll-out our exciting new venture, My Community ePurse, and have a path breaking partnership with PayPal.

At the same time, safeguarding of our vulnerable residents is a key consideration in all of our work. Whilst we have stripped out cost and inefficiency, safety has not been sacrificed. If anything, tighter budgets and the need to deliver greater value for money has helped achieve improved quality and safety in this service.

The greater integration and collaboration with health will see further efficiency savings, service improvements and improved choices and outcomes for our care users.

I should also note that Councillor Sir Merrick Cockell is the *Chairman* of the LGA, not “chair”.

10.

Questioner: Councillor Bill Phillips

Asked of: Councillor Janet Mote, Portfolio Holder for Children and Schools

Question: The Council is facing significant financial challenges to its budget with the Council having to find £75 million so far and recent announcements that further savings of £60 million will need to be made over the next few years.

In the forthcoming debates around setting the Council's future budget to cover the massive half a million pound black hole in Council finances caused by the new Leader of the Council coupled with the policies of the coalition government who have shifted the burden from them to local government without resourcing them to provide. As the Portfolio Holder for Children's Services, what are your plans to manage cuts in areas where inspection regimes are being tightened and demands on services being increased?

Written Answer: In October 2012 Children's Services produced a comprehensive strategic commissioning document for the Commissioning Panel for 2013-2015 outlining the services statutory functions and proposals for service reductions and savings to contribute to the council's Medium Term Financial Strategy. Savings which were agreed through this process have been implemented this year or are being implemented in preparation for 2014-15. The service will review and update this document to contribute to the cuts that the Council will be facing over the coming years.

11.

Questioner: Councillor William Stoodley

Asked of: Councillor Paul Osborn, Portfolio Holder for Communications, Performance and Resources

Question: How much has the Council spent on Legal Advice this financial year, in particular, how much was spent overall on legal related work pertaining to the meeting of 16 September and was all the advice obtained from Bevan Brittan?

Written Answer: The Council incurred a cost for legal advice, responding to the threat to apply for an injunction to prevent the Extraordinary Council meeting on 16 September going ahead. For reasons of commercial sensitivity, I will provide you with the figure in a Part II answer. External advice was sought from Bevan Brittan and barristers from 11 Kings Bench Walk.

Under the previous administration, the Council has spent approx £600k so far this year on legal advice to

support its various functions.

12.

Questioner: Councillor William Stoodley

Asked of: Councillor Paul Osborn, Portfolio Holder for Communications, Performance and Resources

Question: “How much work has Bevan Brittan received from this Council over past five years and do you not think this takes away any 'independence' they may have when they give advice?”

Written Answer: Bevan Brittan have acted for Harrow on a number of matters, including the shared legal practice with Barnet, some preliminary work on PRISM, and in some employment matters.

I have absolute confidence that their relationship with Harrow does not affect the integrity of their advice. If you think otherwise, I would suggest you raise the matter with the appropriate regulatory authorities. Or, if you wish to make a specific allegation, I would be happy to discuss it with you.

RECOMMENDED ITEMS

699. Key Decision - Youth Justice Plan 2013-14

The Portfolio Holder for Children and Schools introduced the draft Youth Justice Plan for 2013-14, a statutory plan, which when approved by Council would be submitted to the Youth Justice Board as part of the conditions attached to the grant received from the Ministry of Justice.

The Portfolio Holder explained that the purpose of the Youth Justice Plan was to outline how it would meet the key objective of reducing young offending. She added that the Plan had been produced by a multi-agency group and had had the support of Council's statutory partners, which was accountable to Harrow Chief Executives' Group. She outlined its key aspects, as follows:

- the partners had been successful in stopping young people from entering the criminal justice system but there was work to be done in this area. It was important that the youth were made aware of the impact of a criminal record on their future prospects;
- there was a need to reduce the youth from re-offending and stringent processes were required;
- there was a need to reduce the number of young people in custody.

Cabinet was briefed on the work carried out by the Youth Offending Service and that its aim was to protect the public – young people themselves, both as perpetrators and victims – and to prevent the perpetrators from offending. The Portfolio Holder outlined some of the successes and the challenges that lay ahead and she set out the various figures detailed in the Plan. A key achievement had been a reduction in the number of first time entrants to the youth justice system but the challenges that lay ahead included the need to improve the quality and timeliness of assessments, a stable and empowered workforce, increasing the number of young offenders in education, training and employment, and sharing of resources with other local authorities. Positive intervention was key, including the work being carried out with the Third Sector. A triage system had helped reduce the number of young people entering the system. There was also a need to improve on the rates of young offenders in education, training and employment.

The Portfolio Holder explained that attached to the Youth Justice Plan was an action plan, an ongoing flexible tool which reflected real time targets. She was pleased to report that the Overview and Scrutiny Committee had recognised that good processes were being put in place to improve the lives of young people. She added that the action plan was forward looking in that:

- due to pressures and anticipated reductions in the grant received, discussions with other local authorities had been initiated with a view to discussing joint working;
- the volunteer base needed to be expanded and more group work was essential;
- it was important to that the education status of young people was identified.

The Portfolio Holder commended the report to Cabinet and, together with the Corporate Director of Children and Families, responded to a number of questions from the non-voting non-Executive Cabinet Members, who welcomed the positive aspects of the report given the challenges facing the Council and its partners, as follows:

- the Youth Justice Board had set out the parameters for keeping records on how the grant was spent. Upon additional questions from a non-voting non-Executive Cabinet Member, the Corporate Director explained the meaning of 'in kind' and offered to take the Member through the budget in detail. Additionally, a typographical error was noted;
- best practice in other local authorities was being looked at with a view to dealing with the challenges facing young people in their transition to adulthood, including the challenges facing young offenders with speech and language learning difficulties. The sharing of resources amongst authorities was being explored. The Portfolio Holder added that one of the issues that had been flagged up was that over half of the number of young people in Harrow did not have english as their first language

which required interpreters thereby impacting on the available resources. The Portfolio Holder for Adults and Housing encouraged work across Directorates and partners thereby breaking down silos with a view to ensuring that young adults were independent before reaching adulthood to help improve their lives;

- an additional sum of money, £0.5m, had been made available for Children Services in order to allow more social workers to be appointed and to reduce the burden of the case load on individual officers. In relation to the issues around recruitment for child and adolescent mental health worker post, and in recognition of the importance of addressing mental health, the administration was in discussion with CAHMS (Child and Adolescent Mental Health Services) with a view to finding capacity within existing resources;
- mental health and the troubled behaviour of young people were key issues and in order to strengthen the relationship between the two agencies - CAHMS and Youth Offending Team - it was important to have a hands on approach of which field visits and networking were key ingredients. The Portfolio Holder added that she would be visiting the agencies which was one of her key priorities;
- the administration appreciated that the police too faced budget pressures but it was expected that the strong relationship between the administration and the police, which had been established over a number of years would help ensure that the partnership work in this area continued to bring positive outcomes for children and young people. Prevention was better than cure and the joint working would assist.

The Portfolio Holder thanked the Corporate Director of Children and Families and her staff for their work and it was

Resolved to RECOMMEND: (to Council)

That the Youth Justice Plan 2013-14 be approved and submitted to the Youth Justice Board, as part of the Youth Justice Board grant conditions for 2013/14.

Reason for Recommendation: To meet the requirements of the Youth Justice Board (YJB), the body responsible for monitoring youth justice services in England. Every authority was required by the YJB to produce a Plan setting out how it would meet the key objective of reducing youth offending. The YJP is a Statutory Plan and requires the approval of Council.

Alternative Options Considered and Rejected: As set out in the Youth Justice Plan.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply to this recommendation as the decision is reserved to Council.]

700. Key Decision - Capital Programme 2013/14 - Additional Schools Grant Funding

The Portfolio Holder for Finance introduced the report on the Targeted Basic Need Programme (TBNP) and the delivery of the school projects. The report identified the recommended procurement route in order to achieve value for money within timescales.

The Portfolio Holder added that due to the increase in the number of children of school age and the pressures in providing school places, various measures had been put in place including the bidding for grant funding from the government. He acknowledged the history of cross-party working on this matter and was pleased that additional funding had been secured. The funding would help Harrow increase the number of school places available, expand the much needed Special Educational Needs provision and additional secondary school places. Further reports would be submitted to Cabinet on the progress made of this long term programme. He agreed that he would ensure that the Targeted Basic Need Programme funding, which had a tight deadline, was progressed swiftly and that it was not caught up in any procurement issues.

The Portfolio Holder for Children and Schools highlighted the significance and the importance of education, as it opened up opportunities. She added that it was important to recognise that Harrow's children would be the adults of tomorrow and it was pleasing to note that the quality of education provided in Harrow schools was excellent.

In response to a question from a non-voting non-Executive Member in relation to the administration's commitment to the schools priority funding projects in Marlborough and Vaughan Schools, the Portfolio Holder for Children and Schools stated that she had met with the Headteacher of Marlborough School and would be meeting with the Headteacher of Vaughan School and was confident that both projects would proceed.

The Leader of the Council responded to a question on the challenges around the construction of additional buildings in schools and the options to decant children to other safe sites in the borough, such as the Civic Centre site. She explained that all options would be explored and that Ward Councillors would be made aware of the proposals.

A non-voting non-Executive Cabinet Member commented that the cross-party working had worked well and asked if similar measures would be put in place as part of the implementation of the Building Schools for the Future Programme. Both the Leader of the Council and the Portfolio Holder for Finance stated that a cross-party governance structure would be put in place. In relation to a question on the lessons learnt from the proposals for Whitmore High School, and as a local authority managing large contracts which required sufficient staff resources, the Portfolio Holder for Finance stated that the

Council was not adopting any different processes except that capitalisation would take place as part of the project.

The Leader of the Council added that previously checks and balances had not been put in place and the Director of Finance and Assurance would ensure that sufficient safeguarding measures were put in place. It was important that correct processes were followed for all projects. In response to a comment about differences of opinion from officers, the Leader stressed the importance of having these differing views, as they allowed Members to reach informed and prudent decisions.

Resolved to RECOMMEND: (to Council)

That the 2013/14 Capital Programme be adjusted to include £9.583m Targeted Basic Need Programme (TBNP) funding and the 2014/15 and 2015/16 Programmes be agreed as part of the budget setting process.

RESOLVED: That

- (1) the additional funding of £34.3m secured through the Targeted Basic Needs Programme (TBNP) process be noted;
- (2) the procurement and implementation of contracts to the value of £60m be delegated to the Corporate Director of Children and Families, in consultation with the Portfolio Holder for Children and Schools and the Portfolio Holder for Property and Major Contracts, subject to none of the additional funding being spent prior to the Council approval of the amended budget;
- (3) it be noted that in order to minimise risk and meet the tight deadline conditions of the TNBP funding, officers would use the Council's Major Works, Maintenance and Repairs Framework Contract with Keepmoat together with existing Major Works Frameworks established by other Public Buying Organisation(s) to deliver the projects.

Reason for Recommendation/Decision: To increase the amount in the Council's Capital Programme for 2013/14 and carry out the procurement process to deliver the projects within tight timescales.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply to the recommendation to Council and where the item has been noted.]

RESOLVED ITEMS

701. Appointment of Portfolio Holder Adviser

Cabinet received a report of the Director of Legal and Governance Services, which set out the details of a Portfolio Holder Adviser and her area of responsibility.

A Non-Executive Non-Voting Cabinet Member welcomed an appointment to this post which had been created under his administration. In response, the Leader of the Council stated that her administration welcomed the opportunity to be able to have two experienced Members who would provide value for money.

RESOLVED: That the appointment of Councillor Christine Bednell as Portfolio Holder Adviser to the Portfolio Holder for Children and Schools with responsibility for Children and Schools be confirmed, together with the role profile set out at appendix A to the report.

Reason for Decision: To enable support to be provided to the Portfolio Holder in terms of information provision and management to contribute and ensure an effective decision-making framework as part of the democratic process.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

702. Changes in Cabinet Panel / Consultative Forum Memberships

RESOLVED: That

- (1) Councillor Kam Chana replace Councillor Susan Hall as Chairman of the Harrow Business Consultative Panel;
- (2) Councillor Susan Hall replace Councillor Thaya Idaikkadar as Chairman of the Major Developments Panel;
- (3) in accordance with Council procedure Rule 1.5 and following notification by the Conservative Group, the following be noted:
 - (i) Councillor Stephen Greek's appointment as a main member of the Major Developments Panel from his Reserve Member position with Councillor Tony Ferrari being moved from his main Member position to serve as a Reserve Member;
 - (ii) Councillor Barry Macleod-Cullinane replacement of Councillor Marilyn Ashton as a main Member of the Employees' Consultative Forum with Councillor Ashton serving as a Reserve Member;

- (iii) Councillor Manji Kara's replacement of Councillor Susan Hall as a main Member of the Traffic and Road Safety Advisory Panel with the positions of reserve Members being varied with Councillor Hall serving as 3rd Reserve Member.

Reason for Decision: To meet with the requirements set out in the Constitution.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

703. Key Decision Schedule - October to December 2013

RESOLVED: To note the contents of the Key Decision Schedule for October 2013.

704. Progress on Scrutiny Projects

RESOLVED: To receive and note the progress of scrutiny projects.

705. Report from the Accessible Transport Scrutiny Review

Cabinet received for consideration a reference from the Overview and Scrutiny Committee setting out the recommendations of the Accessible Transport Scrutiny Review Group.

A non-voting non-Executive Cabinet Member referred to the report of the Scrutiny Review Group and highlighted it as a good example of cross-party work. He added that accessibility issues resonated throughout the report and he asked if the administration supported the campaign for the provision of full access at both Harrow-on-the-Hill and Stanmore Park Stations.

The Leader of the Council stated that the administration supported the cause and had raised the issue with the Mayor of London. The costs associated with making stations fully accessible were often vast and that a figure of £35m had been mooted in respect of Harrow-on-the-Hill Station. It was important that other alternatives were explored and that further discussions would take place when a response report to the recommendation of the Scrutiny Review Group was received by Cabinet.

RESOLVED: That the report of the Accessible Transport Scrutiny Review Group be welcomed and that the Corporate Director of Environment and Enterprise submit a report to the November 2013 meeting of Cabinet responding to the recommendations of the Scrutiny Review Group.

Reason for Decision: To ensure that the recommendation of the Scrutiny Review Group were addressed.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

706. Regeneration in North Harrow, Replicating the Lessons in other parts of the Borough

Cabinet received a reference from the Overview and Scrutiny Committee commending the viability of the work carried out to reduce vacancy rates in North Harrow and to give similar consideration to those areas with 10% frontage vacancy, details of which were set out in the substantive report.

The Leader of the Council responded to a question from a non-voting non-Executive Member and undertook to ascertain why there had been an overspend on the Town Centre Website, as set out in the substantive report, which according to the Member ought to have cost in the region of £1,000. In relation to his question on the works carried out to a car park, the Portfolio Holder for Property and Major Contracts explained that parking bays had been constructed in the area that had previously been occupied by a market, namely in Blenheim Road. The same Member enquired about the cost of the festive lights and whether this was a one-off fixed cost.

The Portfolio Holder for Communications, Performance and Resources suggested that given that the money had already been spent, it would have been advisable to have raised questions earlier in the process. He added that the purpose of the report from the Overview and Scrutiny Committee had been to show how the money received from the Mayor of London had been used and to ascertain how the lessons learnt could be transferred to other district centres in the borough where vacancy rates were high. It would be for Cabinet to examine any measures at a future meeting.

RESOLVED: That the report be noted.

Reason for Decision: To give due consideration to the referral.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

707. Report of the Harrow Partnership Board

Cabinet received a report of the Corporate Director of Resources, which summarised the discussion at the meeting of the Partnership Board held on 23 September 2013.

The Leader of the Council explained that this had been the Board's last meeting. The report set out that partnership working would continue under the Health and Wellbeing Board, Safer Harrow and Enterprising Harrow with co-ordination provided by the Harrow Chief Executives' Group.

RESOLVED: That the report be noted.

Reason for Recommendation: To brief Members on the future of the Board.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply where the item has been noted.]

708. Key Decision - 2013-2014 Property Disposal Programme

The Portfolio Holder for Property and Major Contracts set out the proposals for the disposal of 11 properties and one site, details of which were set out in the report, including the confidential appendix. He referred to the revised plan circulated for the public lavatories on Whitchurch Lane which also included the site occupied by an electricity sub-station as part of the proposed disposal. Another minor amendment was in relation to the public lavatories at Greenhill Way and that the OS Plan would not include the pavement/bus stop area. He referred to the rationale for the disposal of the various sites and commended the report to Cabinet.

The non-voting non-Executive Cabinet Members made the following comments:

- whether 231a Station Road could be refurbished for the borough's homeless;
- whether other properties too would be refurbished and why the Council was not able to refurbish them at the same price as a local builder;
- whether investment in properties in high costs areas would be carried out prior to their disposal in order to attain a higher capital receipt;
- why the properties could not be used to provide additional Council housing and the piecemeal approach to their disposal;
- why the Council could not set up an arms length organisation which could rent out the properties.

In response, the Portfolio Holder stated that it was not the Council's core business to refurbish properties. As a result, it would not be able to achieve economies of scale. Moreover, it would not be cost effective for the Council to refurbish and rent properties such as 231a Station Road which had been damaged by fire.

A non-voting non-Executive Member was of the view that the properties had been undervalued and that some maintenance and refurbishment would help maximise their values in the open market. He asked if any other properties and land had been discounted in meeting the savings set out in the Medium Term Financial Strategy (MTFS) target. The Portfolio Holder responded that the target set out by a former administration would not be met as an expected

disposal had not been achieved but he hoped that its disposal could be brought forward during the next financial year. He added that the Council was obliged to achieve best value and that the figures set out in the confidential appendix were estimates and that the prices would be the subject of negotiations in the open market. He added that he would ensure that maximum prices were achieved.

The same non-voting non-Executive Member stated that residents would be interested in the Portfolio Holder's views on appropriate developments for the site in Whitchurch Lane.

The Portfolio Holder for Property and Major Contracts responded to a question about the involvement of community groups on the proposed disposals and whether they had been encouraged to provide challenge. The Corporate Director of Environment and Enterprise reported that the Localism Act required community groups to register challenge and that no community groups had registered that challenge in any of the properties listed in the report.

The Portfolio Holder for Adults and Housing also responded to questions about the use of the money from the Housing Revenue Account to refurbish the properties. He explained that the Council did not have sufficient funds to bring the properties to Decent Homes Standard and that it would not be good use of tax payers' money. The Portfolio Holder for Planning, Development and Regeneration replied that conversions of offices in to flats were not earmarked by the Council as mentioned by a non-voting non-Executive Member but that they were classified as permitted development. He added that, whilst he did not support such conversions, the Council had to work within the framework set.

RESOLVED: That

- (1) the properties detailed in the report be declared surplus;
- (2) the financial implications and projected sale prices, detailed in Appendix 1 to the report, be noted;
- (3) the Corporate Director of Environment and Enterprise, in consultation with the Portfolio Holder and/or Leader of the Council, be authorised to take all action necessary to dispose of the Council's interest in the land and properties detailed for the best consideration that can reasonably be obtained.

Reason for Decision: To generate a significant capital receipt for the Council, generate a revenue saving and reduce backlog maintenance, thereby fulfilling part of the Medium Term Financial Strategy (MTFS) Work Stream.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

709. Key Decision - Planning Obligations Supplementary Planning Document

The Portfolio Holder for Planning, Development and Regeneration introduced the report, which proposed the adoption of the Planning Obligations Supplementary Planning Document (SPD) to aid in the effective implementation of the Harrow Local Plan and, in particular, Policy DM50 Planning Obligations.

The Portfolio Holder added that the report explained the Council's approach to the use of agreements under Section 106 of the Town and Country Planning Act 1990, which allowed the drafting of planning obligations between developers and the Council. The legal landscape within which planning obligations were considered had changed with the introduction of the Community Infrastructure Levy (CIL) for Harrow. The Council CIL would be used to fund strategic infrastructure, such as schools and healthcare. In addition, the money could also be used to improve public open spaces, highways and community safety. The use of S106 agreements was therefore more limited than in the past but importantly continued to be the mechanism to deliver affordable housing.

The Portfolio Holder thanked the Divisional Director of Planning and his team for their work on the SPD, including Members of the Local Development Framework Panel for their contributions at its meeting on 3 October 2013.

RESOLVED: That

- (1) the Planning Obligations Supplementary Planning Document (SPD), attached at Appendix B to the report, be adopted;
- (2) authority be delegated to the Divisional Director of Planning to make typographical corrections and any other necessary non-material amendments to the Planning Obligations Supplementary Planning Document (SPD) prior to formal publication of the SPD.

Reason for Decision: To afford weight to the SPD as a material planning consideration. To clarify the relationship between the Council's use of its Community Infrastructure Levy and Planning Obligations to reduce the planning risk of 'double dipping' when seeking or securing contributions from development towards specific infrastructure requirements.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

710. Key Decision - Parking Review - 20 Minutes Free Parking Initiative

The Leader of the Council and Portfolio Holder for Community Safety and Environment introduced the report, which set out the background to the Rayners Lane 20 minutes free parking trial and provided options for Cabinet's consideration on the future use of free parking periods in the borough.

The Portfolio Holder invited questions from Members and, having been asked that her administration was unlikely to expand the trial borough-wide, responded as follows:

- that the expansion of the businesses in North Harrow had been as a result of the excellent work carried out by the Head of Economic Development and Research (Minute 706 refers);
- the majority of shoppers required more than 20 minutes to do their shopping. The trial in Rayners Lane had increased the footfall by a small amount only and that unlike the previous administration, it was important that her administration did not rush into implementing a scheme which had not been fully researched;
- her administration would be looking to implement a fully researched scheme and she cited the example of a scheme that had been implemented in Hillingdon which had taken up to two years to implement. The Hillingdon Scheme had been linked to the Oyster Card and allowed a driver to park for one 20 minute session unlike the one in Rayners Lane. She explained that the trial in Rayners Lane had been open to abuse, as the same driver had been able to use the free parking by printing out a ticket at 20 minute intervals. The cost of the scheme, £1m, was considerable and unsustainable.

A non-voting non-Executive Cabinet Member referred to the contradictions within the report and asked what consultations had been carried out prior to formulating the report. He was of the view that free parking had brought economic viability for businesses. The Portfolio Holder reiterated that the 1-hour free parking in North Harrow had not revitalised the businesses which had declined in numbers and that it had been the splendid work carried out by the Head of Economic Development and Research that had helped to rejuvenate this area. A number of measures needed to be explored to bring about vitality to an area and free parking in itself was not an attraction.

In relation to the consultation, the Portfolio Holder replied that specific consultation had not been carried out but that the trial had provided sufficient information that this scheme was not right for implementation borough-wide bearing in mind that it would have unacceptable cost implications. She re-iterated that her administration supported free parking scheme(s) but this scheme was not the right one for the borough.

The same non-voting non-Executive Member was of the view that the arguments used for non implementation of the scheme had been based on the reduction of income from the issue of Penalty Charge Notices (PCNs).

The Portfolio Holder refuted this as chart 7 of the report did not support this argument, as it showed a variable result week-on-week and it was difficult to gauge a pattern. She added that the negligible impact of the scheme on footfall, as well as the cost of implementation and subsequent maintenance, including the implications for local taxpayers, were the key reasons for her administration's lack of support for this particular scheme being rolled-out borough-wide.

In response to questions about the risk register, comparisons with previous years issue of PCNs, lack of available parking spaces during the 20 minutes trial in Rayners Lane, the cost to the trader in loss of revenue, the Portfolio Holder remarked that a Risk Register ought to have been prepared by the previous administration prior to the trial, that there were issues with the entire scheme and not with the PCNs issued and that the administration would not be rushed in to a scheme that did not provide best value for residents and which required capital investment.

Another non-voting non-Executive Member referred to the public sector equality duty and questioned if a decision could be taken in the light of the lack of an Equality Impact Assessment (EqIA). In response, the Corporate Director of Environment and Enterprise stated that paragraph 2.50 of the report made reference to the rollout of a borough-wide scheme which would require a Traffic Order to be made. However, if the decision was against a rollout, no statutory process was required. The same non-voting non-Executive Member said the EqIAs ought to be updated in light of the comments made. The Portfolio Holder stated that it was important to understand why this particular scheme would not work for Harrow.

The non-voting non-Executive Members were of the view that the administration was not listening to the business community and the people of Harrow. One of them mentioned the work done by Mary Portas, a retail expert, in which she had highlighted the importance of free parking for town and district centres. Moreover, Eric Pickles, Secretary of State for Communities and Local Government, had suggested that parking on double yellow lines for 15 minutes ought to be allowed in the quest to revitalise town centres/ businesses. The Portfolio Holder vehemently denied that residents and businesses were being ignored and re-iterated that it was essential that an efficient scheme was implemented as the proposed one was costly.

The Deputy Leader of the Council clarified that PCNs were not issued to generate revenue. It was important that the borough's roads were safe to drive through. Parking on double-yellow lines would put other drivers and pedestrians at risk. He cited the example of the Westfield Shopping Centre in West London which charged shoppers to park and that it was the variety of shops available that attracted shoppers. An effective and fair scheme was needed for Harrow, as the proposal did not achieve its stated purpose. Moreover businesses would go elsewhere if Harrow did not have the right model. With the current scheme, a violation of 20 minute free parking was difficult to measure.

The Portfolio Holder for Communications, Performance and Resources stated that the surveys carried out in 2012 under the Labour administration had

shown that free parking was not a key driver for both businesses and residents. It was also important to note that the petition for free parking in Pinner was not supportive of this proposal. A poor scheme would have serious implications. In addition, it was important that the Section 151 Officer set out the financial implications of any decision whether it be a material factor or not in any decision taken.

The Portfolio Holder for Planning, Development and Regeneration that agreeing a scheme that was unsustainable financially would reduce the finances available for other service areas. The Portfolio Holder for Business and Enterprise reported that a 'shadow' survey in Rayners Lane had shown that free parking was not a key priority for the businesses. They had cited cleaner streets/pavements, safer areas and traffic as their priorities. A non-voting non-Executive Member referred to the previously received petition on the removal of free parking in North Harrow (Cambridge Road car park), arising from the 2011 to 2013 Parking Review, that had been signed by more than 2,000 people, and drew attention to the mentions of PCN income in the report, questioning the focus of the administration.

The Leader of the Council and Portfolio Holder for Community Safety and Environment stressed that her administration was not against free parking but it could not support a scheme that was not working as intended and was financially untenable. The administration could only support a scheme that was cost effective, efficient and properly supportive of local businesses.

RESOLVED: That

- (1) the review of the Rayners Lane free parking trial, as set out in the report, be noted;
- (2) having considered the implications of on-street free parking borough-wide and reviewed the options available, the following preferred option be agreed: Do not implement 20 minutes free parking in the borough and remove the Rayners Lane trial of 20 minutes free parking.

Reason for Decision: To ensure that a consistent parking charges policy was implemented.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.56 pm).

(Signed) COUNCILLOR SUSAN HALL
Chairman

London Borough of Harrow

KEY DECISION SCHEDULE (NOVEMBER 2013 - JANUARY 2014)

MONTH: November

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The list may change over the next few weeks. A further notice, by way of the Cabinet agenda, will be published no less than 5 clear days before the date of the Cabinet meeting, showing the final list of Key Decisions to be considered at that meeting.

A Key Decision is a decision by the Executive which is likely to:

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards or electoral divisions of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, it constitute more than 50% of the budget attributable to the service in question.

Decisions which the Cabinet intends to make in private

The Cabinet hereby gives notice that it may meet in private after its public meeting to consider reports to consider reports which contain confidential information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below with the reasons for the decision being made in private where appropriate. The Schedule also contains non-Key Decisions which involve Cabinet having to meet in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations please contact Democratic & Electoral Services. You will then be sent a response in reply to your representations. Both your representations and the Cabinet's/Leader's response will be published on the Council's website <http://www.harrow.gov.uk/www2/mgListPlans.aspx> at least 5 clear days before the Cabinet meeting.

The Cabinet/Leader will be considering a report prepared by the relevant Directorate. The report together with any other documents (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by Cabinet/Leader from Daksha Ghelani, Senior Democratic Services Officer, on 020 8424 1881 or by contacting daksha.ghelani@harrow.gov.uk or by writing to Democratic & Electoral Services, Harrow Council, Civic Centre PO Box 2, Station Road, Harrow, HA1 2UH or on the Council's website. Copies may be requested but a fee will be payable. Reports to be considered at the Cabinet's public meeting will be available on the Council's website 5 clear days before the meeting.

The KDS looks 3 meetings ahead and will be published 28 clear days before the Decision Date / Period of Decision.

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
NOVEMBER						
Review of Council Tax Support Scheme (CTS)	To note the review and agree to continue with the parameter configuration agreed at Cabinet on the 13 December 2012 and subsequently at full Council on 21 January 2013	Cabinet	21 November 2013	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Future Organisation of Stanburn First School 4-7 Years and Stanburn Junior School	Determination of statutory proposals	Cabinet	21 November 2013	Councillor Janet Mote Catherine Doran, Corporate Director, Children and Families chris.melly@harrow.gov.uk Tel:020 8420 9270	Open	Agenda Report and any related appendices

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
School Expansion Programme	Whether to publish statutory proposals to expand schools. Approve the Secondary School Place Planning Strategy.	Cabinet	21 November 2013	Councillor Janet Mote Catherine Doran, Corporate Director, Children and Families johanna.morgan@harrow.gov.uk Tel: 020 8736 6841	Open	Agenda Report and any related appendices
DECEMBER						
Calculation of Council Tax Base for 2014-2015	To approve the Council's Council Tax Base for 2014-15	Cabinet	12 December 2013	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
Calculation of Business Rates Tax Base for 2014-2015	To approve the Council's NDR Tax Base for 2014-15	Cabinet	12 December 2013	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Draft Revenue Budget and Medium Term Financial Strategy 2014-15 to 2017-18	To approve the draft budget for 2014-15 and MTFs for consultation	Cabinet	12 December 2013	Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020 8868 8341	Open	Agenda report and any related appendices: Budget proposals
Draft Capital Programme 2014-15 to 2017-18	To approve the draft Capital Programme for consultation	Cabinet	12 December 2013	Councillor Tony Ferrari Simon George, Director of Finance and Assurance	Open	Agenda Report and any related appendices

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
				steve.tingle@harrow.gov.uk Tel: 020 8868 8341		
Revenue and Capital Monitoring for Quarter 2 as at 30 September 2013	To note the forecast position and approve recommended virements	Cabinet	12 December 2013	Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020 8868 8341	Open	Agenda Report and related appendices
Council Fees and Charges	Agree the Fees & Charges to be implemented from the dates indicated in the report	Cabinet	12 December 2013	Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020 8868 8341	Open	Agenda Report and any related appendices

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
Collection Fund 2013-14	Note the estimated surplus on Collection Fund and agree the amount to be transferred to the General Fund	Cabinet	12 December 2013	Councillor Tony Ferrari Simon George, Director of Finance and Assurance hasina.shah@harrow.gov.uk Tel: 020 8424 1573	Open	Agenda Report and related appendices
Draft HRA Budget 2014-15, draft MTF 2015-16 to 2017-18, draft HRA Capital budget 2014-15 to 2017-18	To approve the draft budget for consultation; to approve the proposed rent increase for consultation; to approve the proposed increases in fees & charges for consultation; to approve the draft capital budget for consultation	Cabinet	12 December 2013	Councillors Barry Macleod-Cullinane and Tony Ferrari Paul Najsarek, Corporate Director, Community Health and Wellbeing Simon George, Director of Finance and Assurance dave.roberts@harrow.gov.uk Tel: 020 8420 9678	Open	Agenda Report and related appendices: draft HRA budget, proposed rent increase; schedule of proposed fees and charges; draft HRA Capital Programme

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
Locally Listed Buildings	Adopt Locally Listed Buildings SPD	Cabinet	12 December 2013	Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services lucy.haile@harrow.gov.uk Tel: 020 8736 6101	Open	Agenda Report and any related appendices: Locally Listed Buildings SPD; Schedule of the public consultation over the draft Locally Listed Buildings SPD
Stanmore and Edgware Conservation Areas SPD	To adopt the Stanmore and Edgware Conservation Areas SPD	Cabinet	12 December 2013	Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services lucy.haile@harrow.gov.uk Tel: 0208 736 6101	Open	Agenda Report and any related appendices: Stanmore and Edgware Conservation Areas SPD; Schedule of the public consultation over the draft Stanmore and Edgware Conservation Areas SPD and Council responses to this

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
JANUARY 2014						
Harrow School SPD	That Cabinet be requested to approve the draft SPD for a minimum of four weeks public consultation in line with the Council's Statement of Community Involvement	Cabinet	15 January 2014	Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services matthew.paterson@harrow.gov.uk Tel: 020 8736 6083	Open	Agenda Report and any related appendices: draft Harrow School SPD
Review of Harrow Help & Emergency Relief Scheme (ERS)	To note the pilot outcomes and review and agree to continue with scheme beyond the 1 year pilot	Cabinet	15 January 2014	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
Corporate Debt Collection	To note work done to date and agree the corporate debt recovery policy	Cabinet	15 January 2014	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and related appendices
Buildings Insurance for Residential Leaseholders	Approval of the recommendation to enter into a three-year contract for the provision of buildings insurance for residential leaseholders	Cabinet	15 January 2014	Councillors Barry Macleod-Cullinane and Tony Ferrari Simon George, Director of Finance and Assurance karen.vickery@harrow.gov.uk Tel: 0208 424 1995	Part exempt Information relating to the financial or business affairs of any person (including the authority holding that information)	Agenda Report and any related appendices

HARROW COUNCIL CABINET 2013/14
CONTACT DETAILS OF PORTFOLIO HOLDERS

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Community Safety & Environment	Susan Hall	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07860 742093 Group Office: (020) 8424 1852	Email: susan.hall@harrow.gov.uk
Deputy Leader, Adults & Housing	Barry Macleod- Cullinane	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07976 712611 Group Office: (020) 8424 1852	Email: barry.macleod-cullinane@harrow.gov.uk
Business & Enterprise	Kam Chana	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07779 133457 Group Office: (020) 8424 1852	Email: kamajit.chana@harrow.gov.uk
Children & Schools	Janet Mote	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07970 672958 Group Office: (020) 8424 1852	Email: janet.mote@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Communications, Performance and Resources	Paul Osborn	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Home: (020) 7692 7188 Group Office: (020) 8424 1852	Email: paul.osborn@harrow.gov.uk
Community & Culture	Manji Kara	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07919 016535 Group Office: (020) 8424 1852	Email: manji.kara@harrow.gov.uk
Finance	Tony Ferrari	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07914 961035 Group Office: (020) 8424 1852	Email: tony.ferrari@harrow.gov.uk
Health & Wellbeing	Simon Williams	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07796 580010 Group Office: (020) 8424 1852	Email: simon.williams@harrow.gov.uk
Planning, Development & Regeneration	Stephen Greek	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07779 639408 Group Office: (020) 8424 1852	Email: stephen.greek@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Property & Major Contracts	Stephen Wright	Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07899 920133 Group Office: (020) 8424 1852	Email: stephen.wright@harrow.gov.uk

Non Executive Members				
Leader of the Independent Labour Group	Thaya Idaikkadar	Independent Labour Group Office Middlesex Suite North PO Box, 2, Civic Centre Station Road HARROW HA1 2UH	Home: (020) 8863 2372 Mobile: 07812 028741 Group Office: (020) 8424 1154	Email: thaya.idaikkadar@harrow.gov.uk
Leader of the Labour Group	David Perry	Labour Group Office Room 109, PO Box 2 Civic Centre Station Road HARROW HA1 2UH	Mobile: 07505 430133 Group Office: (020) 8424 1897	Email: david.perry@harrow.gov.uk
Labour Group Representative	Graham Henson	Labour Group Office Room 109, PO Box 2 Civic Centre Station Road HARROW HA1 2UH	Mobile: 07721 509915 Group Office: (020) 8424 1897	Email: graham.henson@harrow.gov.uk

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PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
Standing Review of the Budget	Standing Review	Regular update reports to O&S and interim, specific topic and final reports to O&S and Cabinet	A report from the review's consideration of the use of capital has been drafted.	Future projects for the standing review are being considered. It is likely that evidence gathered during the lifetime of the project will be used to inform the Question and Answer session on the budget in January 2014.
Customer Care	Light touch review	Final Report to O&S and Cabinet	January 2014	An initial draft report from the review is being considered by the project group and will be presented to the Overview and Scrutiny committee in December.
Accessible Transport	Light touch review	Final Report to O&S and Cabinet with reference to Transport for London	Received in October 2013 Response from officers November 2013	The final report from the project was agreed by the Overview and Scrutiny committee on 17 th September and response report is on the agenda for Cabinet on 21 st November.
NHS Health Checks – supported by Centre for Public Scrutiny (CfPS)	Joint light touch review with Barnet	Final Report to O&S and Cabinet	Estimated January 2014	This is a joint review between Harrow and Barnet which will look at the role of the Council having effective arrangements in place for NHS Health Checks. Consultation with residents to ascertain the reason for non-take up of health check opportunities is a key focus of the review. Final recommendations will hopefully assist in the effective use of this public health resource and improved take up where this can contribute to improved well being of residents

Joint Overview and Scrutiny Committee 'Shaping a Healthier Future'	Joint Committee	Update reports will be provided for O&S/Health and Social Care sub committee and Cabinet (for information)	If required	<p>As previously reported, NHS NW London has announced its proposals.</p> <p>At the last meeting of the joint committee in September councillors from across the seven boroughs agreed to continue meeting to consider the ongoing implementation of the Shaping a Healthier Future proposals – it is anticipated that full implementation will take up to 5 years though the downgrading of A&E departments at Central Middlesex and Ealing hospitals has been announced. The implications of these changes on the capacity of Northwick Park has been identified as an area of concern by councillors, particularly if they go ahead before improvements have been made to Northwick Park A&E. Councillors are investigating the timetabling of the changes..</p> <p>The next meeting of the Joint Committee has been scheduled for 3rd December 2013.</p>
Deletion of Chief Executive postq	Challenge panel	Final report to O&S and the Leader of the Council	November 2013	The Scrutiny Leadership Group wishes to contribute to the Leader's consultation on the proposed deletion of the Chief Executive post.
Child's Journey Through Care	Light touch review	Final Report to O&S and Cabinet	TBC	This review has been postponed.

Contact: Lynne Margetts, Service Manager Scrutiny, 020 8420 9387

Date of Meeting:	21 November 2013
Subject:	Future Organisation of Stanburn First School (4-7 Years) and Stanburn Junior School
Key Decision:	Yes
Responsible Officer:	Catherine Doran, Corporate Director of Children and Families
Portfolio Holder:	Councillor Janet Mote, Portfolio Holder for Children and Schools
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix A – Considerations about the proposal in relation to the Decision Makers Guidance Appendix B – Stanburn First School representation Appendix C – Stanburn Junior School representation

Section 1 – Summary and Recommendations

Statutory proposals were published in September 2013 that would effect the amalgamation of Stanburn First School (4-7 Years) and Stanburn Junior School. Cabinet approval is sought to enable the two schools to combine in January 2014.

Recommendations:

Cabinet is requested to determine the statutory proposals in relation to Stanburn First School (4-7 Years) and Stanburn Junior School to enable the amalgamation of the two schools in January 2014, namely to:

- Extend the age range of Stanburn First School (4-7 Years) to establish a primary school with an age range of 4 years (reception) to 11 years (year 6) from 1 January 2014;
- Expand the capacity of Stanburn First School (4-7 Years) from 1 January 2014; and
- Discontinue Stanburn Junior School on 31 December 2013.

Reason: (For recommendation)

In line with the Council's amalgamation policy, combining the two schools would give the opportunity to further improve educational standards by enabling planning as a coherent whole across the primary phase of the national curriculum. It would also provide a greater flexibility across and between key stages. Access to the whole primary curriculum supports and informs whole school planning, assessment, pastoral systems etc., and provides opportunities for wider staff development and experience across the full primary phase.

Section 2 – Report

Introduction

1. Harrow's vision is to provide high achieving schools at the centre of community services, and to continue improvement in schools to make education in Harrow even better. In order to further this vision, in October 2007 Cabinet agreed it's strategic approach to school organisation, which incorporated the amalgamation policy.
2. The Amalgamation Policy applies to separate infant and junior schools and was agreed initially in February 2005. The policy subsequently has been revised and up-dated and was confirmed by Cabinet in July 2013. Since 2006, 22 community schools have amalgamated to form 11 combined primary schools.
3. The Amalgamation Policy requires the Governing Bodies of separate infant and junior schools to amalgamate the two schools when trigger circumstances arise, unless there are compelling and over-riding reasons not to. One of the triggers is when a headteacher vacancy arises in either or both schools.
4. There are two key statutory stages to the processes leading to a decision to amalgamate two schools:
 1. Statutory consultation, following which a decision is made whether to proceed to the next statutory stage of publishing statutory proposals;
 2. Publication of statutory proposals, which is followed by a 6 week representation period.

Background

5. The Headteacher of Stanburn Junior School retired at the end of August 2013. When the Headteacher's intention to retire was known during the Autumn Term 2012, the governing bodies of the two schools commenced the process to amalgamate the two schools in accordance with the Council's Amalgamation Policy. They agreed to set up a Representative Joint Steering Group with governing body representatives from both schools to plan the consultation activity with the school communities.
6. The Representative Joint Steering Group, met twice in January to agree the arrangements for consulting the school communities. Two meetings of the Joint Steering Group, held on 7 January 2013 and 15 January 2013, planned the consultation process for a proposed amalgamation date at that time of September 2013. A proposal evaluation document, a consultation paper, a response form and a cover letter were prepared.
7. The statutory consultation was held from Monday 21 January 2013 until Friday 15 February 2013. On 21 January 2013, the consultation paper was sent by the two schools to all parents, members of staff and governors. Harrow Council sent the consultation to interested parties in accordance with the Department for Education School Organisation and Competitions Unit guidance. Three open consultation meetings for parents, staff and governors of both schools were held. Two were held on 30 January at 9.00am and 2.15pm and one on 31 January 2013 at 7.30 pm, to enable discussion. Council officers attended these consultation meetings to present information and answer questions. The proposal evaluation document was made available from the school offices, school websites, Harrow Council website and was available at the open consultation meetings.
8. The consultation elicited the highest number of responses from all of the amalgamation consultations carried out under the Council's amalgamation policy. This response rate reflected the high level of concern, confusion and feelings generated within the school communities during the process. In relation to this, it should be noted that Stanburn Junior School Governing body sought opinions from parents by 4 January 2013 on three potential options about the future of Stanburn Junior School: Amalgamation; Federation and Academy status.
9. The Representative Joint Steering Group considered the outcome of the consultation at its meeting on 26 February 2013. The group noted that the information received may not give an accurate picture because of possible duplication of forms and concern that signatures were being sought in the playgrounds. To assist the group, themes from the consultation responses were prepared with examples of the comments written by those in support and those not in support of the proposals.
10. The Representative Joint Steering Group reflected on the high level of responses, with almost two thirds of respondents not in support of combining the two schools, and the concern that relationships between the schools may have been damaged by the consultation processes. The group suggested the two Chairs of Governors meet following discussion with their governing bodies to see if they can reach a mutual agreement or an acceptable alternative to amalgamation.

11. The Amalgamation Policy requests that the governing bodies of the schools make written recommendations to the Council following the consultation period. The Governing Body of Stanburn First School met on 28 February 2013 and voted for the two schools to be amalgamated with effect from September 2013. The Governing Body strongly felt that this is an outstanding school, with outstanding facilities, resources, staff and, of course, results. Likewise the Junior School has received an 'Outstanding' rating by OFSTED. The Governing Body could, therefore, see no detriment being caused to either school, or the wider community, by amalgamating the two schools into a new all-through primary school. The Governing Body acknowledged the need for both schools to have a productive working relationship as the schools share not only a site, but a building. This is essential for the good of the social and emotional well being of the staff, students and parents of both schools, and ultimately to continue with the outstanding academic progression for the students.
12. The Governing Body of Stanburn Junior School met on Wednesday 27 February 2013 and decided it did not support the proposed amalgamation and would work to seek an alternative outcome for the school. The Governing Body of Stanburn Junior School believed that its future was best served by remaining as a separate school. As a result it passed a resolution to seek Academy Status. Comment was made that the consultation results showed that a clear majority opposed the amalgamation and from the parents this view was common across both school communities as well as in the responses from parents who have children in both schools.

Next steps considerations

13. Following the outcomes of the consultation and the opposing views of the two Governing Bodies, the Council deferred its decision about whether to publish statutory proposals to allow issues to be reconsidered. Both the Corporate Director and the Portfolio Holder were clear that the proposed expansion would be reconsidered if there was continued parental opposition from the parents of both schools. Council officers met with the two Chairs of Governors to consider the next steps for moving forward. This was in accordance with the Joint Representative Steering Group suggestion that the two Chairs of Governors meet following discussion with their governing bodies to see if they can reach a mutual agreement or an acceptable alternative to amalgamation and to allow time for the schools to consider other options.
14. The meetings with the Chairs of Governors were constructive and helpful and included discussion about a number of issues. These issues included the consultation process, the consultation responses, leadership and governor changes since the consultation that would happen within the Junior School, the position in September, academy status and the need to rebuild the relationship between the two schools. The Local Authority confirmed its amalgamation policy position of a preferred model of combined schools.
15. There was in principle agreement around a number of themes including: the need to rebuild the relationship between the two school communities, acknowledgement that the Local Authority Amalgamation Policy was unlikely to change and the triggers would apply in future (and therefore to the Stanburn schools at some future point), and the need to secure the future leadership arrangements in the Junior School.

16. In line with the Council's Amalgamation Policy, it was proposed that the two schools combine, in a timescale that allows further work to be undertaken on what a combined Stanburn School would look like, and the journey to achieving this status. The proposed timescale would be for the amalgamation to be effective from 1 January 2014. To achieve this, it was proposed, subject to the agreement from both governing bodies, that a Task and Finish Group with representatives from both schools be established to consider what a combined school would be like and the journey to achieving a combined school.
17. Agreement was reached with the schools for a Task and Finish Group of 5 representatives from each governing body, including parent governors, to meet and report on its work to the governing bodies. The Task and Finish Group met for the first time on 11 July and had open discussions following context setting by officers. Questions were raised by the representative governors that officers responded to, and a range of points were discussed. These included clarification of the governance and leadership arrangements of the combined school and communications with parents. The group decided it would continue to work together next term to facilitate processes towards amalgamation and to work with both governing bodies.
18. Stanburn Junior School Governing Body held an extraordinary meeting on 15 July 2013 and discussed feedback from the Task and Finish Group meeting. The Governing Body decided to support the move to amalgamation and agreed to fully engage in the process. This decision was taken after a great deal of discussion and the vote to support the resolution was not carried unanimously. The general feeling of the governors present at the meeting and who voted for the amalgamation was that they were faced with no real alternative, as Harrow Council's Policy offered the Governing Body no viable options. The Governing Body having evaluated Academy Status, as an alternative, had to reject this as unsustainable due to the financial requirements. Also, having researched becoming a Federated School, the general consensus was that this would only delay the inevitable, resulting in further instability and disquiet. All governors, including those who voted against the proposition, agreed to fully engage in the process. It was the feeling of those present that they had a responsibility to the pupils, the staff and the parents to ensure the process was carried forward to a successful conclusion. Stanburn Junior School Governors would carry on with their role as members of the Task and Finish Group to formulate and make recommendations to the Governing Bodies of the two schools working to agreed guiding principles of collaborative working by the two Governing Bodies in order to garner the widest possible consensus.
19. Following the Task and Finish Group meeting on 11 July, Stanburn First School Governing Body wrote to Harrow Council on 17 July 2013 affirming its support for the amalgamation of the two schools.
20. A letter was sent at the end of the summer term by the Task and Finish Group to the schools' communities to keep them up-to-date with the proposed amalgamation and to clarify some of the points raised in the consultation.

Portfolio Holder decision

21. In order to achieve the proposed timescale for a final decision to be made that would enable amalgamation on 1 January 2014, a Portfolio Holder decision was made on 29 July 2013 to publish statutory proposals. In making this decision, the Portfolio Holder considered the outcome of the statutory consultation and the

recommendations of the two governing bodies. In accordance with usual practice in implementing the policy, Stanburn Junior School was proposed to be legally discontinued because there was no substantive headteacher in post at that school.

22. The Task and Finish Group has continued to meet during the autumn term and is working constructively and effectively on the issues towards combining the two schools informed by the comments made by respondents to the statutory consultation.

Statutory Consultation

23. Statutory consultation is the first key statutory stage to the processes leading to a decision to amalgamate two schools. The statutory consultation was held from Monday 21 January 2013 until Friday 15 February 2013. This consultation met the requirements of the Department for Education School Organisation and Competitions Unit guidance on closing, expanding and making changes to schools.

24. The detail of the consultation results are contained in Appendix A. However the below summarises the main themes and the officer response to these:

Main themes	Examples of comments made for and against
Buildings	Building work is disruptive, both for expansion and amalgamation. Better to manage as one site.
<p><u>Officer response:</u> The infant school has been permanently expanded from September 2013 to become a four form entry school and the junior school will expand in September 2014. Site feasibility studies for the works considered the impact of the required building works on the operation of the schools and would do so for any building works following amalgamation. The build of the new classroom block has been completed.</p> <p>There are benefits of being able to plan for the increased size of the schools by considering the site holistically and as one school site.</p>	
Pupils	There are different pupil needs in the two schools. Amalgamation is not in the interests of the children. Concerns about playground safety and bullying.
<p><u>Officer response:</u> Harrow Council's preferred model of organisation for primary phased schools is a combined school for educational and other reasons set out in the Amalgamation Policy.</p> <p>Greater opportunities are created for older children to take on responsibility. For younger children the presence of older children provides aspirational role models and also mentoring support.</p> <p>Appropriate organisation and management of playground use by the school will ensure playground safety.</p>	
School size	When fully expanded the combined school would have 840 pupils. The combined school would be too large and impersonal. Unable to have whole school events.
<p><u>Officer response:</u> There is experience of larger primary schools working effectively and the Council is prepared to support any new leadership team on how to manage practical and organisational issues around the increased size of the school.</p>	

Leadership	Two headteachers is better. Preference was expressed for/against individuals to be headteacher. Comments were made about management style. Too much responsibility for one headteacher.
<u>Officer response:</u> Since the time of the statutory consultation there have been further changes in the senior staff of Stanburn Junior School. As well as the headteacher, two deputy headteachers have left. The governors of the two schools have put in place interim leadership arrangements. The Task and Finish Group have been considering future governance and leadership arrangements for a combined school in order to reach a collective view in preparation for amalgamation. There are examples in Harrow of executive headteacher arrangements and also of federated primary schools managed by one headteacher in an effective and positive manner (Heathland Whitefriars Federation).	
Budget	There would be reduced funding for a combined school. It is cost effective to be organised as one school.
<u>Officer response:</u> Though the Government's new funding formula results in the loss of one element of 'lump sum' funding, newly combined schools are now allowed to keep 85% of the 2 lump sums for the first year of the merger. Also, governing bodies have experience of managing changes in budgets and it would only put the combined school in the same position as existing all-through primary schools. There would be reductions in expenditure through having one headteacher post and the Governing Body of the combined school could make decisions that would achieve efficiencies. No other elements of the school budgets would change.	
Transition	Positive for pupils to make the move up to junior school. Children would benefit from continuity through to 11 years of age. Transition works currently.
<u>Officer response:</u> Reducing the number of changes for children in a school system strengthens continuity and progression for children and families in the primary phase, both in terms of the curriculum and pastoral experience. Improvements in the children's educational experience may result, as there will no longer be a transfer between schools at age seven, and a wider range of teaching and support staff will be available across the combined school.	
Standards	Education standards will drop. Amalgamation will put outstanding standards at risk and will affect the learning environment. There would be a more cohesive curriculum.
<u>Officer response:</u> There is no evidence that educational standards will drop in combined primary schools. The Ofsted inspection outcomes on the 11 combined schools formed following amalgamations since 2006 are as follows: 5 Outstanding; 3 Good; 3 have not been inspected yet as a combined school. The Leadership Team and Governing Body would work to ensure that standards remain high in the combined school by building on many aspects of the existing good practice in both schools.	
Staffing	Staff will leave if the schools combine. A combined school would aid professional development.
<u>Officer response:</u> There can be opportunities for staff in a larger all through	

primary school including potential possibilities to move between the infant and junior years and into senior teaching positions. This can also provide staff with experience to enable them to move into more senior positions in other schools.	
Academy school status	Comments were made preferring / against academy school status.
<u>Officer response:</u> The Junior School Governing Body considered the option around academy school status and have decided that this is not a feasible option at this time. It is the decision of the Governing Body of a school as to whether to apply for conversion to become an academy school.	
No change	Keep schools separate / distinct. They are outstanding schools as they are. Don't change something that works. No need to make changes.
<u>Officer response:</u> The Council has successfully amalgamated 22 infant / junior schools and there are many examples of good and outstanding primary schools. The Council's principle is that the Governing Body of a combined school should be representative of both previously existing schools and use the expertise of governors from all phases.	
Process	Not enough information. Not given all the options. The consultation was rushed. The decision has already been made.
<u>Officer response:</u> Following the views and strength of feeling from the statutory consultation, the timescale for decision making was lengthened to give both governing bodies time to consider options and to work together on possible ways forward. A detailed Proposal Evaluation Document was prepared and open consultation meetings were held to ensure sufficient information was available for the consultation. The consultation met the statutory timeframe and the high level of responses indicated that people had ample opportunity to respond. Except for responses from the two governing bodies, no further responses have been received during the 6 week representation period following the publication of the statutory proposals.	
Ethos / Community spirit	Maintain separate ethos as two schools. A combined school would feel more like a community.
<u>Officer response:</u> The schools have differing individual strengths and ethos and the implementation work taken forward by the Task and Finish Group and Governing Body would recognise what is good in each school to build an even better school for the children.	

Statutory proposals

25. The publication of statutory proposals is the second key statutory stage to the processes leading to a decision to amalgamate two schools. Linked statutory proposals were published on 5 September 2013 with a statutory representation period of 6 weeks that, if approved, would effect the amalgamation of Stanburn First School (4-7 Years) and Stanburn Junior School to provide an all through primary school.
- a. A prescribed alteration to extend the age range of Stanburn First School (4-7 Years) to establish a primary school with an age range of 4 years (Reception) to 11 years (year 6) from 1 January 2014;
 - b. A prescribed alteration to expand the capacity of Stanburn First School (4-7 Years) from 1 January 2014;
 - c. A notice to discontinue Stanburn Junior School on 31 December 2013.

Representations made to the published statutory proposals

26. The Local Authority received two representations during the representation period from the two governing bodies who both support the amalgamation of the first and junior schools. These representations are appended in full to this report. No other representations were received including none from parents of the two schools.

Options considered

27. Cabinet have the following options when considering these proposals;

- a. Reject the proposals;
- b. Approve the proposals;
- c. Approve the proposals with modification e.g. in relation to the implementation date;
- d. Approve the proposals subject to meeting a separate condition.

28. There are separate proposals for the two schools, however these are linked and the proposals should be considered together.

Determination of statutory proposals

29. In its role as the Decision Maker, Cabinet must have regard to the statutory and non-statutory guidance, provided by the Department for Education, when determining statutory proposals. The guidance on expanding a maintained school by enlargement, making changes to a maintained mainstream school, closing a maintained mainstream school and giving children and young people a say have been provided to all Cabinet Members, and are available as background papers. Appendix A provides Cabinet with commentary on the salient points contained in the Decision Makers' Guidance.

Recommendation

30. The Corporate Director of Children and Families Services recommends that Cabinet approve the proposals to effect the amalgamation of the two schools with effect from 1 January 2014.

31. In line with the Council's Amalgamation Policy, combining the two schools would give the opportunity to further improve educational standards by enabling planning as a coherent whole across the primary phase of the national curriculum. It will provide a greater flexibility across and between key stages. Access to the whole primary curriculum supports and informs whole school planning, assessment, pastoral systems etc. and provides opportunities for wider staff development and experience across the full primary phase.

32. The governing bodies and the senior leadership teams of the schools have worked effectively to address the range of issues that have arisen during the statutory processes and are to be commended on their constructive collaborative approach which would bode well for the future of a combined school.

Legal implications

33. The Local Authority has a statutory entitlement under Sections 15 and 19 of the Education and Inspections Act 2006, to issue statutory proposals in respect of school reorganisation. The statutory proposals were published on 5 September 2013 following the decision made by the Portfolio Holder on 29 July 2013. Cabinet must determine the proposals within two months of the representation period, which ended on 17 October 2013, or the matter is referred to the Office

of the Schools Adjudicator for determination. Cabinet must have regard to the Secretary of State's guidance when reaching its decision, and should consider the representations received during the course of the publication period when making their decision.

34. The Decision Makers Guidance states that whilst each case should be considered on its merits, there is a presumption in favour of approval for infant/junior school amalgamations.

Financial implications

35. The Governing Body and Leadership Team of a combined school would have to plan strategically in a cost effective manner in the best interests of the children in order to achieve positive outcomes for the children in the long term.

36. The Government has introduced significant changes to school funding and is moving towards a national funding formula. Under the Government's new funding formula the combining of two schools would result in the loss of one element of 'lump sum' funding allocated to schools. In 2013/14 the lump sum amount is £154,230. The Government has recently announced that the formula for 2014/15 is changing and that if two schools merge they are now allowed to keep 85% of the 2 lump sums for the first year of the merger. If lump sum funding is retained by the Government, one lump sum would be lost after the first year of the merger for each year going forward. Though this is a significant issue it may be considered that governing bodies have experience of managing changes in budgets and it would only put the combined school in the same position as existing all-through primary schools. There would be reductions in expenditure through having one Headteacher post and the Governing Body of the combined school could make decisions that would achieve efficiencies. No other elements of the school budgets would change.

Performance Issues

37. Schools in Harrow perform well in comparison to national and statistically similar local authorities. The vast majority of primary schools and secondary schools are judged 'good' or 'outstanding'. Stanburn First School (4-7 Years) achieved an 'outstanding' judgement at its Ofsted inspection in October 2009. Stanburn Junior School achieved a 'good' judgement at its Ofsted inspection in April 2013.

38. Stanburn Junior School's 2012 Key Stage 2 results at level 4 or above in English and Maths were above both the Harrow and national averages. However the English Expected Progress and Maths Expected Progress were both below the Harrow and national averages.

2012 Key Stage 2	English & Maths L4+	English Expected Progress	Maths Expected Progress
Stanburn Junior	89%	86%	84%
Harrow	83%	91%	90%
National	79%	89%	87%

39. The Schools White Paper and Education Act 2011 maintain a focus on driving up standards in schools and place more of the responsibility with the schools directly for their improvement. The role of the Local Authority in measuring performance and driving improvement has changed significantly and is reduced from its previous level. However, the Local Authority maintains a strategic

oversight and enabling role in local education, and is likely to retain some role in monitoring educational achievement and key measures such as exclusions and absence. The Local Authority is also statutorily responsible for supporting and improving underperforming schools.

40. The Local Authority continues to monitor key education indicators. The indicators are used locally to monitor, improve and support education at both school and local authority level; they are also used within information provided to the DFE.

The indicators fall within the following areas:

- Attendance and exclusions - remain a statutory duty for the Local Authority to monitor and improve;
- Underperforming schools - schools are assessed at Key Stage 2 & Key Stage 4 against defined floor standards;
- Narrowing the Gap - is a fundamental part of Ofsted's school inspection process, and accordingly the Local Authority monitors the attainment of identified groups of pupils in its schools. The table below includes the gap at key stage 2 between pupils eligible for free school meals and their peers and the gap between Harrow's SEN children and their peers - children with a SEN provision include School Action, School Action Plus or a Statement.

2012 Key Stage 2 - Narrowing the Gap	Harrow	National
Achievement gap between pupils eligible for free school meals and their peers, based on pupils achieving level 4 or above in both English and mathematics at Key Stage 2.	16%	17%
Achievement gap between pupils with special educational needs and their peers, based on pupils achieving level 4 or above in both English and mathematics at Key Stage 2.	44%	49%

Environmental Impact

41. There is no significant environmental impact arising from these proposals.

Risk Management Implications

42. A summary of high level risks is provided below.

High Level Risks	Consequences	Mitigating/Control Actions
Challenge to decision making.	Delay.	The Decision Maker must have due regard to the Secretary of State's guidance for decision makers in reaching its decisions on school reorganisation proposals.
Clarification of the Council's Amalgamation Policy.	Confusion for stakeholders.	In response to issues raised by the DCSF in regard to the Amalgamation Policy, and a corporate complaint investigation relating to a school involved in a school reorganisation process, Cabinet agreed a clarified policy at its October 2008 meeting. Cabinet approved a revised and updated Amalgamation Policy in July 2013. These clarifications, revisions and updates have not changed the policy requirements.

Equalities implications

43. The equality impact assessment indicates that the equalities impact of Cabinet's decision will be effectively neutral. No child would be displaced if the schools amalgamate nor if they were to stay separate. Harrow's community schools are inclusive schools and this would continue in a combined school. The proposal is intended to build on the many positives already in place at the schools. In an all through school, there may be benefits for pupils with special educational needs as the amalgamation might help to alleviate issues of transition as it could provide continuous support for pupils and a common set of school rules and processes.

Corporate Priorities

44. This report incorporates the administration's priority to deliver a cleaner, safer and fairer Harrow by providing opportunities to enhance educational standards and to further promote positive community outcomes by ensuring the most effective and coordinated extended services support to families and children, and the use of school facilities.

Section 3 - Statutory Officer Clearance

Name: Jo Frost	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 22 October 2013		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 October 2013		

Section 4 – Performance Officer Clearance

Name: Martin Randall	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Strategic Commissioning
Date: 24 October 2013		

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker



on behalf of the
Divisional Director
(Environmental Services)

Date: 22 October 2013

Section 6 - Contact Details and Background Papers

Contact: Chris Melly, Senior Professional, Education Strategy and School Organisation 020 8420 9270 chris.melly@harrow.gov.uk

Background Papers:

Portfolio Holder Decision Report 29 July 2013 - Future Organisation of Stanburn First School (4-7 Years) and Stanburn Junior School

Equality Impact Assessment.

Department for Education School Organisation and Competitions Unit guidance for decision makers

<http://www.education.gov.uk/schools/leadership/schoolorganisation>

**Call-In Waived by the
Chairman of Overview
and Scrutiny
Committee**

NOT APPLICABLE

[Call-in applies]

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Future Organisation of Stanburn First School 4-7 Years and Stanburn Junior School

Decision Makers Guidance

The decision maker for these statutory proposals is the local authority, and this report presents the proposals to Cabinet for determination. If the local authority fails to decide proposals within two months of the end of the representation period the local authority must forward proposals, and any received representations, to the Office of the Schools Adjudicator for decision. This two month period will end on 17 December 2013.

Decision Makers are required to have regard to guidance issued by the Secretary of State when they take a decision on proposals. The guidance documents are available on the School Organisation and Competitions Unit website at <http://www.education.gov.uk/schools/leadership/schoolorganisation> and in Background Papers.

The format of this Appendix follows the framework of the guidance. The text in italics at the start of each section contains extracts from the guidance to assist members to understand the context. **Important note:** the guidance has not been updated by the government and in some sections terms are used that are no longer applicable. However, because it is statutory guidance, the guidance text is reproduced in italics as written.

Compliance with statutory requirements

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

1. Is any information missing?

If so, the Decision Maker should write immediately to the proposer/promoter specifying a date by which the information should be provided.

In order to make the nature of the proposals explicit and clear for all stakeholders, the notices and the complete proposals stated as full information as possible. It is considered that all necessary information was provided and made available for stakeholders and interested parties to see.

2. Does the published notice comply with statutory requirements?

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 it may be judged invalid and the Decision Maker should consider whether they can decide the proposals.

Linked statutory proposals were published on 5 September 2013 with a statutory representation period of 6 weeks that, if approved, would effect the amalgamation of Stanburn First School 4-7 Years and Stanburn Junior School to provide an all through primary school:

- a. A prescribed alteration to extend the age range of Stanburn First School 4-7 Years to establish a primary school with an age range of 4 years (Reception) to 11 years (Year 6) from 1 January 2014;
- b. A prescribed alteration to expand the capacity of Stanburn First School 4-7 Years from 1 January 2014;
- c. A notice to discontinue Stanburn Junior School on 31 December 2013.

The closing date for representations to be made to these statutory proposals was 17 October 2013.

3. Has the statutory consultation been carried out prior to the publication of the notice?

Details of the consultation must be included in the proposals. The Decision Maker should be satisfied that the consultation meets statutory requirements. 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 yet 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 Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

A statutory consultation was held from Monday 21 January 2013 until Friday 15 February 2013. All applicable statutory requirements have been complied with in relation to the consultation on the proposals. The local authority has had regard to the Department for Education School Organisation and Competitions Unit guidance and the consultation document was sent to all interested parties in accordance with the guidance.

The consultation responses and outcomes (see 'Other issues' below) were reported to the Portfolio Holder for the decision made on 29 July 2013 to publish statutory proposals.

4. Are the proposals linked or “related” to other published proposals?

Any proposals that are “related” to particular proposals must be considered together. 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”. 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.

Linked statutory proposals were published on 5 September 2013 that could effect the amalgamation of Stanburn First School 4-7 Years and Stanburn Junior School to provide an all through primary school (see key issue 2 above).

Factors to be considered by decision makers

The factors contained in the Secretary of State’s guidance 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.

The sections that follow contain information to assist Cabinet to determine how the proposals meet the factors the decision maker must have regard to in reaching a decision. Not all of the factors contained in the decision makers guidance are relevant to these proposals. For example: the proposals do not make changes to early years provision or nursery schools; there are no issues of poor performance; there are no post-16 implications; there is no change to school category; and there is no special educational needs reorganisation. The effect of the proposals is to establish an all through primary school, by amalgamating the two separate schools on the existing school site, that will be the same overall size and character, offering places to the existing pupils and serving the same area. The following sections, therefore, focus on relevant factors of the guidance.

A system shaped by parents

The Government's aim is to create a schools system shaped by parents which delivers excellence and equity. The Education and Inspections Act 2006 amends the Education Act 1996 to place duties on local authorities 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, local authorities 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 local authorities.

Strategic Approach to School Organisation

In 2002, the council undertook a debate on School Organisation in Harrow, the outcome of which was a consensus from stakeholders on three issues: to increase opportunities for early years; to increase choices and opportunities at post-16 including provision on school sites; and to change the age of transfer. The council has secured the provision for early years and post-16, and implemented changes to the ages of transfer in September 2010.

In October 2007, Cabinet agreed its strategic approach to school organisation and agreed a revised amalgamation policy. The council's amalgamation policy contributes to maintaining and improving the educational performance of Harrow schools and their pupils. In October 2008 Cabinet agreed the clarified amalgamation policy and implementation guidance. In July 2013 Cabinet confirmed the policy.

Stanburn schools proposals

Parents and stakeholders have had the opportunity to contribute and shape the proposals for the Stanburn schools.

The statutory consultation was held from Monday 21 January 2013 until Friday 15 February 2013. The consultation paper was sent to all parents, members of staff and governors on 21 January 2013. Three open consultation meetings for parents, staff and governors of both schools were held, two on 30 January at 9.00 am and 2.15 pm and one on 31 January 2013 at 7.30 pm, to enable discussion. The proposal evaluation document was made available from the school offices and Harrow Council website, and was available at the open consultation meetings. Information about the responses to this consultation is given under 'Other issues' later in this Appendix.

The local authority received two representations during the representation period from the two Governing Bodies who both support the amalgamation of the First and Junior Schools. No other representations were received.

Standards

The Government wishes to encourage changes to local school provision where it will boost standards and opportunities for young people, whilst matching school place supply as closely as possible to pupils' and parents' needs and wishes. Decision Makers should be satisfied that proposals for prescribed alterations 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.

The council's amalgamation policy identifies a number of educational benefits arising from the creation of all through primary schools:

- Organisational structure is aligned with the National Curriculum Key Stages. Planning across Foundation, Key Stages 1 and 2 as a coherent whole for the primary phase provides greater flexibility across and between Key Stages.
- Reducing the number of changes for children in a school system strengthens continuity and progression for children and families in the primary phase, both in terms of the curriculum and pastoral experience. This reduction in the number of school moves is important, particularly for children with special educational needs.
- Greater opportunities are created for older children to take on responsibility. For younger children the presence of older children provides aspirational role models and also mentoring support.
- Teachers and classroom staff have access to the whole primary curriculum. This supports and informs whole school planning, assessment, pastoral systems, etc, and provides opportunities for wider staff development and experience across the full primary phase.
- Growing national evidence shows that all-through primary schools create more consistency between year groups and key stages in learning planning and assessment.

“Where primary education is provided in separate key stages, there is generally very little effective curriculum continuity and progression. In such situations the scope for discontinuity of learning is increased, together with the attendant, wasteful, repetitive teaching of subject content and learning experiences in the receiving key stage.” *Educational Management Information Exchange*

Harrow Schools are high performing and overall the local authority is above National Averages and above or in line with statistical neighbours. Harrow strives for continuous improvement and has set challenging targets for achievement. These proposals to create a combined school would contribute to improving standards by building on many aspects of the existing good practice in both schools.

The proposed all through Stanburn primary school would be a combined four-form entry school. All schools have their own distinct ethos and identity and relationship with their local community. These proposals would continue and develop further the existing good practices of these separate schools as a combined school.

Diversity

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. 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 alteration to the school will meet the aspirations of parents, help raise local standards and narrow attainment gaps.

Schools in Harrow offer diversity to parents both in terms of ethos and size. Harrow has a Church of England primary school, a Hindu primary school and a Jewish primary school, six Roman Catholic primary schools and two Roman Catholic high schools. There is an all-through Hindu ethos free school located in Harrow on a temporary basis. There are a range of sizes of schools in Harrow including one, two and three forms of entry combined schools, and two and three forms of entry separate infant and junior schools. There are some four forms of entry separate infant and junior schools from September 2013 expanded as part of the primary school expansion programme. The amalgamation of the two Stanburn schools would create the first all through four forms of entry primary school in Harrow. Further four forms of entry primary schools are expected to be created in Harrow in the primary school expansion programme which will involve the expansion of at least half of the schools in the borough.

Harrow schools are popular and successful, but the profile of Harrow's population is changing and, to meet challenging targets to continue this status, schools need to evolve and innovate. Increased self-governance is promoted within a collaborative whole-borough framework, for example through partnerships and soft and hard federations. The local authority is committed to developing a positive and proactive approach to: encourage greater self-governance in order to extend choice, diversity and fair access; raise standards as part of the transformation of education expected from investments; listening to parents and acting to promote diversity of school provision where this is appropriate.

Every Child Matters

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 vocational 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.

All schools offer extended services, and wrap around care, support for families and a wide range of opportunities are developed in all schools. These extended services also support the Narrowing the Gap agenda, and these proposals would provide opportunities to support these agendas.

An all through school would ensure the most effective and coordinated extended services support to families and children, and the use of school facilities. As a result of these proposals it is considered that it would be possible to build on the established best practice of both schools to promote access to extended services.

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, 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.

These proposals do not make changes to equal access to school provision. The equality impact assessment indicates that the equalities impact of Cabinet's decision will be effectively neutral. No children would be displaced if the schools amalgamate or if they stay separate.

Harrow's community schools are inclusive schools and this would continue in a combined school. The proposal is intended to build on the many positives already in place at the schools. In an all through school, there may be benefits for pupils with special educational needs in that amalgamation might help to alleviate issues of transition as it could provide continuous support for pupils and a common set of school rules and processes

Need for places

Where proposals will increase provision, 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.

These statutory proposals do not lead to the creation of additional places or to the loss of any places. The overall effect of the linked proposals is to create an all through school with the same number of places as the existing schools. No pupils would be displaced by the proposals.

To inform the management of school places, the local authority commissions pupil population projections for Harrow and monitors the pupil numbers in its schools. For the purposes of school place planning the Borough is divided into Planning Areas. Harrow Council manages the supply of places across the Borough and within Planning Areas, and proposals are brought forward to increase or reduce the supply of places accordingly. Harrow considers a range of options to manage the supply of school places, including temporary expansion, bulge year groups, and permanent expansion. Harrow has a primary school expansion programme and the first phase of primary school expansions from September 2013 has been approved by Cabinet. In November 2012, Cabinet agreed to bring forward statutory processes for a second phase of permanent expansions and work is being progressed to identify the schools that will be proposed for expansion.

The population projections indicate a growth in pupil numbers for Harrow that peaks in the primary sector around 2019. The Stanburn schools are located in the North East Primary Planning Area. Demand for primary school places in the North East Primary Planning Area is already filling available places and is projected to increase significantly until 2018/19. The Stanburn schools have already been permanently expanded from September 2013 and additional places will need to be established at other schools in the Planning Area over the next few years. Statutory consultation on the proposed Phase 2 school expansions was concluded on 18 October 2013 and the outcomes of the consultations are reported to Cabinet in a separate report. Aylward Primary School and the two Whitchurch schools are proposed for permanent expansion.

Travel and Accessibility for All

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 adversely impact on disadvantaged groups. 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. Proposals should also be considered on the basis of how they will support and

contribute to the local authority's duty to promote the use of sustainable travel and transport to school.

The primary school expansion programme aims to ensure there are sufficient school places local to where the children that need places live in order to minimise travel impact. The amalgamation proposal does not affect journey times or lead to increased transport costs.

The combined school would build on the existing community use and extended school activities. Potential use of the school site by the community could be enhanced by the ability to plan for one school rather than two separate schools.

School category changes

No changes to school categories (e.g. no changes to become voluntary aided, foundation body, trust or academy) arise from these proposals.

Funding and land

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 local authority, or Department for Education). In the case of a local authority, this should be from an authorised person within the local authority, and provide detailed information on the funding, provision of land and premises etc. Proposals should not be approved conditionally upon funding being made available, except for proposals being funded under the Private Finance Initiative or through the Building Schools for the Future programme.

The statutory proposals are not dependent on capital funding being available. If an all through school is established, a long-term strategy for the school site as a combined school would be required. The governing body and leadership team of a combined school would have to plan strategically in a cost effective manner in the best interests of the children in order to achieve positive outcomes for the children in the long term.

The Government has introduced significant changes to school funding and is moving towards a national funding formula. Under the Government's new funding formula the combining of two schools would result in the loss of one element of 'lump sum' funding allocated to schools. In 2013/14 the lump sum amount is £154,230. The Government has announced that the formula for 2014/15 is changing and that if two schools merge they are now allowed to keep 85% of the 2 lump sums for the first year of the merger. If lump sum funding is retained by the Government, one lump sum would be lost after the first year of the merger for each year going forward. Though this is a significant issue it may be considered that it would only put the combined school in the same position as existing all-through primary schools. There would be reductions in expenditure through having one headteacher post and the governing body of the combined school could make decisions that would achieve efficiencies. No other elements of the school budgets would change.

There are no capital receipts, new sites or playing fields, or land tenure arrangements arising from these proposals.

Special educational needs (SEN) provision

SEN provision, in the context of School Organisation legislation and the 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 local authorities 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.

These statutory proposals do not involve a review of special educational needs provision, and the Special Educational Needs Improvement Test does not apply.

The two schools provide support for pupils with special educational needs for whom a mainstream school is appropriate and there are no proposals for this to be changed as a combined school. All pupils attending the schools would transfer to the all through school.

Other issues

The decision maker should consider the views of all those affected by the proposals or who have an interest in them. 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.

The local authority received two representations during the representation period from the two Governing Bodies who both support the amalgamation of the First and Junior Schools and are fully engaged in the process to move to amalgamation. These representations are appended in full to this report. No other representations were received:

Summary outcome of the statutory consultation

The statutory consultation was held from Monday 21 January 2013 until Friday 15 February 2013. On 21 January 2013, Harrow Council sent the consultation paper to interested parties in accordance with the Department for Education School Organisation and Competitions Unit guidance. Information about the amalgamation policy, the consultation paper and proposal evaluation were also made available on the Harrow Council website. The two schools distributed the consultation paper and response form to all parents, members of staff and governors. Three open consultation meetings for parents, staff and governors of both schools were held, two on 30 January and one on 31 January 2013, to enable discussion.

The consultation elicited the highest number of responses from all of the amalgamation consultations carried out under the Council's amalgamation policy. This response rate reflected the high level of concerns, confusion and feelings generated within the school communities during the process. In relation to this it should be noted that Stanburn Junior School Governing body sought opinions from parents by 4 January 2013 on three potential options about the future of Stanburn Junior School: Amalgamation; Federation; Academy status.

473 recordable written responses to the consultation were received from parents and staff and other interested stakeholders. In addition responses were received from Harrow Association of Disabled People and the local Member of Parliament.

	I support combining the two schools	I do not support combining the two schools	I am not sure	Total
First School parent	28	95	12	135
Junior School parent	29	90	4	123

Parent in both schools	28	90	4	122
Member of staff in First School	27	3	12	42
Member of staff in Junior School	3	25	1	29
Other interested stakeholder:	19	2	1	22
Total	134	305	34	473
%	28.3%	64.5%	7.2%	100%

The representative joint Steering Group considered the outcome of the consultation at its meeting on 26 February 2013. The group noted that the information received may not give an accurate picture because of possible duplication of forms and concern that signatures were being sought in the playgrounds. To assist the group themes from the consultation responses were prepared with examples of the comments written by those in support and not in support of the proposals.

Themes from consultation responses

Buildings

Building work disruptive – expansion and amalgamation
 Manage as one site

Pupils

Different pupil needs in the two schools
 Not in the interests of the children
 Playground safety / bullying

School size

840 pupils
 Too large impersonal
 Unable to have whole school events

Leadership

Two headteachers better
 Preference for / against individuals to be headteacher
 Management style
 Too much responsibility for one headteacher

Budget

Reduced funding for combined school
 Cost effective as one school

Transition

Positive to make move up
 Would benefit from continuity through to 11 years
 Transition works currently

Standards

Education standards will drop
Will put outstanding standards at risk
More cohesive curriculum
Will affect the learning environment

Staffing

Staff will leave
Would aid professional development

Academy status

Prefer / against academy status

No change

Keep schools separate/ distinct
Outstanding schools as they are
Don't change something that works
No need to make changes

Process

Not enough information
Not given all the options
Consultation rushed
Decision already made

Ethos / Community spirit

Maintain separate ethos
Would feel more like a community

The group reflected on the high level of responses, with almost two thirds of respondents not in support of combining the two schools, and the concern that relationships between the schools may have been damaged by the consultation processes. The group suggested the two Chairs of Governors meet following discussion with their governing bodies to see if they can reach a mutual agreement or an acceptable alternative to amalgamation.

The Governing Body of Stanburn First School met on 28 February 2013 and voted for the two schools to be amalgamated with effect from September 2013. The Governing Body strongly felt that this is an outstanding school, with outstanding facilities, resources, staff and, of course, results. Likewise the Junior School has received an 'Outstanding' rating by OFSTED. The Governing Body could, therefore, see no detriment being caused to either school, or the wider community, by amalgamating the two schools into a new all-through primary school. The Governing Body acknowledged the need for both schools to have a productive working relationship as the schools share not only a site, but a building. This is essential for the good of the social and emotional well being of the staff, students and parents of both schools, and ultimately to continue with the outstanding academic progression for the students.

The Governing Body of Stanburn Junior School met on Wednesday 27 February 2013 and decided it did not support the proposed amalgamation and would work to seek an alternative outcome for the school. The Governing Body of Stanburn Junior School believed that its future was best served by remaining as a separate school. As a result it passed a resolution to seek Academy Status. Comment was made that the consultation results showed that a clear majority opposed the amalgamation and from the parents this view was common across both school communities as well as in the responses from parents who have children in both schools.

Next Steps considerations

Following the outcomes of the consultation and the opposing views of the two Governing Bodies, the Council deferred its decision about whether to publish statutory proposals to allow issues to be reconsidered. Officers met with the two Chairs of Governors to consider the next steps for moving forward.

The meetings with the Chairs of Governors were constructive and helpful and included discussion about a number of issues including: the consultation process; the consultation responses; leadership and governor changes since the consultation that would happen within the Junior School; the position in September; academy status; and the need to rebuild the relationship between the two schools. The local authority confirmed its amalgamation policy position of a Stanburn combined school.

There was in principle agreement around a number of themes including: the need to rebuild the relationship between the two school communities; acknowledgement that the local authority amalgamation policy was unlikely to change and the triggers would apply in future; and the need to secure the future leadership arrangements in the Junior School.

In line with the Council's Amalgamation Policy, it was proposed that the two schools combine, in a timescale that allows further work to be undertaken on what a combined Stanburn School would look like, and the journey to achieving this status. The proposed timescale would be for the Amalgamation to be effective from 1 January 2014. To achieve this, it was proposed, subject to the agreement from both governing bodies, that a Task and Finish Group with representatives from both schools be established to consider what a combined school would be like and the journey to achieving a combined school.

Agreement was reached with the schools for a Task and Finish Group of 5 representatives from each governing body to meet and report on its work to the governing bodies. The Task and Finish Group met for the first time on 11 July and had open discussions following context setting by officers. Questions were raised by the representative governors that officers responded to, and a range of points were discussed. These included clarification of the governance and leadership arrangements of the combined school and communications with parents. The group decided it will continue to work together in the autumn term to facilitate processes towards amalgamation and to work with both Governing Bodies.

Stanburn Junior School Governing Body held an extraordinary meeting on 15 July and discussed feedback from the Task and Finish Group meeting. The Governing Body decided to support the move to amalgamation and has agreed to fully engage in the process. The general feeling of the governors at the meeting was that they were faced with no real alternative, as Harrow Council's Policy offered the Governing Body no viable options. The Governing Body having evaluated Academy Status, as an alternative, had to reject this as unsustainable due to the financial requirements. Also, having researched becoming a Federated School, the general consensus was that this would only delay the inevitable, resulting in further instability and disquiet.

Following the Task and Finish Group meeting on 11 July, Stanburn First School Governing Body wrote to Harrow Council affirming its support for the amalgamation of the two schools.

The Task and Finish Group has continued to meet regularly and the work of this group has helped move matters forward towards establishing a combined school and enabled statutory proposals to be published in September 2013. It is considered the issues raised during the

consultation processes could continue to be fully considered and addressed through detailed implementation planning should Cabinet decide the schools will combine. Both Governing Bodies now support the amalgamation of the two schools and are fully engaged in the process to move to amalgamation.

STANBURN FIRST SCHOOL GOVERNING BODY
Abercorn Road
Stanmore, Middlesex
HA7 2PJ

15th October 2013

Mr Adrian Parker
Head of Education Strategy and School Organisation Service
Harrow Council
Civic Centre
Station Road
Harrow
HA1 2XF

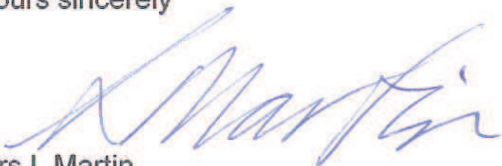
Dear Adrian

Thank you for your letter dated 5th September regarding the Stanburn Schools Amalgamation proposals.

At the Stanburn First School Governing Body Meeting held on 17th September 2013, it was reaffirmed that the Governors would support the amalgamation of the First and Junior Schools.

I am therefore agreeable to you reporting to Harrow Cabinet that Stanburn First Schools' view on the proposals is to support the move to amalgamation and we are fully engaged in the process.

Yours sincerely



Mrs L Martin
Chair - First School Governing Body

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Stanburn Junior School
Abercorn Road
Stanmore
Middlesex
HA7 2PJ

Adrian Parker
Head of Education Strategy and School Organisation Service
Harrow Council
Civic Centre
Station Road
Harrow
HA1 2XF

15th October 2013

Dear Adrian,

Thank you for your letter dated 5th September regarding the Stanburn Schools Amalgamation proposals.

At the Stanburn Junior School Governing Body Meeting held on 23rd September 2013, it was re-affirmed that the Governors would support the amalgamation of the First and Junior Schools.

I am therefore agreeable to you reporting to Harrow Cabinet that Stanburn Junior Schools' view on the proposals is to support the move to amalgamation and we are fully engaged in the process.

Yours sincerely,



Stuart Johnson

Chair – Stanburn Junior School Governing Body

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REPORT FOR: CABINET

Date of Meeting:	21 November 2013
Subject:	School Expansion Programme
Key Decision:	Yes
Responsible Officer:	Catherine Doran, Corporate Director of Children and Families
Portfolio Holder:	Councillor Janet Mote, Portfolio Holder for Children and Schools
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix A: Analysis of consultation Responses Appendix B: School Specific Responses Appendix C: Demographic School Roll Projections 2014-2022 Report Appendix D: Secondary School Place Planning Strategy

Section 1 – Summary and Recommendations

This report provides details of the outcomes of the statutory consultations on Phase 2 of the Primary School Expansion Programme agreed by Cabinet in July 2013, and proposes the next stages. In addition, information is provided on other school organisation related matters, including the Demographic Information School Roll Projections 2014-2022 Report and the Secondary School Place Planning Strategy.

Recommendations:

Cabinet is requested to:

1. Note the outcomes of the statutory consultations on proposals for primary school expansions.
2. Agree to the publication of statutory notices to expand permanently the following schools:
 - Aylward Primary School
 - Pinner Wood School
 - Grange Primary School
 - Norbury School
 - Belmont School
 - Priestmead School and Nursery
 - Newton Farm Nursery, Infant and Junior School
 - Kenmore Park Infant and Nursery School
 - Kenmore Park Junior School
 - Whitchurch First School and Nursery
 - Whitchurch Junior School
3. In relation to Cannon Lane Primary School:
 - Agree to extend the consultation period for the Governing Body of Cannon Lane Primary School to respond to the consultation by 4.00 pm on Friday 29 November 2013.
 - Agree to delegate to the Corporate Director of Children and Families, in consultation with Portfolio Holder for Children and Schools, the decision whether to publish statutory proposals to expand permanently Cannon Lane Primary School.
4. In relation to St Anselm's Catholic Primary School and St John Fisher Catholic Primary School, agree to delegate to the Corporate Director of Children and Families the decision whether to make representations on any published statutory proposals and for the Corporate Director to liaise with the schools and the Diocese of Westminster through the statutory process.
5. Note the Demographic Information School Roll Projections 2014-2022 Report.
6. Approve the Secondary School Place Planning Strategy.

Reason: (For recommendation)

To enable the Local Authority to fulfil its statutory duties to provide sufficient school places in it's area.

Section 2 – Report

Introduction

1. The Local Authority has a statutory responsibility to provide sufficient school places for its area. There are several key strands to the delivery of sufficient school places because an increasing pupil population impacts across primary, secondary and special school provision. The focus of this report is on Primary School Expansion Programme proposals and the Secondary School Place Planning Strategy.

In July 2013 Cabinet approved the Special School SEN Placements Planning Framework for bringing forward proposals over the next 3-5 years to increase provision for children and young people with special educational needs.

2. This report provides:
 - Information on the outcomes of the statutory consultations on proposals for primary school expansions.
 - Recommends the schools that should be subject to the publication of statutory expansion proposals.
 - The Demographic Information School Roll Projections 2014-2022 Report with updated projections.
 - The Secondary School Place Planning Strategy for approval.

Options considered

3. Cabinet agreed its School Place Planning Strategy in February 2010 to meet the increasing demand for school places that is primarily birth rate driven. In July 2011, Cabinet agreed on a Primary School Expansion Programme as part of the School Place Planning Strategy. The strategy aims to secure sufficient primary school places through the creation of additional permanent places, supplemented by planned bulge classes and contingency bulge classes, opened if required.
4. Harrow has been opening additional temporary reception classes since 2009, with an increasing trend.
 - 5 additional reception classes were opened in 2009 and in 2010.
 - 8 additional reception classes in 2011.
 - 12 additional reception classes opened in September 2012, a 50% increase above September 2011.
 - 17 additional reception classes have been opened in September 2013 above the 2008 baseline.
 - An additional Year 1 class was also opened in October 2011.
5. In September 2013 the first phase of 8 primary school expansions was implemented. Seven additional permanent reception forms of entry were created in community primary schools, and one in an academy primary school. Nine temporary additional reception classes were also opened.

6. The increased demand for reception places is projected to continue and to peak in 2018/19. In July 2013, Cabinet agreed that Phase 2 of the Primary School Expansion Programme is moved to the statutory process for permanent expansion. It is expected that there will be a need for a third phase of primary school expansions to meet demand for places from 2016 onwards and some initial considerations are also included in the report.
7. There is considerable pressure across the other primary phase year groups arising from in-year applications, most acutely in Year 1 and Year 2. When a local school place is not available, Harrow's Fair Access Protocol is used to allocate a place for a child. As a result of this in-year pressure, many classes in Harrow's schools have more than 30 children. Discussion has been held with school representatives to seek a collective view about approaches to best meet this need.

Statutory consultations

Community Schools

8. Statutory consultations for Phase 2 of the Primary School Expansion Programme were held between 16 September 2013 and 18 October 2013 about proposals to expand the following community schools.
 - Aylward Primary School
 - Pinner Wood School
 - Grange Primary School
 - Norbury School
 - Belmont School
 - Priestmead School and Nursery
 - Newton Farm Nursery, Infant and Junior School
 - Cannon Lane Primary School
 - Kenmore Park Infant and Nursery School
 - Kenmore Park Junior School
 - Whitchurch First School and Nursery
 - Whitchurch Junior School
9. Harrow Council distributed consultation information to a wide range of stakeholders including neighbouring Local Authorities, local MPs, Councillors, Union representatives, Diocesan Bodies, voluntary organisations, and Harrow Youth Parliament. Information was put on the Harrow Council website, together with a facility for online response to the consultations. The Council distributed letters to local residents to inform them of the consultation and to invite them to a consultation meeting at the school. Each school distributed information and response forms to their school communities and parents, and arranged open consultation meetings for parents and residents to enable discussion about the proposals. Officers and architects attended all the consultation meetings to give presentations and answer questions.

Voluntary Aided Schools

10. The Governors of St John Fisher Catholic Primary School and St Anselm's Catholic Primary School have conducted consultation on the proposals to expand their schools by one form of entry to a similar timescale to the Harrow Council consultations. It is for those Governing Bodies to consider the responses to the consultation on proposals to expand their schools by one form of entry and to decide whether or not to publish statutory proposals.
11. In terms of the strategic school place planning, the proposed expansion of these schools contributes to meeting increased demand for catholic school places in areas of overall rising demand. St John Fisher Catholic Primary School and St Anselm's Catholic Primary School were received successful Targeted Basic Need Programme bids and funding was secured for their expansion.
12. If the Governing Bodies of St John Fisher Catholic Primary School and St Anselm's Catholic Primary School, do agree to move forward with the publication of statutory notices, then they would be referred to Cabinet for determination. The Corporate Director Children and Families will liaise with these two voluntary aided schools and the Westminster Diocesan Board about the consultation outcomes and will make representations as may be appropriate to the Governing Bodies to be taken into account when making their decisions about whether to publish statutory proposals.
13. The Governing Body of St Anselm's Catholic Primary School believes that there is sufficient demand for catholic places at St Anselm's that would justify an expansion and have confirmed an 'in principle' agreement. Further discussions are required with the Governing Body, the Westminster Diocesan Board and the Council about this proposal particularly as the cost from the feasibility study is significantly above the TBNP allocation.
14. A verbal up-date on the decision by the Governing Body of St John Fisher Catholic Primary School will be provided to Cabinet at their meeting.

Whitefriars Community School

15. The development of additional primary and secondary school places on the Harrow Teachers' Centre and Whitefriars Community School sites was the subject of a successful bid to the Government's Targeted Basic Need Programme. This was submitted once it was confirmed by the Education Funding Agency that Avanti House would not be located permanently at the Harrow Teachers' Centre site.
16. A consultation on proposals to expand Whitefriars Community School by one form of entry and to extend the age range to include secondary provision from September 2015 was launched on Monday 4 November to Friday 29 November 2013. The outcomes of this consultation will be

reported to Cabinet in December 2013. If it is agreed to take this proposal to statutory notices, then this timeline will be aligned to the other Phase 2 schools proposed for expansion and the funding timescales for the Targeted Basic Need Programme.

Outcomes of the Statutory Consultations

17. The detailed analysis of the consultation responses is presented at Appendix A. School Specific Responses in relation to the 10 community school sites are presented at Appendix B.

Headline Consultation Responses

18. 823 responses were received to the consultations. Respondents included parents/carers, pupils, school staff, governors, residents and organisations. A number of comments were included with the responses given. The full consultation responses and comments are available in Background Papers to this report.

19. Two questions were asked in the consultation. They were:

- “Do you agree with the approach to creating additional school places In Harrow?”
- “Do you agree with the approach to permanently expand **named* school” (Note: the respondent would specify which school proposal their response related to)

Both questions offered the option to respond ‘Yes’, ‘No’, or ‘Not Sure’ to each question. Opportunity was given for comments to be added if the respondent wished to do so.

The following tables provide overall responses to the consultation questions.

Question 1: “Do you agree with the approach to creating additional school places In Harrow?”

20. The overall responses to Question 1 were

Response	Number	Percentage
Yes	507	61.60%
No	211	25.64%
Not Sure	105	12.76%
Total	823	100.00%

Question 2: “Do you agree with the approach to permanently expand **named* school”

21. Respondents were asked to state which school their response related to. The overall responses, including residents, parents etc, to the statutory consultation question by school were:

Numbers	Yes	No	Not Sure	Total
Aylward	29	28	7	64
Belmont	31	14	8	53
Cannon Lane	16	92	10	118
Grange	50	16	5	71
Kenmore Park	43	10	5	58
Newton Farm	43	15	7	65
Norbury	56	12	9	77
Pinner Wood	9	19	6	34
Priestmead	79	19	16	114
St Anselm's	4	43	2	49
St John Fisher	5	42	7	54
Whitchurch	41	17	8	66
	406	327	90	823

Note: The consultation responses for the separate schools on the Kenmore Park and Whitchurch sites have been combined.

The responses for St Anselm's and St John Fisher represent only those received by the Council. The Schools also received responses directly.

22. The responses made to the first consultation question indicate broad agreement with the Council's approach to creating additional school places in Harrow. The comments made by respondents to this question include the following main themes:
- A perception that Harrow is already over populated and over crowded.
 - New schools should be built to meet the increased demand rather than expanding existing schools that are pressed for capacity.
 - Over time there has been too much development in the borough which exceeds the available infrastructure, for example roads, to support the increased population.
 - Traffic congestion and road safety are already significant issues and will be exacerbated by increased pupil numbers in schools.
23. Officer responses to these comments made are as follows:

Harrow's Area Action Plan has been subject to extensive consultation and provides a strategic framework for future sustainable development in the borough. Harrow Council will do all that it can to create new schools, but the reality is that there is very little land available to the Council for this. A new primary school will be established at the Kodak development and the Harrow Teachers' Centre site has been identified for additional secondary school provision in the borough's area planning. The Council will work with proposers of free schools to support appropriate new provision wherever possible. The design work to provide additional teaching space at expanded schools will seek to consolidate existing spaces and to address any issues with the current running of the school as far as possible. The travel and traffic issues

arising from increased numbers of pupils in schools are recognised and are addressed in the section on Traffic and congestion issues below.

24. The responses made to the second consultation question relating to specific school proposals are shown in the table above. There is considerable range in the number of responses received for individual schools. The level of responses is relatively low given the distribution of information to the parents and staff and the local residents around the school. The comments made by respondents to this question are summarised in Appendix B for each school together with officer comment. Formal responses have also been requested from school governing bodies and are summarised also.
25. It is noted that there is reticence and concern in the responses reported for the following four schools, Cannon Lane Primary School, St John Fisher Catholic Primary School, St Anselm's Primary School and Pinner Wood Primary School. The concerns raised will be discussed in more detail with the schools and their communities. An example of this is the extension of the consultation period for the governing body of the newly amalgamated Cannon Lane Primary School to respond formally to the consultation and arranging a further meeting for residents and parents.

Traffic and congestion issues

26. Increased traffic and congestion at the start and end of the school day is a characteristic of many schools. The School Expansion Programme will generate a significant increase in journeys to these sites with a consequent impact on the highway network due to the additional traffic. Particularly, there will be potential for increased congestion and road safety problems due to additional vehicle trips. This was raised as a concern in the consultation responses in relation to each of the schools.
27. The schools proposed for expansion, as is the case at many schools in Harrow, already have a degree of traffic and congestion issues from the current school intake. The increase will exacerbate the problems if no mitigating measures are taken. To minimise the impact of the additional pupils attending the proposed schools for expansion, a cross-council approach is being implemented. This approach brings officers together from Children and Families, Enterprise and Environment and Communications to co-ordinate work.
28. Additional resource is being committed to ensure an appropriate profile to the Phase 2 expansion projects in particular.

This additional resource will ensure:

- Transport Assessments are undertaken at each of the schools proposed for expansion. The assessments will provide an independent view of the proposals by reviewing baseline information about current traffic volumes and current issues and make recommendations about any impact as well as setting out

any actions required. This assessment will take account of the consultation responses already received.

- Appointment of a Transport and Travel Planner Officer for the expansion projects to develop and implement effective travel strategies in conjunction with the schools. This position will also coordinate inputs and actions from other council departments to assist the change process. This is a key role in influencing and engaging with all stakeholders to change attitudes to travel through the review and the development of School Travel Plans in order to minimise the use of private car travel to the school, particularly by parents. This role will also liaise with the Highways, Traffic Management and Enforcement teams to ensure that any necessary engineering work and enforcement action, including Safer Neighbourhood Teams, is provided in line with the travel plans developed. This officer will also be involved in the pre-planning engagement activities and input into the planning applications.
- There will be a communication strategy for the Phase 2 expansion projects to raise the profile of school travel planning. An additional Communications Officer will be engaged to give this work a high profile.

29. The congestion that occurs around schools at the beginning and end of the school day has been a national problem over many years. Caused by the high use of private cars as the dominant travel choice by parents, it is currently an issue across most schools in the borough. The Council's policies on addressing the proliferation of vehicular traffic and congestion are set out in the Council's Transport Local Implementation Plan (LIP). The current LIP was adopted in July 2011 in order to take account of the current London Mayor's Transport strategy.

30. The policies in the LIP align with current regional and national policies to encourage modal shift and discourage private car use. The strategy recognises that the capacity of the network cannot keep pace with the increasing levels of public car ownership and usage and, that the use of other transport modes is the only viable alternative. Therefore schools in the borough are encouraged to create a travel plan document. The document identifies travel behaviour and barriers that prevent sustainable travel modes. A package of measures is then created to mitigate these barriers and can include a wide range of different aspects as follows:

- Sustainable transport promotions / communications, providing best practice guidance from other schools.
- Interactive workshops and theatre group shows / presentations with pupils, parents and teachers.
- Road safety education and advice.
- Cycle / Scooter training.
- Organising walking buses, park and stride, walking reward schemes.
- Provision of user friendly or tailored travel maps and public transport information.

- Highway engineering improvements such as for example, crossing points or provision of cycle storage facilities.
 - Enforcement action against traffic / parking offences.
 - Self monitoring of travel plan performance and identifying improvements.
31. There are on-going discussions, yet to be concluded, between Transport for London, London Councils and the London Boroughs about the impact of potential LIP funding reductions in future years. It is not expected that the policies will be affected but in the event that there is a budget reduction the Council will need to adjust its programme of works accordingly.
32. Given the Council's transport policies, it is unlikely measures that facilitate driving would be included in the development of the schools. For example; drop off zones or car parks. These types of facilities would only exacerbate the existing problems.
33. The travel plans for the proposed schools for expansion will be amended as part of the School Expansion Programme. The success of the travel plan is largely dependent on the level of engagement and ownership by the school and their parents. It will be extremely important for officers to engage proactively with Headteachers and their school community to encourage positive changes in travel choices.
34. As well as encouraging changes in transport behaviour, it will also be necessary to regulate the highway environment to discourage obstructive and inconsiderate parking. It is inevitable that a proportion of parents will drive to school and restrict traffic flow at or near the school frontage. Each site will be reviewed to see where parking restrictions are required to limit the worst effects. Parking restrictions will need to be supported by an appropriate level of enforcement. It must be noted that as a standalone measure this would not be effective and can only work as a part of a package of measures identified in the travel plan.

Next steps

Statutory proposals

35. Statutory proposals will be published in relation to those schools that Cabinet decides should be taken to the next stage in the statutory processes. Statutory proposals will be published for a four week representation period from Thursday 9 January 2014 to Thursday 6 February 2014.

Decision making

36. A further report will be presented to Cabinet in March 2014 to determine the statutory proposals. Cabinet will have the following options when considering the statutory proposals:

- a. Reject the proposals.
- b. Approve the proposals.
- c. Approve the proposals with modification e.g. in relation to the implementation date.
- d. Approve the proposals subject to meeting a separate condition.

Preparatory school expansion work

37. During the publication of the statutory proposals, officers will continue to work with the schools to plan for the potential expansion and addressing points or issues raised in the consultation. Officers will provide support to the Headteachers and Governors as required to consider school organisation and management issues.
38. Capital building works will be needed at the schools proposed for expansion to be able to accommodate the additional children. Feasibility studies for these works following consultation with the schools is largely complete and the aim is to start design works for each project in November. The urgency of the design work followed by planning applications and construction for these schemes is twofold. Firstly the need for necessary accommodation to be delivered in time for when the schools begin to take additional classes. Secondly due to grant conditions that mean much of the grant for these projects needs to be fully spent by September 2015.
39. Therefore, initial design and planning work (and in some cases planning applications) will be completed at each school in parallel to the statutory processes. This will be at a level of financial risk to the Council, as it is prior to the final decisions Cabinet will make in March. This risk is considered to be low because the views expressed during the statutory consultation processes in relation to the proposals will be taken into account. The risk will also be mitigated by on-going discussions where the cost is high or there is uncertainty about the level of support for the expansion before developing the designs further. Pre-Planning community engagement activity will also be undertaken prior to the submission of any planning applications.

Reviewing Phase 2

40. Depending on the outcomes of the Portfolio Holder decision for Cannon Lane Primary School, the response from the Governing Body of St John Fisher Catholic Primary School and further discussions regarding St Anselm's Catholic Primary School, officers may need to approach other schools to expand as alternatives in Phase 2 if these expansions are not continued. Where the schools were the subject of a successful Targeted Basic Need Programme bid, the same criteria of popularity, high performance and in an area of demand will be applied to identify other schools. However, it is unlikely that funding can be transferred to another school project as the bids were school specific.

Demographic School Roll Projections 2014-2022 Report

41. The Council commissions the Greater London Authority (GLA) to provide projections. Officers review the projections and adjust as necessary to ensure that the projections reflect the experience of schools and the Admissions Service.
42. Attached at Appendix C is the Demographic Information School Roll Projections 2014 – 2022 Report. The report highlights the changing profile of Harrow's population, includes commentary on the methodology adopted by the GLA, and presents the latest primary and secondary school roll projections data for Harrow.

Primary School Pupil Projections and School Expansion Programme Phase 3

43. The updated 2013 primary school projections indicate the same trend in the increased demand for reception places, with demand slightly higher than previously forecast and peaking in 2018/19. The high level of demand is then predicted to continue with a slight and gradual reduction thereafter.
44. The projections indicate that a third phase of primary school expansions will be needed to meet the increased demand from 2016 onwards.
45. The final number of permanent classes will be informed by:
 - The decision making process for the proposed Phase 2.
 - The permanent location of Avanti House.
 - Any free school bids that are successful within Harrow.
46. If all the Phase 2 proposed school expansions are implemented there will be an additional 12 reception classes in Harrow. This will provide 360 additional reception places from September 2015. This would also increase the permanent baseline of reception places to 3,150.
47. The baseline could be increased further by 3 forms of entry or 90 places if the Whitefriars Community School proposal is agreed and the Avanti House Primary School places are located permanently in Harrow. A new three forms of entry primary school is identified within the Kodak site development. Together, this would increase the baseline by 18 reception classes against the projected shortfall of 22 reception classes in September 2018.
48. If some or all of the Phase 2 proposed school expansions are not agreed then officers will need to bring forward alternative proposals and the Council may need to borrow the funding for these proposals. There are a reducing number of options to identify schools for expansion, and other schools are likely to be more expensive to deliver. In addition, the schools that have been identified for funding through the government's Targeted Basic Need Programme and the Priority Schools Building Programme have met the government's criteria to enter the programmes and this funding is not transferable to

other schools. Officers will continue to work with schools to develop alternative proposals which might include further bulge classes, or free school proposals where sites are available, to secure sufficient high quality school places for Harrow's families.

49. Officers are developing contingency plans for Phase 2 should any of the schools not proceed to permanent expansion. The development of Phase 3 will be on-going.

Secondary School Pupil Projections

50. The Demographic School Roll Projections Report also includes the projections for secondary pupils. The overall number of pupils in secondary schools has been declining since 2005 as has the number of Year 7 pupils. The Year 7 decline has created a high level of vacancies concentrated in a small number of schools which has led one school to review and reduce its planned admission number.
51. However, this position will change. Harrow started opening additional reception classes in September 2009 and this increase in primary pupil numbers will impact on the secondary schools from September 2016 when there is an increase of 120 pupils. The projections then continue to increase by 640 from 2,301 in September 2016 to 2,828 in September 2021. The projections assume that there will continue to be approximately 85% of in-borough Year 6 students transferring to Year 7 places in Harrow secondary schools.
52. As the cohorts of additional pupils in primary schools move through to secondary age there will be a projected shortfall of places from September 2016.

Secondary School Place Planning Strategy

53. The Secondary School Place Planning Strategy details the projections and the shortfall of places. It outlines how it is proposed to increase capacity within the secondary sector by September 2015 for the demand expected by September 2018. The Secondary School Place Planning Strategy is provided at Appendix D.
54. The aim of the Secondary School Place Planning Strategy is to ensure that there are sufficient secondary school places in Harrow. The Strategy brings together the strategic planning of the Local Authority and individual school development planning. It will inform how opportunities provided by the Government to create school places will contribute to the provision in Harrow. These are currently the Free School Programme and other specific funding programmes, for example the Targeted Basic Need Programme.
55. In Harrow there are ten high schools making provision for pupils aged 11 to 18. Eight schools are academy schools, one is a voluntary aided school and one is a community school. There are two special high schools for pupils with severe and complex needs and moderate

learning difficulties making provision for pupils from 11 to 19. Currently there is one all-through free school temporarily located in Harrow that makes provision for pupils aged 4 to 18 including up to 180 Year 7 places. The Jubilee Academy, an alternative provision free school, opened in September 2013.

56. In September 2014 there will be 2,150 permanent Year 7 places. If the projections are compared to the number of permanent places there will be a shortfall of five Year 7 classes in September 2016. This will increase to 23 Year 7 classes in September 2021. The actual number of Year 7 places required is partly dependent on the permanent location of Avanti House School and other places available in existing and new schools in the local area.
57. There are a number of options to increase secondary school capacity, including:
- Expand existing high schools.
 - Bring forward proposals for new free schools.
 - Expand and extend the age range of primary schools.
58. The statutory process to make these changes will depend on the legal status of the school e.g. community, voluntary aided or academy school. There is limited potential to expand the existing high schools in Harrow. The sites have been developed considerably in recent years to provide additional accommodation for Sixth Forms and Year 7 pupils following the change in the age of transfer. Therefore Harrow's Secondary School Place Planning Strategy will need to draw on all these options to increase capacity.
59. The Secondary School Place Planning Strategy outlines a Phase 1 that comprises three strands to increase the capacity in the secondary sector required by September 2018. Together these projects would deliver 12 permanent forms of entry by September 2015 in line with the current known funding timescales.

The strands are summarised as follows:

Strand	School	Year	Additional Year 7 Forms (places)
Strand 1	Expansion of Bentley Wood High School	September 2014 (included in the 2,150 places from Sept 2014)	1 (30)
Strand 2	Harrow Teachers' Centre and Whitefriars Community School secondary	September 2015 (if approved)	5 (150)

	provision		
Strand 3	Free School Bid	By Sept 2015 at the earliest (subject to approval by DfE and identification of site)	6 (180)

Financial implications

Revenue

60. Any school expansion programme will inevitably have significant financial implications. All schools proposed for expansion have raised concerns about available funding and clarity about funding is essential to maintain their commitment to the School Expansion Programme. School revenue budgets are funded from the Dedicated Schools Grant (DSG). As the Department for Education (DfE) allocates DSG based on pupil numbers, any increase in pupil numbers results in additional revenue funding for the expanding school. The revenue funding is allocated to schools based on the Harrow Schools' Funding Formula. School budgets are based on pupil numbers in the October prior to the start of the financial year, so there is always a funding lag when schools increase their pupil numbers. To ensure that schools who agree to an additional class are not financially penalised, the Harrow School Funding Formula provides 'Additional Class Funding' for the period from September to the end of March. Following which the mainstream funding formula will take effect. This ensures that schools have adequate funding for at least the average costs of a teacher.

Capital

61. It is currently estimated that the cost of permanently expanding the 12 schools in the consultation is £25m. This does not include costs for two of the schools (Priestmead and Aylward) which will be delivered by the Education Funding Agency (EFA) as part of the Government's Priority School Building Programme (PSBP) to improve the schools in the worst condition across the country.
62. These costs were considered as part of setting the Capital Programme for this financial year (13/14). In October 2013, Cabinet agreed an increase to the Capital Programme for 13/14 due to additional funds being allocated by the EFA in this financial year. Bids have been submitted via the Capital Strategy capital bid process for the remainder of the programme which will come to Cabinet for approval in due course. Based on current estimates for the cost of the projects and some basic assumptions about further yearly allocations from the EFA, it is expected that it is able to deliver the programme with EFA capital grants, without the need for council capital funding.
63. The breakdown of the indicative costs for each school and the funding is detailed in the table below:

School	13/14 £,000	14/15 £,000	15/16 £,000	16/17 £,000	17/18 £,000	Totals (initial cost estimates) £,000
Norbury	350	1,250	700	0	0	2,300
Belmont	300	1,100	610	0	0	2,010
Pinner Wood	150	550	300	0	0	1,000
Grange	190	690	370	0	0	1,250
Aylward		PSBP	PSBP	PSBP		0
St Anselm's	770	2,800	1,530	0	0	5,100
St John Fisher	350	1,350	700	0	0	2,400
Newton Farm	320	1,180	650	0	0	2,150
Cannon Lane	450	1,750	930	0	0	3,130
Priestmead		PSBP	PSBP	PSBP		0
Kenmore Park Infant and Junior Schools	500	1,950	1,050			3,500
Whitchurch First and Junior Schools	300	1,100	610	0	0	2,010
TOTALS	3,680	13,720	7,450	0	0	24,850

64. There is considerable range in the cost to achieve permanent expansion which reflects the individual nature of the schools and their sites. Some sites, due to capacity and stock condition, require minimal capital investment; others such as St Anselm's would require significant rebuild to address capacity and condition.
65. At this stage the figures are indicative and provided for illustrative purposes. They will be refined and modified as the expansion projects are developed. Detailed feasibility stage cost plans are currently underway. If there are major site anomalies or key planning issues then these costs could increase. There will be close monitoring of the affordability of the School Expansion Programme through the Programme Management Board.
66. The Council has a small capital fund available for those schools that have a bulge class in September 2014. Schools will be invited to bid for this funding for essential works to accommodate bulge classes.
67. Phase 1 of the proposed Secondary School Place Planning Strategy includes three strands to increase capacity. These three strands would be funded by the Government. The Bentley Wood High School and the Harrow Teachers' Centre/Whitefriars Community School proposals were the subject of successful bids to the Government's Targeted Basic Need Programme. The Harrow Teachers' Centre/Whitefriars Community School proposal is an extensive development and the feasibility study is being developed. The cost will be reported to Cabinet at their meeting in December with the outcomes of the consultation on the proposals to expand and extend Whitefriars Community School.
68. A successful free school bid would be funded directly by the Government. Any bid is expected to identify a suitable building or site for the new school. The Education Funding Agency will support potential free school providers to locate appropriate sites, which will

normally be existing buildings that can be refurbished or remodelled to provide a school.

Other funding opportunities

69. Harrow has benefitted from considerable success in the outcome of bids put forward by officers for both the Priority School Building Programme and the Targeted Basic Need Programme which will largely fund and deliver the schools programme.
70. Yearly allocations are expected to continue and officers have worked to ensure Harrow achieves its fair allocation each year with substantial increases announced in March 2013 compared with previous years.
71. Wherever possible officers will seek to maximise the benefits to Harrow from government policies and new housing development. For example, the contribution of Free Schools to school provision, and developer contributions to mitigate the impact of new housing developments within Harrow.

Legal implications

72. Under s.14 of the Education Act 1996, a local authority shall secure that sufficient schools for providing primary and secondary education are available in their area. Sufficient means sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education.
73. In meeting this duty, a local authority must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice.
74. State funded schools are split into schools maintained by the Local Authority and those directly funded by Central Government. The former are split into a number of categories and in Harrow, into community and voluntary aided schools. The latter encompass academies and free schools (which are academies which did not convert from a maintained school).
75. For maintained schools, there are prescribed requirements in order to make specific alterations. This includes expanding existing schools to add additional form groups. The requirements are set out in the Education and Inspections Act 2006 and associated regulations.
76. Academies do not have to follow the same requirements in order to expand, but are expected to seek the approval of the Secretary of State.
77. Section 6A of the Education and Inspections Act 2006 requires that local authorities seek proposals for the establishment of an academy if they think that a new school is required in their area. There are only

limited circumstances when a local authority will be able to publish proposals to establish a new maintained school.

78. In order to publish proposals to expand maintained schools, local authorities (and governing bodies in relation to voluntary aided schools) are required to consult stakeholders. Prior to deciding to publish proposals, the Council must consciously take account of the consultation results. If the results show that a number of stakeholders are against the proposal, the Council should consider these views, any mitigating steps which can be taken to address these views and other relevant information. In this case, relevant information will include financial information, views of other stakeholders, other viable alternatives and the requirement for school places to meet the Council's statutory duty.
79. The Council must ensure it meets its public law duties when making decisions, including meeting its public sector equality duty. It must consider all relevant information, disregard irrelevant information, act in accordance with the statutory requirements and make its decision in a fair and transparent manner.

Equalities implications

80. Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to (1) eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act, (2) advance equality of opportunity and (3) foster good relations between persons who share a protected characteristic and persons who do not share it.
81. Equalities Impact Assessment has been undertaken on Phase 2 of the Primary School Expansion Programme. The conclusion of this assessment is that the implications are either positive or neutral.
82. Harrow's schools are successful, inclusive and provide a diversity of provision. The school expansion programme will ensure sufficient school places for the increasing numbers of children in Harrow and will build on the successful provision that already exists in Harrow's schools.

Performance Issues

83. Schools in Harrow perform well in comparison to national and statistically similar local authorities. The vast majority of primary schools and secondary schools are judged 'good' or 'outstanding' by OfSTED. 92% of Harrow's primary and secondary schools are judged 'good' or 'outstanding', compared to 85% in London and 78% nationally.
84. The table below includes the 2012 Key Stage 2 results of the schools proposed for permanent expansion. The table compares the schools' performance in English and Maths at Level 4+, English Expected

Progress and Maths Expected Progress results to the Harrow and national averages.

2012 Key Stage 2	English & Maths L4+	English Expected Progress	Maths Expected Progress
Aylward Primary	58%	89%	65%
Belmont School	81%	100%	93%
Cannon Lane Junior	87%	91%	85%
Grange Primary	62%	90%	86%
Kenmore Park Junior	84%	79%	94%
Newton Farm Primary	100%	100%	100%
Norbury Primary	76%	94%	83%
Pinner Wood	89%	97%	95%
Priestmead Primary	83%	93%	89%
Whitchurch Junior	97%	99%	99%
Harrow	83%	91%	90%
National	79%	89%	87%

Source: DfE Performance Tables

85. The Schools White Paper and Education Act 2011 maintain a focus on driving up standards in schools, and place more of the responsibility with the schools directly for their improvement. The role of the Local Authority in measuring performance and driving improvement has changed significantly and is reduced from its previous level. However, the Local Authority maintains a strategic oversight and enabling role in local education, and is likely to retain some role in monitoring educational achievement and key measures such as exclusions and absence. The Local Authority is also statutorily responsible for supporting and improving underperforming schools.
86. The Local Authority continues to monitor key education indicators. The indicators are used locally to monitor, improve and support education at both school and local authority level. They are also used within information provided to the DfE.
87. The indicators fall within the following areas:
- Attendance and exclusions - remain a statutory duty for the Local Authority to monitor and improve.
 - Underperforming schools – schools are assessed at Key Stage 2 & Key Stage 4 against defined floor standards.
 - Narrowing the Gap - is a fundamental part of Ofsted’s school inspection process, and accordingly, the Local Authority monitors the attainment of identified groups of pupils in its schools. The table below includes the gap at key stage 2 between pupils eligible for free school meals and their peers and the gap between Harrow’s SEN children and their peers – children with a SEN provision includes School Action, School Action Plus or a Statement.

2012 Key Stage 2 - Narrowing the Gap	Harrow	National
Achievement gap between pupils eligible for free school meals and their peers, based on pupils achieving level 4 or above in both English and mathematics at Key Stage 2.	16%	17%
Achievement gap between pupils with special educational needs and their peers, based on pupils achieving level 4 or above in both English and mathematics at Key Stage 2.	44%	49%

88. There is a complex interrelationship between a number of other performance issues such as traffic congestion, road safety, traffic and parking enforcement and travel plan performance, as referred to earlier in the report, and all these considerations are taken into account in assessing school expansion proposals

Environmental Impact

89. The Council's over-arching climate change strategy sets a target to reduce carbon emissions by 4% a year. Schools account for 50% of the council's total carbon emissions (62% of emissions under the Carbon Reduction Commitment scheme – [CRC]). Reducing emissions from schools is therefore a vital component in meeting the council's target. Phase 2 of the School Expansion Programme will have an impact on carbon emissions that will need to be carefully considered in this context.
90. The RE:FIT Schools Programme will be available to retrofit existing school buildings to improve their energy efficiency. For these new-build schools, the design standards will need to ensure that they meet high energy use efficiency standards.
91. For those schools that are proposed for expansion, planning applications will be required and part of the application will be a school travel plan. Through this process and the development of the solutions for the schools, the impact of the additional pupils and their travel modes will be addressed.

Risk Management Implications

92. The directorate and corporate risk management implications for the Council arising from school place planning are included on the directorate and corporate risk registers. A Programme Risk Register is also being formulated and this will be reviewed by the School Expansion Programme Board.
93. The key high level risks for this programme are set out below:

High Level Risks	Consequences	Mitigating/Control Actions
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Planning	Planning permission not granted creating delays to programme.	<p>Informal discussions with Planners during feasibility regarding planning polices.</p> <p>Planning Performance Agreement to be agreed.</p> <p>Community engagement through the Education Statutory Consultation and the pre-planning engagement activities. School community and local residents invited to meetings and provided with information about local proposals.</p> <p>Traffic Assessments being commissioned to inform School Travel Plans and highways mitigation measures.</p>
Finance	Unaffordable Programme / individual projects and additional costs to Council.	<p>Capital Strategy developed to bring together the Government's school funding streams: Basic Need, Capital Maintenance, Targeted Basic Need Programme; and building programmes e.g. Priority School Building Programme.</p> <p>School expansion feasibility designs aligned to the DfE guidance on spaces and areas for schools.</p> <p>Indicative costs calculated from feasibility studies to inform programme budget.</p> <p>Exploring how the Government's Free-School Programme for new schools (programme funded directly from government) may be supported in Harrow.</p> <p>Robust financial and programme monitoring through the Programme Board, Capital Forum and Cabinet reports.</p>
Programme delivery	Delays to programme – school places not available, additional costs.	<p>Capital Team established with appropriate skills, experience and expertise in major construction projects to deliver programme.</p> <p>Programme Board established with Corporate Director and senior officer membership.</p>
Pupil Projections	Over or under estimate of pupil growth leading to a mismatch of	GLA commissioned to provide school roll projections. Review of projections against admissions, applications, In-Year movement of pupils. Close working with

	provision – shortage of places or over provision of places leading to high levels of vacancies.	schools. The permanent expansions are planned to achieve a sustainable level of school places to meet the growth as indicated by the pupil projections. The additional permanent places are created as the demand grows over the years. The peak and variations in demand for school places will be met by continued use of temporary additional places. This approach will minimise the risk of having to remove permanent capacity in the years following the peak in demand.
Communication	Lack of understanding of need and proposals leading to delays and complaints.	Communication strategy will be developed for overall programme and individual projects. Programme communications officer to develop and co-ordinate communications.

Corporate Priorities

94. This report incorporates the administration’s priority to deliver a cleaner, safer and fairer Harrow by:
- Ensuring it fulfils its statutory duties to provide sufficient school places in its area.
 - Providing high quality local educational provision in schools for children close to where they live.

Section 3 - Statutory Officer Clearance

Name: Jo Frost	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 25 October 2013		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 29 October 2013		

Section 4 – Performance Officer Clearance

Name:	Martin Randall	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Strategic Commissioning
Date:	28 October 2013		

Section 5 – Environmental Impact Officer Clearance

Name:	Andrew Baker	<input checked="" type="checkbox"/>	on behalf of the Corporate Director (Environment & Enterprise)
Date:	28 October 2013		

Section 6 - Contact Details and Background Papers

Contact: Johanna Morgan, Education Professional Lead, Education Strategy and School Organisation, 020 8736 6841.

Background Papers:

- Primary School Expansion Programme report to Cabinet 18 July 2013. Item 672 <http://www2.harrow.gov.uk/ieListDocuments.aspx?CId=249&MId=61430>
- Phase 2 Primary School Expansion Programme statutory consultation documents http://www.harrow.gov.uk/info/200086/nursery_school_and_college/1000/school_expansion_programme
- Equality Impact Assessment on Phase 2 of the primary school expansion programme
- Full Consultation Responses (Contact 020 8420 9270 to view the consultation responses)

Call-In Waived by the Chairman of Overview and Scrutiny Committee	NOT APPLICABLE <i>[Call-in applies]</i>
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Primary School Expansion Programme

Appendix A Statutory consultation outcomes

1. Harrow Council conducted statutory consultations about its proposals for the expansions of twelve primary sector schools on ten sites between 16 September 2013 and 18 October 2013. Two voluntary aided primary school governing bodies also conducted statutory expansion consultations coordinated with the Harrow Council consultations. This Appendix presents a summary of the outcomes to assist Cabinet members, and provides all other interested parties with an overview. The full consultation responses have been made available to elected members and are available as background papers to the Cabinet report.

Background

2. Statutory consultations were approved by Cabinet at its meeting on 18 July 2013 following consideration of the outcomes of the borough wide consultations on primary school expansion proposals conducted during the Autumn Term 2011.
3. The proposals in the statutory consultations have been informed by extensive work undertaken by officers in close collaboration with schools. Harrow schools have opened additional temporary Reception classes each year since 2009 and the first phase of permanent expansions of schools in Harrow was implemented in September 2013. Feedback from stakeholders and discussions with schools have identified the good practice to implement and lessons to be learned. These experiences, the analysis of school roll projection data, and applications for Government funding in relation to specific schools have informed the consultation proposals. Schools have been considered in relation to the projected demand in each of the five geographic primary planning areas in the borough. The consultations have been about primary sector schools only at this stage. However, the increased demand in the primary sector will progress through to the secondary sector and will begin to exceed available high school places in around 2016. The secondary school place planning strategy is also being presented in this report to Cabinet for approval. In July 2013 Cabinet approved the Special School SEN Placements Planning Framework for bringing forward proposals over the next 3-5 years to increase provision for children and young people with special educational needs.

Statutory consultation papers and distribution

4. Harrow Council distributed consultation information to a wide range of stakeholders including neighbouring local authorities, local MPs, Councillors, unions, diocesan bodies, voluntary organisations, and Harrow Youth Parliament. Letters were also delivered to residents living locally to the schools proposed for expansion, including the two voluntary aided schools. The distribution of letters was informed by the requirements that would apply if planning applications were to be submitted and the schools and Ward Councillors were consulted for their views on distribution which were included in the delivery area. Information was put on the Harrow Council website, together with a facility for online response to the consultations. The schools distributed information and response forms to their school communities, including parents, staff and governors. Open consultation meetings for parents and residents were arranged at all the schools to enable discussion about the proposals. Officers and architects gave presentations at the meetings which included initial site feasibility plans to indicate how additional pupils may be accommodated on the schools if they are approved for expansion.

Overall statutory consultation response

5. Two consultation questions were asked in the consultation, which were
- “Do you agree with the approach to creating additional school places In Harrow?”
 - “Do you agree with the approach to permanently expand **named* school” (Note: the respondent would specify which school proposal their response related to) with the option to respond ‘Yes’, ‘No’, or ‘Not Sure’ to each question. Opportunity was given for comments to be added if the respondent wished to do so. The following tables provide overall responses to the consultation questions

Question 1: “Do you agree with the approach to creating additional school places In Harrow?”

6. The overall responses to Question 1 were

Response	Number	Percentage
Yes	507	61.60%
No	211	25.64%
Not Sure	105	12.76%
Total	823	100.00%

Question 2: “Do you agree with the approach to permanently expand **named* school?”

7. Respondents were asked to state which school their response related to. The overall responses to the statutory consultation question by school were:

Numbers

Schools	Yes	No	Not Sure	Total
Aylward	29	28	7	64
Belmont	31	14	8	53
Cannon Lane	16	92	10	118
Grange	50	16	5	71
Kenmore Park	43	10	5	58
Newton Farm	43	15	7	65
Norbury	56	12	9	77
Pinner Wood	9	19	6	34
Priestmead	79	19	16	114
St Anselm's	4	43	2	49
St John Fisher	5	42	7	54
Whitchurch	41	17	8	66
Totals	406	327	90	823

Notes: The consultation responses for the separate schools on the Kenmore Park and Whitchurch sites have been combined.

The responses made about the two voluntary aided schools have been forwarded to the schools for the governing bodies to consider along with the responses they have received directly.

Percentages

Schools	Yes	No	Not Sure
Aylward	45.3%	43.8%	10.9%
Belmont	58.5%	26.4%	15.1%
Cannon Lane	13.6%	78.0%	8.5%
Grange	70.4%	22.5%	7.0%

Kenmore Park	74.1%	17.2%	8.6%
Newton Farm	66.2%	23.1%	10.8%
Norbury	72.7%	15.6%	11.7%
Pinner Wood	26.5%	55.9%	17.6%
Priestmead	69.3%	16.7%	14.0%
St Anselm's	8.2%	87.8%	4.1%
St John Fisher	9.3%	77.8%	13.0%
Whitchurch	62.1%	25.8%	12.1%
% of total responses	49.3%	39.7%	10.9%

Notes: The consultation responses for the separate schools on the Kenmore Park and Whitchurch sites have been combined.

The responses made about the two voluntary aided schools have been forwarded to the schools for the governing bodies to consider along with the responses they have received directly.

8. There was a numerical range in the number of responses received from school communities between 34 (4.2% of the total responses) and 118 (14.4% of the total responses).

Responses type

9. The response to the statutory consultation questions by respondent type is as follows.

Numbers Overall	
Harrow Resident	175
Parent/Carer	545
Pupil	3
School Staff	36
School Governor	15
Other	49
Total	823

Numbers by School	Harrow Resident	Parent / Carer	Pupil	School Staff	School Governor	Other	TOTAL
Aylward	21	31		2	1	9	64
Belmont	10	24		12	4	3	53
Cannon Lane	28	82		1		7	118
Grange	10	53			2	6	71
Kenmore Park	9	40	2	5	1	1	58
Newton Farm	14	49				2	65
Norbury	16	48		9	2	2	77
Pinner Wood	19	12		1	1	1	34
Priestmead	9	95		4	2	4	114
St Anselm's	18	26				5	49
St John Fisher	17	33				4	54
Whitchurch	4	52	1	2	2	5	66
Totals	175	545	3	36	15	49	823

10. The responses by respondent type for the first consultation question were as follows:

Do you agree with the approach to creating additional school places In Harrow?**Response: No**

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	7	5	5	0	0	1	18
Belmont Primary School	5	1	2	0	0	3	11
Cannon Lane	15	3	47	0	0	1	66
Grange Primary School	5	1	3	0	0	1	10
Kenmore Park	5	0	4	0	0	0	9
Newton Farm	1	0	7	0	0	0	8
Norbury School	1	1	4	0	0	1	7
Pinner Wood School	8	0	1	0	0	1	10
Priestmead Primary School	4	0	9	0	0	0	13
St Anselm's Catholic Primary School	7	3	11	0	0	0	21
St John Fisher Catholic Primary School	7	3	11	0	0	0	21
Whitchurch	1	2	13	0	0	1	17
Grand Total	66	19	117	0	0	9	211

Response: Yes

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	6	3	24	0	1	1	35
Belmont Primary School	5	1	18	0	4	8	36
Cannon Lane	8	2	25	0	0	0	35
Grange Primary School	4	5	49	0	0	1	59
Kenmore Park	3	1	32	2	1	5	44
Newton Farm	11	2	40	0	0	0	53
Norbury School	11	0	42	0	2	8	63
Pinner Wood School	9	1	8	0	0	0	18
Priestmead Primary School	4	3	73	0	2	1	83
St Anselm's Catholic Primary School	7	2	13	0	0	0	22
St John Fisher Catholic Primary School	4	0	14	0	0	0	18
Whitchurch	3	3	31	1	2	1	41
Grand Total	75	23	369	3	12	25	507

Response: Not Sure

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	8	1	2	0	0	0	11
Belmont Primary School	0	1	4	0	0	1	6
Cannon Lane	5	2	10	0	0	0	17
Grange Primary School	1	0	1	0	0	0	2
Kenmore Park	1	0	4	0	0	0	5
Newton Farm	2	0	2	0	0	0	4
Norbury School	4	1	2	0	0	0	7
Pinner Wood School	2	0	3	0	1	0	6
Priestmead Primary School	1	1	13	0	0	3	18
St Anselm's Catholic Primary School	4	0	2	0	0	0	6
St John Fisher Catholic Primary School	6	1	8	0	0	0	15
Whitchurch	0	0	8	0	0	0	8
Grand Total	34	7	59	0	1	4	105

11. The responses by respondent type for the second consultation question were as follows:

Do you agree with the approach to permanently expand **named* school?

Response: No

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	15	7	5	0	0	1	28
Belmont Primary School	5	1	3	0	0	5	14
Cannon Lane	22	4	65	0	0	1	92
Grange Primary School	6	0	10	0	0	0	16
Kenmore Park	5	0	5	0	0	0	10
Newton Farm	2	1	12	0	0	0	15
Norbury School	6	1	4	0	0	1	12
Pinner Wood School	12	1	5	0	0	1	19
Priestmead Primary School	5	0	14	0	0	0	19
St Anselm's Catholic Primary School	15	5	23	0	0	0	43
St John Fisher Catholic Primary School	13	4	25	0	0	0	42
Whitchurch	2	1	13	0	0	1	17
Grand Total	108	25	184	0	0	10	327

Response: Yes

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	2	2	23	0	1	1	29
Belmont Primary School	5	1	16	0	4	5	31
Cannon Lane	3	1	12	0	0	0	16
Grange Primary School	1	5	42	0	0	2	50
Kenmore Park	4	1	30	2	1	5	43
Newton Farm	8	1	34	0	0	0	43
Norbury School	7	0	39	0	2	8	56
Pinner Wood School	4	0	5	0	0	0	9
Priestmead Primary School	4	3	68	0	1	3	79
St Anselm's Catholic Primary School	1	0	3	0	0	0	4
St John Fisher Catholic Primary School	2	0	3	0	0	0	5
Whitchurch	2	4	32	1	2	0	41
Grand Total	43	18	307	3	11	24	406

Response: Not Sure

Schools	Harrow Resident	Other	Parent/carer	Pupil	School Governor	School staff	Grand Total
Aylward Primary School	4	0	3	0	0	0	7
Belmont Primary School	0	1	5	0	0	2	8
Cannon Lane	3	2	5	0	0	0	10
Grange Primary School	3	1	1	0	0	0	5
Kenmore Park	0	0	5	0	0	0	5
Newton Farm	4	0	3	0	0	0	7
Norbury School	3	1	5	0	0	0	9
Pinner Wood School	3	0	2	0	1	0	6
Priestmead Primary School	0	1	13	0	1	1	16
St Anselm's Catholic Primary School	2	0	0	0	0	0	2
St John Fisher Catholic Primary School	2	0	5	0	0	0	7
Whitchurch	0	0	7	0	0	1	8
Grand Total	24	6	54	0	2	4	90

Monitoring information

12. When completing their responses to the consultation, respondents were invited to provide information about how they perceive their social identity to assist with monitoring the effectiveness of the consultation outreach. Anonymous information was requested under the following categories: disability; ethnic group; and religion. The following tables show the responses received under these categories.

Respondents by Disability

	Number	Percentage
Not Disabled	709	85.11%
Yes, affecting mobility	19	2.28%
Yes, affecting hearing	4	0.48%
Yes, affecting vision	5	0.60%
Yes, a learning disability	0	0.00%
Yes, mental ill-health	2	0.24?%
Yes, another form of disability	3	0.36%
Not Stated	91	10.92%%

Ethnic Group	Number	% of total response
Asian Or Asian British	202	24.54%
Black or Black British	13	1.58%
Other Ethnic Group	12	1.46%
Mixed ethnic background	7	0.85%
White	234	28.43%
Did Not Specify	355	43.13%

Respondents by Religion

	Number	Percentage
Buddhism	9	1.09%
Christianity	227	27.58%
Hinduism	208	25.27%
Islam	107	13.00%
Jainism	19	2.31%
Judaism	9	1.09%
Sikh	6	0.73%
Zoroastrian	0	0%

Other	24	2.92%
No Religion	61	7.41%
Not Stated	153	18.59%

Themed analysis of comments received

13. The responses made to the first consultation question indicate broad agreement with the Council's approach to creating additional school places in Harrow. The comments made by respondents to this question include the following main themes: a perception that Harrow is already over populated and over crowded; new schools should be built to meet the increased demand rather than expanding existing schools that are pressed for capacity; over time there has been too much development in the borough which exceeds the available infrastructure, for example roads, to support the increased population; traffic congestion and road safety are already significant issues and will be exacerbated by increased pupil numbers in schools.
14. Officer response to the comments made are as follows. Harrow's Area Action Plan has been subject to extensive consultation and provides a strategic framework for future sustainable development in the borough. Harrow Council will do all that it can to create new schools, but the reality is that there is very little land available to the Council for this. A new primary school will be established at the Kodak development and the Harrow Teachers' Centre site has been identified for additional secondary school provision in the borough's area planning. The Council will work with proposers of free schools to support appropriate new provision wherever possible. The design work to provide additional teaching space at schools that are expanded will seek to consolidate existing spaces and to address any issues with the current running of the school as far as possible. The travel and traffic issues arising from increased numbers of pupils in schools are recognised and are addressed in the section on Traffic and Congestion issues below.
15. The responses made to the second consultation question relating to specific school proposals are shown in the table above. The comments made by respondents to this question are summarised in Appendix B for each school together with officer comment. Formal responses have also been requested from school governing bodies and these received are summarised also.

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School Specific Responses

School: Aylward Primary School

Primary Planning Area: North East

The projections for this planning area indicate increased demand above the 360 permanent Reception places available in September 2013 requiring additional Reception places of between 50 (in September 2014) and 101 (in September 2019) pupils per year.

Demand for primary school places in the North East Primary Planning Area is already filling available places. There is significant new housing development in this planning area. The phases of the development at the site of the former government offices off Honeypot Lane have now been completed and additional applications for school places have been received, particularly at the Whitchurch schools nearest to the development. Development of up to 347 housing units is also planned at the Royal National Orthopaedic Hospital site.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded and possibly a third school. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Aylward Primary School	Whitchurch First School
September 2015	Whitchurch First School	One class if required

Proposal for Aylward School Primary School

Permanent expansion with effect from September 2014.

(The school opened a bulge Reception class in September 2013)

School Response

Aylward Primary School Governors support the primary school expansion plan including the plans to expand the school.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
29	28	7	64
45.3%	43.8%	10.9%	

A number of comments were made in support of the expansion to meet increased demand for school places. A large number of responses were made about the chronic traffic congestion created by North London Collegiate and Aylward Primary School in the local area. A few comments were made about the poor buildings and the need to improve them for the expansion. One commented on the importance of the expansion to raise the profile of the school.

Officer Comments

The permanent expansion of Aylward Primary School would contribute to the need for places in the North East Planning Area. The permanent expansion would increase the school from two forms of entry (60 places) to three forms of entry (90 places). Aylward Primary School has already contributed to the need for additional school places in its locality by opening a bulge Reception class in September 2013. It is considered that this expansion would consolidate the school moving forward on its school improvement programme.

This is a large school site and has operated as a larger school previously. The school is included in the Government's Priority School Building Programme because of the priority need to address the poor condition of the school building and to ensure an appropriate and safe learning environment for the children. This is a national programme to address school building condition issues and will deal with the concerns raised about the current buildings. In accordance with the Government's programme, the school will be rebuilt / extensively refurbished by the Education Funding Agency by the end of 2016. The school will be rebuilt as an expanded school if the expansion proposal is approved. The council will work with the school to ensure that there is sufficient accommodation during the interim period before the school is rebuilt under the Priority Schools Building Programme.

The major concern is the traffic in the area and Dalkeith Grove was raised a number of times in the responses. To mitigate the traffic impact the Council will complete a transport assessment and work with the school to develop the School Travel Plan to reduce the use of car journeys and raise road safety awareness. The transport assessment will be used to inform parking and other restrictions that may assist with the specific congestion areas. A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

Officer Recommendation

Statutory proposals are published to increase Aylward Primary School by one form of entry (30 places) to be a three form of entry (90 places) school with effect from September 2014.

School Specific Responses

School: Belmont School

Primary Planning Area: Central

The projections for Central planning area indicate increased demand above the 480 permanent Reception places available in September 2013 requiring additional Reception places of between 114 (in September 2014) and 176 (in September 2021) pupils per year.

In the context of the current projections it is expected that at least a further three primary schools in this planning area will need to be permanently expanded. Two community schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet increased demand for places up until 2015/16.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Belmont School Norbury School	<i>St Anselm's Catholic Primary School</i>
September 2015	<i>St Anselm's Catholic Primary School</i> *	One class if required

* *Note: St Anselm's Catholic Primary School, a voluntary aided school located within this geographic planning area, is also proposed by its Governing Body for expansion in 2015.*

Proposal for Belmont School

Permanent expansion with effect from September 2014.

(The school opened a bulge Reception class in September 2013)

School Response

At its meeting on 7 November 2013, the Governing Body of Belmont School unanimously agreed to support the proposed expansion of the School.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
31	14	8	53
58.5%	26.4%	15.1%	

The main concern of respondents is traffic congestion, especially in Hibbert Road, and the safety of children. Comments are made about the poor standard of driving and parking, with references to parking across driveways and residents being blocked in. Suggestions are made for a one way system, preventing parking along Hibbert Road and ensuring access for emergency services at school drop off and collection times. Some concern is expressed that the small family feel of the school will be lost and staff would be less accessible to parents. A comment is made that thought is needed into how to retain pupils in order to reduce pupil mobility.

Officer Comments

The permanent expansion of Belmont School would provide school places in a good strategic location and would be a popular choice amongst parents wishing to secure a place. The permanent expansion would increase the school from two forms of entry (60 places) to three

forms of entry (90 places). Belmont School has already contributed to the need for additional school places in its locality by opening bulge Reception classes in September 2009 and 2013.

It is expected that some new build and reconfiguration of existing space in the school will be needed to enable the additional pupils in an expanded school to be accommodated.

Successful application was made to the Government's Targeted Basic Need Programme for funding to expand Belmont School. The conditions of the Programme require the funding allocation to be spent and the new places to be available by September 2015. In order to meet these conditions, if Cabinet approves the publication of statutory proposals to expand Belmont School, detailed design work would proceed in parallel with the statutory expansion processes before a final decision would be made by Cabinet in March 2014.

A school expansion delivery team is being established to ensure appropriate engagement with the schools and involvement in the design and construction planning. Officers will have detailed discussions with the school about how the 30 extra children would be accommodated in September 2014 prior the building works being completed in 2015.

Work will be undertaken with all the schools proposed for expansion to ensure a coordinated approach to addressing traffic issues as far as practicable. A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report. Belmont School has only one access point for pedestrians and vehicles, in Hibbert Road close to the junction with Locket Road. How the development will contribute to improving pupil safety entering and leaving the school will be included in the site design work.

Increasing the size of a school does not necessarily change the quality of the relationships surrounding the child. For most children, their key experiences are related to their classroom, their class teacher and their year group, which would not change in a bigger school. The school is over-subscribed on first and second preferences which indicates that the pupil mobility issues that have been experienced with the 2009 bulge intake year would not be experienced if expansion of the school is approved.

Officer Recommendation

Statutory proposals are published to increase Belmont School by one form of entry (30 places) to be a three form of entry (90 places) school with effect from September 2014.

School Specific Responses

School: Cannon Lane Primary School

Primary Planning Area: North West

The projections for this planning area indicate increased demand above the 480 permanent Reception places available in September 2013 requiring additional Reception places of 87 pupils per year in September 2014 which is the current projected peak in demand for places. There is little housing development planned for this planning area after 2014/15, which causes the projections for the following years in this planning area to plateau.

In the context of the current projections it is expected that a further three primary schools in this planning area will need to be permanently expanded. Two community schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places. The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Pinner Wood School	Cannon Lane School <i>St John Fisher Catholic Primary School</i>
September 2015	Cannon Lane Primary School <i>St John Fisher Catholic Primary School *</i>	One class if required

** Note: St John Fisher Catholic Primary School, a voluntary aided school located within this geographic planning area, is also proposed by its Governing Body for expansion in 2015. (See the voluntary aided schools section below). This school is located towards the south of the planning area and draws children from other planning areas also.*

Proposal for Cannon Lane Primary School

Permanent expansion with effect from September 2015.

(The school to open a bulge Reception class in September 2014)

School Response

The school amalgamated in September 2013 and all the appointments to the Governing Body of the combined school will not be completed until early November. The formal school response to the consultation is therefore not available for this report.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
16	92	10	118
13.6%	78.0%	8.5%	

The responses received to the strategic approach to expand existing schools in Harrow to meet the growing demand indicated that the respondents were not in support of this approach. Many suggested that new schools should be opened and that smaller schools should be expanded first for example, a one form of entry school expanded to two forms of entry, two forms of entry expanded to three forms of entry. Many respondents proposed that the Council should purchase the Heathfield School site for a new school. In relation to the proposal to expand Cannon Lane Primary School, respondents considered that the school was already

large enough, that there was insufficient space on the site, space was not available now for breakfast and after school clubs, there was no dining space and that the playground would be compromised. Concerns were raised about the timing of the expansion being too close to the amalgamation and the disruption that the building works would cause. The comments that supported the proposals included reference to it being a good school and that it would be able to manage the expansion. There were many comments in terms of the traffic congestion, parking, the inability of the roads to cope with more traffic and the lack of traffic enforcement officers.

Officer Comments

Cannon Lane Primary School is a popular and successful school and meets the government's and Harrow's criteria for expansion. It has made a valuable contribution to the increase of school places by taking a bulge reception class in September 2012 and the permanent expansion proposal would build on this. The opportunities for the Council to open new schools are limited given the lack of available sites in Harrow. All schools are being considered in the expansion programme to ensure that there are places across the borough to meet the local demand. Following the announcement that Heathfield School is closing, this site may be sold by the owners. To enable the government's free school programme, the Education Funding Agency is exploring all such sites and one option for the future development of this site is a free school, but this is not in Council control and the purchase of this site is likely to be unaffordable to the Council.

For all the school expansion projects a feasibility study has been undertaken with the architects working with the school. This is to ensure that there is an acceptable solution to develop the site for the expanded school. This study considers the current accommodation and shortfall and the additional accommodation required. The proposals for Cannon Lane Primary School would remove temporary accommodation with permanent new build that would consolidate the school's footprint to minimise the impact on the playground space. There would also be potential accommodation that would enable the school to consider opening breakfast clubs etc.

Traffic is a concern for all schools in the expansion programme and a larger school will increase the number of children travelling to school. Mitigation of the impact would be through a combination of: the school's travel plan to encourage modal shift from driving to more sustainable modes, raising awareness of road safety and promoting good driving behaviour; parking restrictions, and; enforcement. Specific suggestions for example zig-zag lines and controlled parking times were made during the consultation. These will be considered as part of the transport assessment that will be completed for the school to support the proposed expansion. A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

The management of the expanded school would be undertaken by the Headteacher and the senior leadership team. Together they would plan how the school day was organised including playtimes and lunchtimes, year group activities etc. and would also consider the potential to open breakfast and after school clubs.

Cannon Lane Primary School amalgamated on 1 September 2013 and the immediate focus has been on bringing the schools together including making appointments to the governing body. The proposed permanent expansion is from September 2015, with a bulge class in September 2014. Although some views were expressed about the closeness of this proposal

to the amalgamation the local authority considers that the school will have the capacity to manage the expansion and would support the school accordingly.

The timescale for the expansion is determined by the growing demand for school places and the grant conditions of the government's Targeted Basic Need Programme. This school was the subject of a successful bid to the government's Targeted Basic Need Programme and the conditions of the Programme require the funding allocation to be spent and the new places to be available by September 2015. Officers would work with the school to ensure that there was appropriate accommodation for the reception bulge class in September 2014.

Within the school expansion programme the final decisions will be made in March 2014 and this will allow the schools to plan for the expansion and for the accommodation to be available for the permanent expansion.

Officer Recommendation

It is recommended that Cabinet agree to extend the period for the Governing Body to respond to the consultation to 4.00pm on 29 November 2013, to take account of the fact that the amalgamated school has not fully appointed to its Governing Body yet. A formal Governing Body meeting is planned on 19 November and a formal response can be sent shortly after that. It is also recommended to delegate to the Portfolio Holder for Children and Schools, the decision whether to publish statutory proposals to expand permanently Cannon Lane Primary School, following consideration of any response from the Governing Body.

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School Specific Responses

School: Grange Primary School

Primary Planning Area: South West

The projections for this planning area indicate increased demand above the 540 permanent Reception places available in September 2013 requiring additional Reception places of between 73 (in September 2014) and 101 (in September 2015) pupils per year. There is little housing development planned for this planning area after 2015/16, which causes the projections for the following years in this planning area to plateau.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places. Other schools proposed for expansion in the neighbouring North West planning area draw some children from this planning area and the impact would be monitored.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Grange Primary School	Newton Farm Nursery, Infant and Junior School
September 2015	Newton Farm Nursery, Infant and Junior School	One class if required

Proposal for Grange Primary School

Permanent expansion with effect from September 2014.

School Response

The Governing Body has responded positively to the Local Authority expansion proposal. In its response the Governing Body noted it is not an expansion in the true sense (because the school site has accommodated more children in the past), but rather a re-configuration of rooms. Parents were very clear about their concerns and provided creative answers as to what would make a difference, particularly in relation to travel e.g. zebra crossing, lighting at the back, go slow (20mph). The main concern was that some parents park in local residents driveways. Pictures of the offending drivers have been passed onto the Council and the School stated that it does not support anti-social behaviour, including from the parents. The School would seek support from the Council with regards to this.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
50	16	5	71
70.4%	22.5%	7.0%	

In general comments were supportive of the proposed expansion and providing more local places. A few comments were made about the strength of the school and the need to consolidate the progress made so far and the potential size of the expanded school. A number of comments were made about the traffic issues in the surrounding areas and the need to reduce car journeys.

Officer Comments

Grange Primary School has made a valuable contribution to increase the number of school places in the south west and has opened additional reception classes in September 2009, 2011 and 2013. This proposed expansion will consolidate the temporary increases of pupils in the school.

Grange Primary School was previously organised as two separate three form entry schools, including Year 7 pupils prior to the change of the age of transfer. As part of the amalgamation the combined school was reduced to two forms of entry. However, there is sufficient accommodation on the school site for a combined three forms of entry school with minor modifications. The modifications will improve the accommodation, the site and layout of the school. The school has made significant progress and is in a good position to consolidate as an expanded school and continue its improvement. The local authority will continue to support the school.

The local authority will work with the school to develop the school travel plan and other traffic mitigation measures as identified in the transport assessment. A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

Officer Recommendation

Statutory proposals are published to increase Grange Primary School by one form of entry (30 places) to be three forms of entry (90 places) schools with effect from September 2014.

School Specific Responses

School: Kenmore Park Infant School and Kenmore Park Junior School

Primary Planning Area: South East

The projections for this planning area indicate increased demand above the 420 permanent Reception places available in September 2013 requiring additional Reception places of between 41 (in September 2014) and 94 (in September 2018) pupils per year.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	None	Kenmore Park Infant School Priestmead Primary School
September 2015	Kenmore Park Infant School Priestmead Primary School	One class if required

* Note: As the Kenmore Park schools are separate schools, Kenmore Park Junior School would be expanded from September 2017 when the pupils from the 2014 additional Reception intake progress on to the junior school.

Proposal for Kenmore Park Infant School and Kenmore Park Junior School

Kenmore Park Infant School permanent expansion with effect from September 2014. Kenmore Park Junior School permanent expansion with effect from September 2017.

School Response

The Governing Bodies of the two schools support the proposed expansion of the schools but emphasise the need to address:

- the concerns of the residents with regards to congestion, and;
- the suggestion of restricted entrance to Moorhouse and Warneford Roads at the start and end of the school days, and;
- the other suggestion of a one way system being imposed at school start and end of the day.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
43	10	5	58
74.1%	17.2%	8.6%	

The main issue raised by respondents highlighted the traffic issues in the area. There were a number of comments about the school size being large enough and proposing new schools are opened to maintain smaller school sizes. Respondents also expressed concern about the buildings and outside playground if the expansion went ahead, and about the importance of ensuring that there were sufficient resources for all the additional children.

Officer Comments

Kenmore Park Infant School and Kenmore Park Junior School have made a valuable contribution to increase the number of places in the south east planning area by opening additional reception classes in September 2010 and 2011. This area is experiencing considerable pupil population growth and the proposed expansion would provide much needed additional places and consolidate the expansion of the schools.

The feasibility study for the expanded school proposes that time served buildings are demolished and replaced with permanent new build that would consolidate the footprint of the school. This would improve the outdoor and playground spaces.

Traffic issues have been raised with all expansion proposals and a coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. A transport impact assessment will be completed for the expanded school and suggestions made during the consultation will be incorporated into this assessment. This will inform the mitigation measures that could be taken on the highways to manage the traffic. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

Officer Recommendation

Statutory proposals are published to increase Kenmore Park Infant School by one form of entry (30 places) to be four forms of entry (120 places) from September 2014 and to increase Kenmore Park Junior School by one form of entry (30 places) to be four forms of entry (120 places) from September 2017.

School Specific Responses

School: Newton Farm Nursery, Infant and Junior School

Primary Planning Area: South West

The projections for this planning area indicate increased demand above the 540 permanent Reception places available in September 2013 requiring additional Reception places of between 73 (in September 2014) and 101 (in September 2015) pupils per year. There is little housing development planned for this planning area after 2015/16, which causes the projections for the following years in this planning area to plateau.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places. Other schools proposed for expansion in the neighbouring North West planning area draw some children from this planning area and the impact would be monitored.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Grange Primary School	Newton Farm Nursery, Infant and Junior School
September 2015	Newton Farm Nursery, Infant and Junior School	One class if required

Proposal for Newton Farm Nursery, Infant and Junior School

Permanent expansion with effect from September 2015 and a bulge class is opened in September 2014.

School Response

The Governing Body has discussed school expansion and identified issues such as health and safety, noise and learning, parking and access into the school as issues for further consideration. The school has requested certain criteria be applied to design work for expansion that incorporate current learning arrangements.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
43	15	7	65
66.2%	23.1%	10.8%	

Some of the respondents considered that the small size of Newton Farm Nursery, Infant and Junior School was why the school was so successful and therefore an enlargement may risk this. Some respondents considered that there should be more new free schools opened to avoid making existing schools cramped. Other comments were raised about the site being small, and the small playground and small hall which impacted on school assemblies and performances. Other respondents supported the concept of a local school for local families and considered that the expansion would enable more local families to attend the school. A comment was also made about the importance of investing in education and that each school should contribute to the process of increasing capacity. A number of concerns were raised about the use of temporary addresses at the time of application to secure a place at the

school. Traffic issues and access to the school were raised, as was the impact for local residents and school during the proposed construction programme.

Officer Comments

Newton Farm Nursery, Infant and Junior School is a popular and oversubscribed school, and meets the government's and Harrow's criteria for expansion. School expansions are creating larger schools including up to 4 forms of entry primary schools and Harrow's strategy considers that all schools are part of the solution. As one of two one form entry primary schools in Harrow, a proposed expansion contributes to the Council's strategy and aligns the school size with other schools in Harrow.

It is expected that some new build and reconfiguration of existing space in the school will be needed to enable the additional pupils in an expanded school to be accommodated. Successful application was made to the Government's Targeted Basic Need Programme for funding to expand Newton Farm Nursery, Infant and Junior School. The conditions of the Programme require the funding allocation to be spent and the new places to be available by September 2015. In order to meet these conditions, if Cabinet approves the publication of statutory proposals to expand the school, detailed design work would proceed in parallel with the statutory expansion processes before a final decision would be made by Cabinet in March 2014.

Traffic issues have been raised with all expansion proposals and coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. A transport impact assessment will be completed for expanded schools and suggestions made during the consultation will be incorporated into this assessment. This will inform the mitigation measures that could be taken on the highways to manage the traffic. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

As the Admissions Authority the council requires verification of home addresses for all applicants for school places. At the time of application and if incorrect address details have been provided, places can be withdrawn.

Officer Recommendation

Statutory proposals are published to increase Newton Farm Nursery, Infant and Junior School by one form of entry (30 places) to be two forms of entry (60 places) schools with effect from September 2015 and to take a bulge reception class in September 2014.

School Specific Responses

School: Norbury School

Primary Planning Area: Central

The projections for Central planning area indicate increased demand above the 480 permanent Reception places available in September 2013 requiring additional Reception places of between 114 (in September 2014) and 176 (in September 2021) pupils per year.

In the context of the current projections it is expected that at least a further three primary schools in this planning area will need to be permanently expanded. Two community schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet increased demand for places up until 2015/16.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Belmont School Norbury School	<i>St Anselm's Catholic Primary School</i>
September 2015	<i>St Anselm's Catholic Primary School</i> *	One class if required

* *Note: St Anselm's Catholic Primary School, a voluntary aided school located within this geographic planning area, is also proposed by its Governing Body for expansion in 2015.*

Proposal for Norbury School

Permanent expansion with effect from September 2014.

(The school opened a bulge Reception class in September 2013)

School Response

The Governing Body agrees with the approach to creating additional school places in Harrow. However, the Governing Body considers that this may not provide enough places in future and therefore Harrow Council must urgently identify possible sites for new schools (or schools on split sites) and protect them from being used for residential development.

The Governing Body of Norbury School strongly and enthusiastically supports the proposal to expand Norbury School but has some concerns:

- about plans to accommodate 30 extra children in September 2014 without the building works being completed;
- to be involved in design planning meetings and to have its suggestions considered;
- to be kept fully informed and consulted in the management of construction and refurbishment processes;
- Harrow Council to review traffic management options to ensure the safety of children and the community surrounding the school.

The Governors felt that that the new build would improve the site and play space and that they would be able to timetable the school day around some of these issues. The Governors concluded their response by stating that there is strong support for rebuild and expansion.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
56	12	9	77
72.7%	15.6%	11.7%	

A number of comments were made by respondents about the location of the school in a busy area close to the town centre and the about the impact on nearby roads and local residents. Traffic issues are highlighted with many comments about traffic congestion and inconsiderate behaviour by drivers and concerns about the safety of children. Comments are made about the small school site area and the need to ensure the new build is available soon enough and to high quality. A number of comments were made in support of the expansion to make sure every child in the local community has access to school placement.

Officer Comments

The permanent expansion of Norbury School would provide school places in a good strategic location and would be a popular choice amongst parents wishing to secure a place. The permanent expansion would increase the school from two forms of entry (60 places) to three forms of entry (90 places). Norbury School has already contributed significantly to the need for additional school places in its locality by opening bulge Reception classes in September 2010, 2011 and 2013.

It is expected that some new build and reconfiguration of existing space in the school will be needed to enable the additional pupils in an expanded school to be accommodated. Successful application was made to the Government's Targeted Basic Need Programme for funding to expand Norbury School. The conditions of the Programme require the funding allocation to be spent and the new places to be available by September 2015. In order to meet these conditions, if Cabinet approves the publication of statutory proposals to expand Norbury School, detailed design work would proceed in parallel with the statutory expansion processes before a final decision would be made by Cabinet in March 2014.

Officers will have detailed discussions with the school about how the 30 extra children would be accommodated in September 2014 prior the building works being completed in 2015. A school expansion delivery team is being established to ensure appropriate engagement with the schools and involvement in the design and construction planning. Work will be undertaken with all the schools proposed for expansion to ensure a coordinated approach to addressing traffic issues as far as practicable.

A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

Officer Recommendation

Statutory proposals are published to increase Norbury School by one form of entry (30 places) to be a three form of entry (90 places) school with effect from September 2014.

School Specific Responses

School: Pinner Wood School

Primary Planning Area: North West

The projections for this planning area indicate increased demand above the 480 permanent Reception places available in September 2013 requiring additional Reception places of 87 pupils per year in September 2014 which is the current projected peak in demand for places. There is little housing development planned for this planning area after 2014/15, which causes the projections for the following years in this planning area to plateau.

In the context of the current projections it is expected that a further three primary schools in this planning area will need to be permanently expanded. Two community schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places. The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Pinner Wood School	Cannon Lane School <i>St John Fisher Catholic Primary School</i>
September 2015	Cannon Lane School <i>St John Fisher Catholic Primary School *</i>	One class if required

** Note: St John Fisher Catholic Primary School, a voluntary aided school located within this geographic planning area, is also proposed by its Governing Body for expansion in 2015. (See the voluntary aided schools section below). This school is located towards the south of the planning area and draws children from other planning areas also.*

Proposal for Pinner Wood School

Permanent expansion with effect from September 2014.

School Response

Pinner Wood Governing Body are in principle in agreement regarding expansion to three form entry as of September 2014. However the Governing Body expressed the following concerns which are:

- That admissions may not fill all the places and we would be left with an issue of transient pupils in a 'revolving door' scenario. There is also concern that some pupils may be travelling across the borough to reach the school or from out of Borough. Pupils travelling long distances to school can have an impact on attendance figures through being late, especially if reliant on public transport. This also introduces additional workload on the school if the pupils have SEN as money has to be recouped by the school from the Borough involved.
- There is much concern from the school and the local community regarding traffic and parking issues. There is already not enough on site staff parking and with the additional classes this will continue to worsen. Traffic issues at pick up and drop off times will also increase and be detrimental to our relationship with our neighbours. A conversation has already begun with the school, LA traffic department and the architects. We hope that this will continue and will provide insightful solutions to alleviate these problems worsening.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
9	19	6	34

26.5%	55.9%	17.6%	
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A number of comments were made about the traffic congestion and parking issues in a residential area that already experiences considerable disruption from school related traffic. Suggestions were made that new schools should be opened and school size should be maintained. A larger school might create additional pressure on the school and concerns were expressed about additional buildings on the playing field. Other respondents acknowledged the need to increase the number of school places and considered that the proposal to return the school to the former size was logical.

Officer Comments

Pinner Wood School is a successful school and has made a contribution to increase the number of reception places by opening bulge classes in September 2010 and September 2013. As it has been a larger school in the past with minor modifications and a small element of new build linked to existing building there is sufficient accommodation for an expanded school. There are no proposals to building on the school playing fields.

The school's concerns about whether places will fill and potential pupil mobility are understood and reflect experiences the school has had. An earlier proposal to expand Pinner Wood School was deferred in light of the school's concerns. However, the timing for expansion seems right now given the sustained increased demand for school places that is projected to continue for some years across the borough. The school is judged Outstanding by Ofsted and first and second Reception application preferences exceed three forms of entry.

Traffic issues have been raised with all expansion proposals and a coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. A transport impact assessment will be completed for expanded schools and suggestions made during the consultation will be incorporated into this assessment. This will inform the mitigation measures that could be taken on the highways to manage the traffic. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

Although there were a high % of respondents that did not support the proposed expansion of Pinner Wood School, there was a relatively low response rate of 34 replies and it is proposed that this expansion is progressed.

Officer Recommendation

Statutory proposals are published to increase Pinner Wood School by one form of entry (30 places) to be a three forms of entry (90 places) school with effect from September 2014.

School Specific Responses

School: Priestmead Primary School

Primary Planning Area: South East

The projections for this planning area indicate increased demand above the 420 permanent Reception places available in September 2013 requiring additional Reception places of between 41 (in September 2014) and 94 (in September 2018) pupils per year.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	None	Kenmore Park Infant School Priestmead Primary School
September 2015	Kenmore Park Infant School Priestmead Primary School	One class if required

Proposal for Priestmead Primary School

Priestmead Primary School permanent expansion with effect from September 2015. A bulge Reception class in September 2014.

School Response

The Governing Body of Priestmead Primary School & Nursery agrees with the approach to creating additional school places in Harrow. The Governors are well aware of the shortfall of school places, and agree that it is the responsibility of the school to support the creation of more school places to educate the young people of Harrow.

The Governing Body of Priestmead Primary School & Nursery agrees on the permanent expansion of Priestmead Primary School & Nursery via an initial bulge class from September 2014 provided that the issue of our extreme lack of toilets is addressed and dealt with, the size of our very small kitchen for providing hot school meals is considered and dealt with and the safety matters relating to the service road are dealt with.

Concerns raised about traffic and parking problems at school starting and finishing times need to be addressed by the Local Authority as Governors, parents and local residents have raised them.

The governors are keen to understand how additional space will be provided for the two bulges classes that will be accommodated before the Priority School Building Programme building works are completed and to see detailed plans submitted for the approval of the Headteacher and the Governing Body.

The Governing Body has separately raised its concerns about safety issues surrounding the service road between Hartford Avenue & Ivanhoe Drive which has an entrance to the Junior playground immediately adjacent to one end of it. The governors would very much like this issue to be included in any responses or discussions appertaining to the proposed expansion

consultation. There is concern for the safety of children arising from vehicular speed and parking in front of the gates.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
79	19	16	114
69.3%	16.7%	14.0%	

A few comments suggested opening new schools as the site was not sufficiently large to expand the school. The recent changes of headteacher were identified as a reason not to expand this school. Comments about the existing traffic challenges were made and the greater impact on the local area with an expansion. A number of comments were in support of the expansion as long as the education standards are preserved.

Officer Comments

Priestmead Primary School was established January 2009 as the result of the amalgamation of the two separate schools. The local authority considers that the school is in a good position to build on the foundation of the combined school in order to expand. The school is included in the Government's Priority School Building Programme because of the priority need to address the poor condition of the school building and to ensure an appropriate and safe learning environment for the children. In accordance with the Government's programme, the school will be rebuilt / extensively refurbished by the Education Funding Agency by the end of 2016. The school will be rebuilt as an expanded school if the expansion proposal is approved. During the rebuild process, there will be sufficient accommodation for the expanded school. In the interim the local authority will work with the school to ensure appropriate accommodation for the bulge class in September 2014 and for the additional children at the school until the PSBP building works are completed. The local authority will work with the school to develop the school travel plan and implement measures to mitigate the traffic identified in the traffic assessment.

Officer Recommendation

Statutory proposals are published to increase Priestmead Primary School by one form of entry (30 places) to be four forms of entry (120 places) from September 2015.

School Specific Responses

School: Whitchurch First School and Whitchurch Junior School

Primary Planning Area: North East

The projections for this planning area indicate increased demand above the 360 permanent Reception places available in September 2013 requiring additional Reception places of between 50 (in September 2014) and 101 (in September 2019) pupils per year.

Demand for primary school places in the North East Primary Planning Area is already filling available places. There is significant new housing development in this planning area. The phases of the development at the site of the former government offices off Honeypot Lane have now been completed and additional applications for school places have been received, particularly at the Whitchurch schools nearest to the development. Development of up to 347 housing units is also planned at the Royal National Orthopaedic Hospital site.

In the context of the current projections it is expected that at least a further two primary schools in this planning area will need to be permanently expanded and possibly a third school. Accordingly, two schools are proposed for permanent expansion in Phase 2 of the Primary School Expansion Programme to meet future demand for places.

The proposals are:

Year	Permanent expansion	Temporary Reception Classes
September 2014	Aylward Primary School	Whitchurch First School
September 2015	Whitchurch First School *	One class if required

* Note: As the Whitchurch schools are separate schools, Whitchurch Junior School would be expanded from September 2017 when the pupils from the 2014 additional Reception intake progress on to the junior school.

Proposal for Whitchurch First School and Whitchurch Junior School

Permanent expansion with effect from September 2015.

(A bulge Reception class to open in September 2013)

Whitchurch Junior School Response

The Governing Body of Whitchurch Junior School agrees with the approach to creating additional school places in Harrow. The governors are well aware of the shortfall of school places, and agree that it is the responsibility of the school to support the creation of more school places to educate the young people of Harrow.

The Governing Body of Whitchurch Junior School agrees on the permanent expansion of Whitchurch Junior School, when the school is satisfied that the plans presented have been agreed by the Headteacher and Governing Body of Whitchurch Junior School.

During the feasibility meetings held at Whitchurch parents raised the question of traffic and parking. The school also has concerns that need to be addressed about new builds and expansion.

Whitchurch First School and Nursery Response

The views and points expressed by the Governing Body of Whitchurch First School are summarised as follows. The Governing Body considers that the generic issue of school expansion is not an ideal solution; they would prefer to see new builds that increase the numbers of schools. This it is generally believed would be a much better long-term solution. The Governing Body are aware that this solution would seem to be the only one on the table and that, since the government are prepared to fund this, in all likelihood it will go ahead.

The Governing Body of Whitchurch First School and Nursery propose exploring an expansion to 5 or 6 forms of entry and the development of high school provision subject to Whitchurch Playing Fields forming part of the solution and the agreement of Stanburn Junior School. To sum up the governing body of Whitchurch First School and Nursery are prepared to go ahead with the proposal for primary expansions bearing in mind the caveats listed in its response.

The Governing Body makes other general points and issues specific to the Whitchurch schools, including:

- Maximising the budget spent on the actual building and the additional resources for the school.
- Some detailed design points arising from the site feasibility study work and current issues at the school.
- Potential 'hidden' and non-communicated costs to the school that need to be borne in mind in planning the programme.
- Guaranteed start date and end date for the building works.
- The current standard of accommodation at the school to continue and be upheld and improved upon.

General Consultation Responses (including individuals, organisations and on-line)

A summary of the number of responses is presented in the table:

Yes	No	Not Sure	Total
41	17	8	66
62.1%	25.8%	12.1%	

A number of comments not in support of the proposal included reference to the need to maintain the existing school size and the already overstretched facilities including the playspace. Comment was made about the lack of planning by the Council to secure additional school places while agreeing the development of housing and the current traffic levels. A respondent in support of the proposals felt that as an outstanding school they should be expanded and another felt that this was positive planning ahead. Others were in support as long as the appropriate spaces were created and the standards remain high with an increase in school size. A few comments were made about the traffic congestion in the area.

Officer Comments

The permanent expansion of Whitchurch First School and Whitchurch Junior School would contribute to the need for places in the North East Planning Area. These schools were the subject of a successful Targeted Basic Need Programme bid to deliver new places by September 2015 as part of the Council's school place planning strategy to which all schools contribute to the solution. The site feasibility study has identified the additional accommodation that would be required and seeks to address issues for the schools arising from the current configuration. Discussions will continue with the schools about their concerns about new builds and expansion.

To mitigate the traffic impact the Council will complete a transport assessment and work with the schools to develop the School Travel Plan to reduce the use of car journeys and raise road safety awareness. The transport assessment will be used to inform parking and other restrictions that may assist with the specific congestion areas.

A coordinated cross-council approach is being adopted by officers to address the traffic and school travel planning issues. This is intended to ensure that all that can possibly be done to address traffic problems and to influence travel behaviour is done. This corporate approach is described in more detail in the Cabinet report.

The proposals raised by Whitchurch First School and Nursery for the development of more school places on the school and playing fields site are noted and would need to be considered in relation to plans for the playing fields. There are already plans agreed by Cabinet for the development of Whitchurch Playing Fields.

Officer Recommendation

Statutory proposals are published to increase Whitchurch First School and Whitchurch Junior School by one form of entry (30 places) to be four form of entry (120 places) schools in Reception intake with effect from September 2015. Whitchurch First School to take a bulge class in September 2014.

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Introduction

The School Roll Projections 2014 – 2022 Report is prepared by the Education and Children's Centres team to support the school place planning process in Harrow. It brings together information on population projections and pupil roll numbers in Harrow. This report provides information on birth rates, population projections and primary school projections, including reception places and secondary school projections. The data is analysed to indicate the number of school places required. This data is considered by the School Organisation Officer Group (SOOG) along with other information to develop options to manage the supply of school places. This data report is up-dated annually. The report has 5 Sections:

- Section 1: Harrow's population
- Section 2: Projections and Methodology
- Section 3: Harrow's pupils
- Section 4: School Roll Projections
- Section 5: Methodology

Section 1: Harrow's population

Harrow's population has been changing and increasing over the last 5 years and does not present a stable profile. A number of factors have contributed to this position, these are outlined below.

Overall population

The 2011 National Census has revealed that Harrow's population is estimated to have increased to 239,100; this figure is higher than any previous projections for Harrow, and the recently published 2012 mid year estimate shows a further increase to 242,377. Harrow's population is now at the highest recorded level, based on records going back to 1901. The 0-4 age group increased by 3,900, a 32.5% increase and there have also been increases across all the statutory school age groups.

Harrow is ranked 7th nationally (and in London) for ethnic diversity and 2nd for religious diversity in London. The 2011 Census showed that Harrow's residents were born in approximately 203 different countries and the percentage of Harrow's residents born in the UK is the 6th lowest ranking nationally.

Migration

There are two peaks of net in-migration; the first coincides with an influx of migrants from the A8 countries in 2004-05, which gave rise to increased international in-migration; the second coincides with the economic downturn, primarily due to reduced outflows from London to destinations elsewhere in the UK combined with a trend of steadily increasing domestic inflows since 2004. The economic downturn does not seem to have had a strong impact on net international migration.

From 1 January 2014 Bulgarians and Romanians will have the freedom to live and work in the UK. The impact of this change is likely to add further pressure on our school places.

The number of people leaving Harrow (15,710), for other parts of the country, was higher than number of people migrating into the borough (13,822) as at mid-2012. In contrast international migration into the borough (3,134) is more than double that of international migration out of the borough (1,440), with the net result of 1,694.

Household Size

The population density in Harrow has increased compared to 2001. The number of households has increased by 6.6% and the average household size has increased from 2.6 to 2.8, which is higher than both the London and Outer London averages.

Birth Rates

The latest ONS births figures show Harrow as having 3,585 live births in 2012. Of the 3,585 live births in 2012 68.6% were to non-UK born mothers, of whom 50.7% were born in the Middle East & Asia, 28.8% in the European Union, and 14.9% in Africa. Birth rates among British-born mothers have fallen from 1,307 births in 2001 to 1,126 in 2012.

This nationwide effect would be amplified in London. This information leads to the assumption that the size of families from these areas would be larger than the average UK family, and also quite accurately reflects the significant demographic changes in Harrow, especially the ethnic profile of the children in Harrow's schools.

The increase in child population along with the other factors listed above inevitably will have a direct impact on the population of Harrow's schools, leading to a substantial increase in the number of age 4 to 5 pupils entering Harrow schools' Reception national curriculum year group.

Section 2: Projections and Methodology

This section outlines the projection methodology and their accuracy, and presents the birth rates and population projections.

There is no single accepted method for projecting school numbers and London boroughs have recently faced major challenges in providing places to meet a growing child population. Harrow, in line with the majority of other London boroughs, commission's school roll projections from the Greater London Authority's (GLA) School Roll Projections Service. This provides a baseline and local knowledge which is then applied to make reasonable adjustments in line with pressure at Reception and other school year groups.

Projection Methodology

Harrow subscribes to the Greater London Authority (GLA) School Roll Projection Service. The projections are prepared for Harrow by the GLA School Roll Projection Service and are based upon the latest 2012 round of population projections released by the GLA, and school roll data collected in the January 2013 School Census and previous school censuses.

The method used by the GLA combines a 'catchment' method, which is based on population projections, and a 'replacement' method, which is based on school rolls. The combined projections are weighted towards the replacement method in the short term and the catchment method in the longer term. A more detailed explanation of the two methods is given in Section 5.

At the time of stability Harrow used the GLA's School Roll Projections based on the last four years of historic actual numbers on roll (1111). Since September 2009 the numbers of school places have been increasing year on year and the rapidly changing population meant that the 1111 projections were starting to under-project and it became necessary to look at other models. In both the 2012 and 2013 planning work, the 0001+3% projections were identified as providing the best-fit for projecting future demand for Reception places.

The 0001+3% GLA School Roll Projections are based on the January 2013 School Census and provide a closer fit with Harrow's experience of increased demand for school places. The unadjusted 0001 projections have in the past also under-projected (by nearly 2% in 2011). For this reason, and for additional reasons outlined below, we have added an adjustment of 3% to the GLA's 0001 projections at Reception.

Additionally for each of the other primary phase year groups, we have added 30 places to Years 1 to 5 and 10 places to Year 6 to reflect the average net increase in numbers on roll from January to May.

Justification of adjustments is as follows:

- Bringing GLA projections into line with demand – the 0001+3% projections provide the best-fit for projecting future demand for Reception places.
- The increasing number of Reception applications on time and in year made by Harrow residents.
- The increasing use of the Fair Access Protocol to place in-year and late applicants over the planned admission number. The increased pressure is illustrated by the fact that in 2011/12, 183 cases were scheduled for consideration under the protocol. In 2012/13, the total was 537 cases.
- The number of late applications received by Admissions after the start of the school year has been increasing. Some cases have required the use of the Fair Access Panel to allocate school places.
- Analysis of the January to May School Census of the last 3 years demonstrates a net increase of pupils in primary schools. During this period, an average of 29 additional pupils are on roll in Reception, 17 in Year 1, 15 in Year 2, 12 in Year 3 and approximately 5 additional pupils in Years 4 to 6. These are net increases arising from late or in year applications.
- The increase in demand for Key Stage 1 places is not limited to Reception. An additional temporary Year 1 class was opened in October 2011. The pressure in Year 1 over the last few years indicates that additional temporary forms of entry at Key Stage 1 are likely to be required over the next few years.

The factors outlined above mean that the numbers of children on roll at the end of the year will tend to be higher than at the beginning of the year. The projection methodology has been developed to forecast the maximum numbers that are likely to be on roll at the end of the school year. This approach is consistent with Harrow's submissions to the DfE and helps with contingency planning across the borough, planning for the maximum number of places that could be required. This in-year growth has tended to take place across the borough rather than in one particular school or planning area. However, should additional forms of entry be needed in any area, contingency plans would be put into action.

Primary Planning Areas

The GLA projections for primary schools are presented on an area basis using the Planning Areas created in 2004 by Harrow Council for school place planning when they were recast to reflect boundary changes. The projections for each Planning Area are based on a combination of ward-level child population projections and the historic pattern of subscription to schools. An analysis of where pupils went to school in 2004, based on pupils' postcodes, was used to define the Planning Areas. Where over 40% of pupils in a ward went to schools in the Planning Area, these are described as "main" wards. Where between 10% and 40% of pupils in a ward went to schools in the Planning Area these are described as "other" wards. Thus it is possible to see that for Planning Area 1, the North East, most pupils attending Aylward, Stanburn, Whitchurch and Weald schools lived in Belmont, Stanmore Park and Canons wards. Smaller numbers of pupils lived in Harrow Weald, Edgware, Queensbury, Wealdstone, Kenton East and Kenton West.

GLA Mid-Year Birth Rates

There has been an increase in live births from 2,602 in 2001/02 to 3,516 in 2011/12 and this is projected to peak at 3,632 in 2014/15¹. This means that Reception numbers will continue to rise until at least 2019/20. Harrow has in recent years retained approximately 90% of live births into its Reception classes, with Reception numbers increasing in line with the birth rate. Table 1 below shows Harrow's 2005 to 2022 retention rate, and charts 1 & 2 allow comparison of Harrow's actual and projected births to its actual and projected rolls.

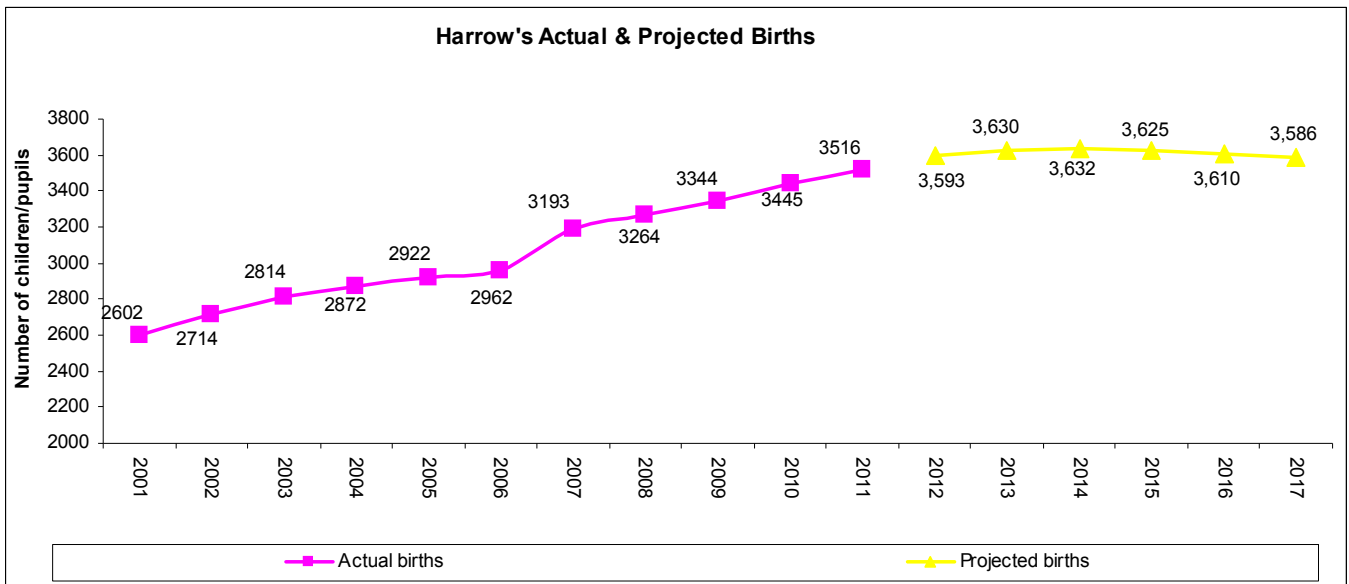
Table 1 - Retention rate of Harrow births and school Reception entry

Mid-Year of Birth	Actual Reception Entry						
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
2001/02	89%						
2002/03		90%					
2003/04			86%				
2004/05				90%			
2005/06					90%		
2006/07						93%	
2007/08							90%

Year of Birth	Projected Reception Entry									
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
2008/09	98%									
2009/10		97%								
2010/11			96%							
2011/12				95%						
2012/13					95%					
2013/14						95%				
2014/15							95%			
2015/16								95%		
2016/17									94%	
2017/18										95%

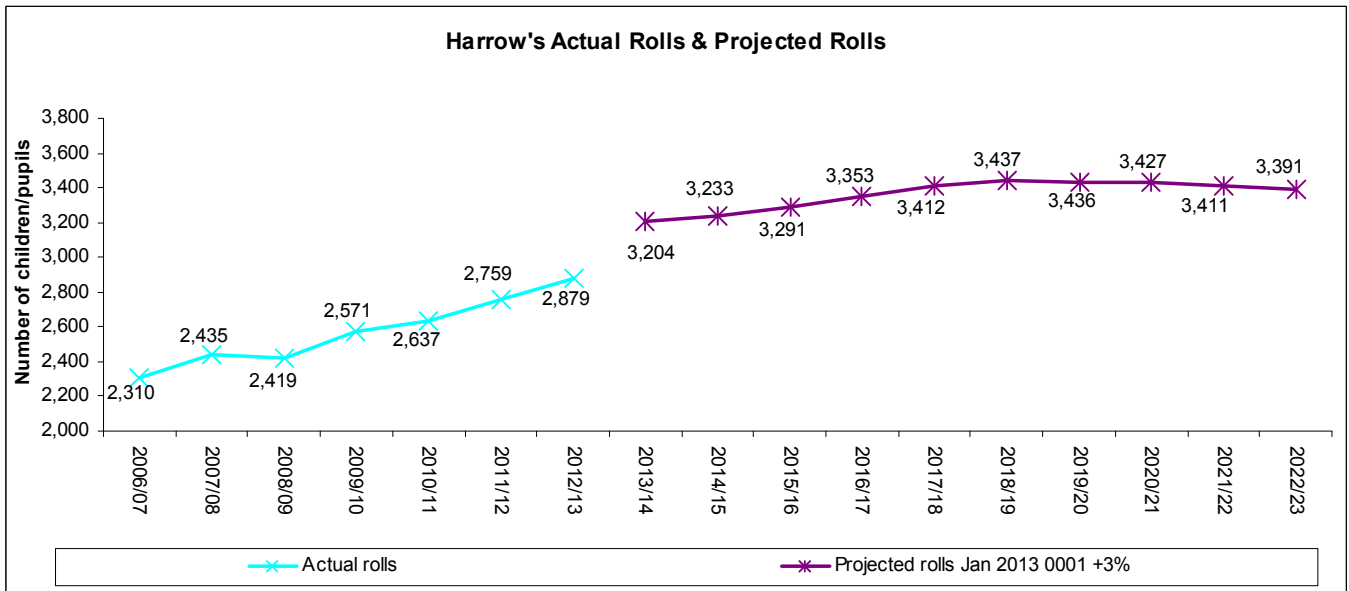
¹ gla_2012rnd_trend_based_borough_projections

Chart 1: Harrow's Actual & Projected Births



Actual & Projected Births source: gla_2012rnd_trend_based_borough_projections

Chart 2: Harrow's Actual & Projected Rolls



Actual & Projected Rolls source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj

Population Projections

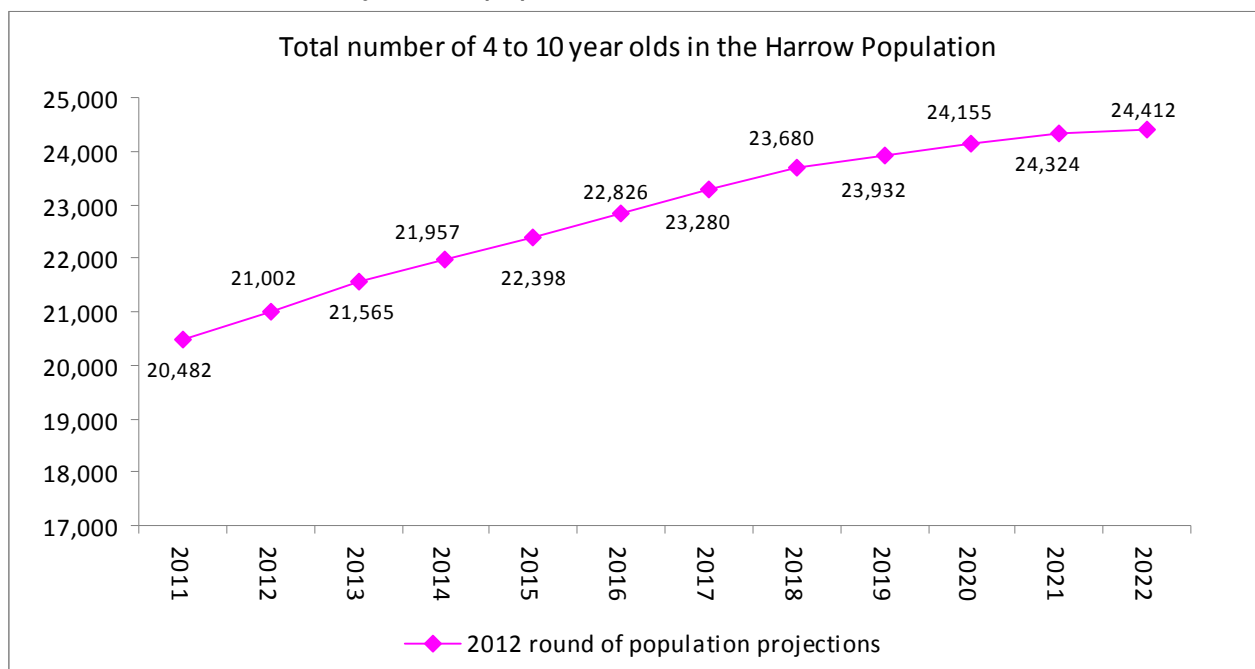
The GLA's borough-level population projections are produced using a cohort component projection model. Estimates and projections are produced from the starting point of the 2011 mid-year estimate. This starting population is aged-on a year, and deaths, births and migration is accounted for such that an estimated population for mid-year 2012 is arrived at. This process is repeated, using the final population calculated in each loop as the starting population for the next. Beyond the last year with actual data available, values for births, deaths and migration flows are projected using age specific probabilities for fertility, mortality and migration generated from historical trends. At this stage the projection is unconstrained by development.

The 2011 round population projections² are represented in charts 3 & 4 below.

² Source: GLA File: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj

The 4-10 year olds population projections suggest that this group will continue to rise with a projected increase of 16% from 21,002 children in 2012 to 24,412 children in 2022.

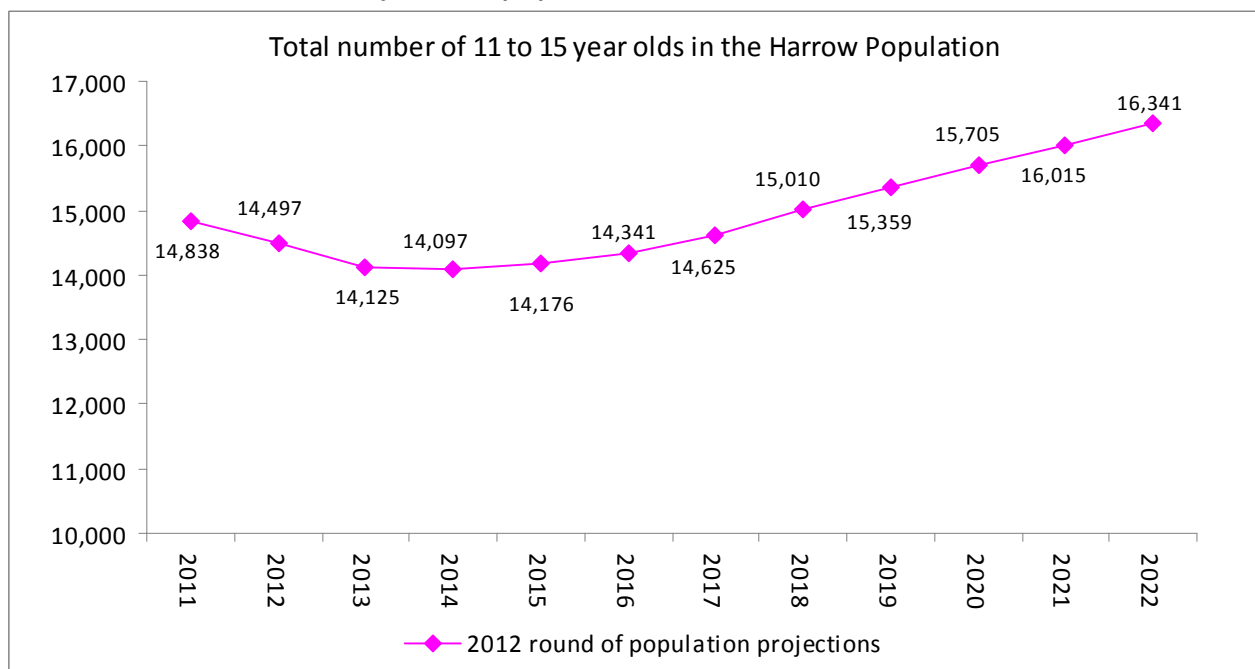
Chart 3: Harrow's 4 to 10 year old population



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj

The number of 11-15 year olds in the population is projected to dip from 14,838 in 2011 to 14,097 in 2014. From 2015 (14,176) they will start to increase and will continue rising to 16,341 in 2022. There is a projected increase of 13% from 2012 to 2022. The timing of this increase reflects the current surge in Reception numbers.

Chart 4: Harrow's 11 to 15 year old population



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8%

Planning for school places

The school roll projections are the best indicator of future demand that is available. However, school place planning is not a science and it is difficult to determine the exact number of places

that will be required. Therefore in considering the projections in order to plan the number of additional places to open in schools, a range is used and the final number of places is refined during the application process. Following the adjustment to the GLA model made this year to reflect the year on year increases (rather than the average over four years).

Section 3: Harrow's pupils

The numbers of primary age pupils exported and imported into Harrow have remained similar over the last 4 years; however the following should be noted. The number of primary age Harrow residents leaving Harrow to attend schools outside the borough increased from 1,690 in January 2010 to 1,791 in January 2013, increasing by 6%. A majority of Harrow's exported children go to school in Harrow's neighbouring boroughs, with 599 children going to schools in Hillingdon, 463 in Brent, and 449 in Barnet.

The number of out of borough primary age pupils attending Harrow's schools dropped from 1,857 in January 2010 to 1,805 in January 2013, decreasing by 2.8%. A majority of pupils imported into Harrow schools mainly come from Harrow's neighbouring boroughs - Brent (769), Ealing (286), Hillingdon (272) and Hertfordshire (266).

As at January 2013 7.6% of Harrow's school's Reception children reside outside the borough, and 8.7% of Harrow's resident Reception age children attended schools outside Harrow, resulting in a -1.2% net loss.

3,112 secondary age Harrow residents attended schools outside the borough in January 2013; this is significantly higher than the number of out of borough pupils attending Harrow's high schools (1,453). A majority of Harrow's secondary aged resident pupils went to schools in Brent (804), Hillingdon (753), Barnet (636) and Hertfordshire (526).

There has been a 22% increase in the number of out of borough secondary aged pupils attending Harrow's schools from 1,192 in January 2010 to 1,453 in January 2013, with the majority of pupils coming from Brent (766), Ealing (230) and Barnet (206).

14.8% of Harrow's school's Year 7 pupils reside outside the borough, whilst 27.1% of Harrow's resident Year 7 children attend schools outside Harrow, resulting in a -16.9% net loss.

Table 2 below shows that a majority of Harrow's primary school pupils reside within the borough of Harrow, with the highest numbers living in Roxbourne (6.4%), Wealdstone (5.7%) and Queensbury (5.6%). Less than 500 pupils reside in the Pinner ward (492 – 2.7%) A significant proportion of primary pupils (9.2%) pupils reside outside of the borough, however this has fallen in comparison to January 2012's 10.2%.

Table 2: Primary school pupils ward of residence

Ward	Number of pupils	Percentage of pupils
Roxbourne	1,189	6.4%
Wealdstone	1,061	5.7%
Queensbury	1,030	5.6%
Marlborough	1,029	5.6%
Belmont	909	4.9%
Pinner South	872	4.7%
Harrow Weald	870	4.7%
Rayners Lane	867	4.7%
Roxeth	814	4.4%
Kenton East	804	4.4%
Headstone South	785	4.2%
Greenhill	772	4.2%
Kenton West	745	4.0%
Edgware	722	3.9%
Harrow on the Hill	708	3.8%
West Harrow	684	3.7%
Headstone North	655	3.5%
Hatch End	628	3.4%
Canons	561	3.0%
Stanmore Park	542	2.9%
Pinner	492	2.7%
Unknown	33	0.2%
Harrow Wards Total (incl unknown)	16,772	90.8%
Out of Borough	1,706	9.2%
Grand Total	18,478	100%

Source – January 2013 School Census

A majority of Harrow's high school pupils reside in the borough of Harrow, with more pupils residing in the Roxbourne (6.3%) and Wealdstone (5.9%) wards. Less than 250 pupils reside in each of the following wards – Hatch End (2.4%), Pinner South (2.3%) and Pinner (2.1%). A significant number of secondary age pupils reside in boroughs outside of Harrow – 12.2%.

Table 3: Secondary school pupils ward of residence

Ward	Number of pupils	Percentage of pupils
Roxbourne	655	6.3%
Wealdstone	612	5.9%
Harrow Weald	570	5.5%
Queensbury	569	5.5%
Belmont	553	5.3%
Marlborough	521	5.0%
Kenton West	465	4.5%
Headstone South	456	4.4%
West Harrow	452	4.4%
Roxeth	437	4.2%
Edgware	437	4.2%
Rayners Lane	436	4.2%
Kenton East	408	3.9%
Headstone North	389	3.7%
Harrow on the Hill	385	3.7%
Greenhill	338	3.3%
Stanmore Park	282	2.7%
Canons	259	2.5%
Hatch End	244	2.4%
Pinner South	237	2.3%
Pinner	214	2.1%
Unknown	195	1.9%
Harrow Wards Total (incl unknown)	9,114	87.8%
Out of borough	1,261	12.2%
Grand Total	10,375	100%

Source – January 2013 School Census

Section 4: School Roll Projections

Primary Schools

Information on primary school roll projections is divided into three parts:

- i) The projections for Reception pupils only.
- ii) The general picture for all Primary School aged pupils in Reception to Year 6.
- iii) Projections for all Primary school aged a) Reception pupils and b) Reception to Year 6 pupils by Planning Areas.

Data for Reception places 2013/14 in the following Tables and Charts

The actual numbers on roll in Harrow schools throughout the current academic year will be closely monitored to ensure there are sufficient places for Harrow's children and if necessary additional classes will be opened. Because demand is spread across the borough, and is not concentrated in a specific area(s), the Fair Access Protocol is used to achieve local places for children.

During the past year, planning for additional school places in 2013/14 was based on the 0001 GLA projections, and an additional 3% planning factor was applied to ensure there was flexibility so that sufficient school places could be made available as needed. The GLA 0001 +3% projections indicated that 3,204 children would require Reception places in September 2013. In view of the applications received, 3,204 Reception places have been opened in September 2013 which was facilitated by applying the additional planning factor.

i) Projections for Reception to Year 6 Pupils

According to the 2013 round of GLA school roll projections, the information in Table 6 and Chart 6 shows that the number of pupils in Reception to Year 6 is likely to continue steadily rising beyond the 2021/22 academic year.

The number of available Reception places each year since 2009 has been increased in accordance to the rise in demand, with 5 temporary additional 'bulge' classes in September 2009, 5 'bulge' classes in September 2010, 8 'bulge' classes in September 2011 (and a Year 1 class in October 2011) and 12 'bulge' classes in September 2012. In September 2013, in order to meet the full increased demand for Reception places, 7 bulge classes (210 places) have been opened at community schools and 60 places are available at the (temporarily located in Harrow) free school Avanti House.

The data indicates that the small 2013/14 deficit will continue to increase for the foreseeable future, from -2.09% to -23.32% in 2021/22. The deficit place percentage is calculated from the projected pupil number and the places available.

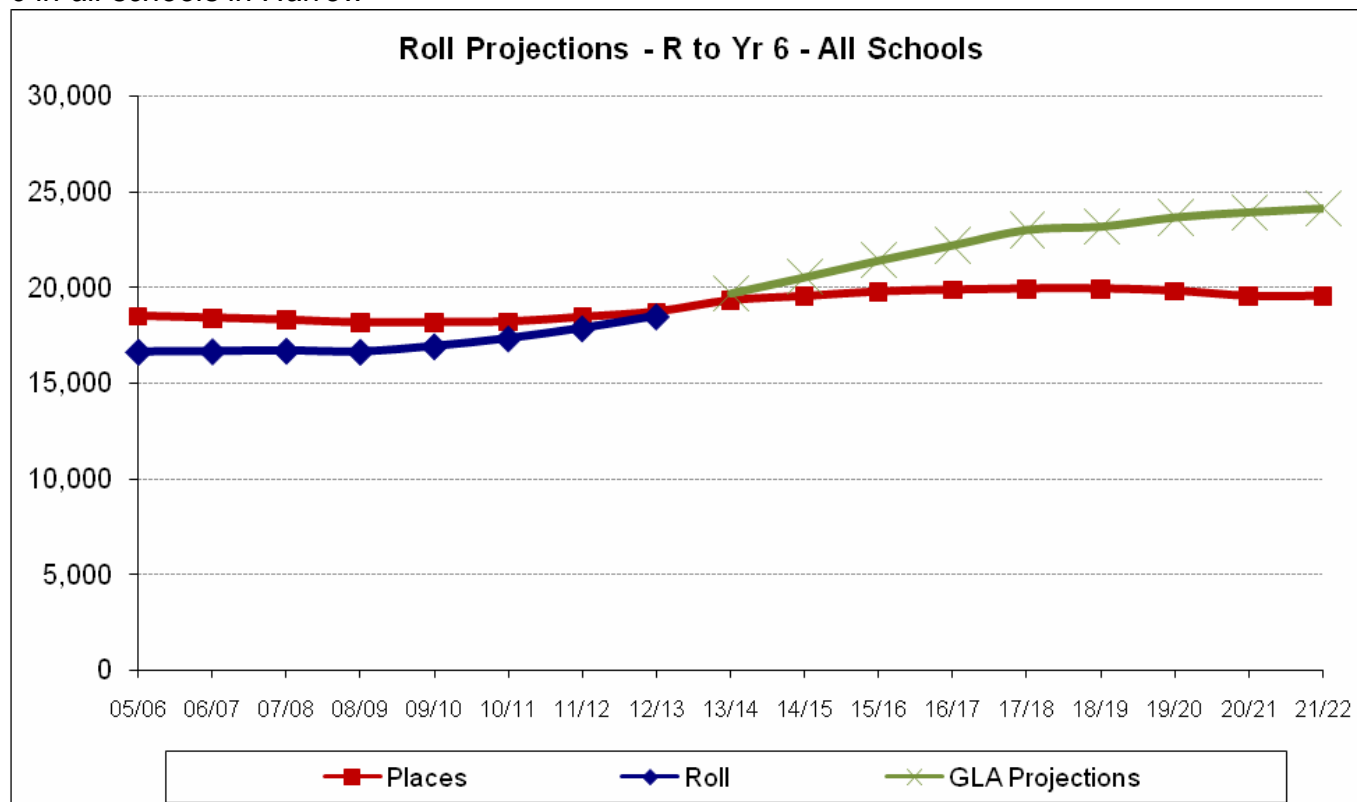
Table 6: School roll projections for Year R - 6 in all schools in Harrow

Primary projection area: All Schools (Includes VA)				
Years R to 6 only				
Year	January actual number on roll	Projected demand*	Places available	Surplus places GLA (%)
05/06	16,633		18,489	
06/07	16,654		18,391	
07/08	16,686		18,289	
08/09	16,637		18,139	
09/10	16,920		18,155	
10/11	17,326		18,187	
11/12	17,860		18,439	
12/13	18,482		18,718	
13/14		19,711	19,308	-2.09%
14/15		20,548	19,522	-5.26%
15/16		21,405	19,766	-8.29%
16/17		22,192	19,860	-11.74%
17/18		22,983	19,920	-15.38%
18/19		23,149	19,920	-16.21%
19/20		23,632	19,800	-19.35%
20/21		23,888	19,530	-22.31%
21/22		24,085	19,530	-23.32%

*Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2013 SCAP return. Years 2018-19 to 2021/22 are the GLA 0001 projections.

The 'Places available' figure for 2009/10, 2010/11, 2011/12 and 2012/13 include actual increased PANs and bulge classes; and for 2013/14 planned permanent increases to PANs.

Chart 6: Current number on roll compared to roll projections* and places available for Year R – 6 in all schools in Harrow



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

ii) Projections for Reception Pupils Only

Reception numbers have risen from 2,224 in January 2006 to 2,879 in January 2013; this is a 29.5% increase. GLA projections are indicating that this increase will continue from 3,204 in January 2014 to 3,437 in January 2019, and then start to slowly decline.

Harrow's Reception permanent places have increased by 240 places to 2,790 in September 2013 following implementation of Phase 1 of the Primary School Expansion Programme. 7 community schools have been permanently expanded along with a further increase in the permanent places at Krishna Avanti Primary School to become a 2 form of entry academy school.

In September 2013, in order to meet the full increased demand for Reception places, 7 bulge classes (210 places) have been opened at community schools and 60 places are available at the (temporarily located in Harrow) free school Avanti House.

Table 5: School roll projections for Year Reception in all Primary schools in Harrow

Primary projection area: All Schools (Includes Voluntary Aided)						
Year Reception						
School Year	January actual number on roll	Projected demand	Reception Places available*	Calculated Forms of Entry (FE)	Potential Additional FE required**	Total Reception Places Potential
05/06	2,224		2,605			
06/07	2,310		2,575			
07/08	2,435		2,530			
08/09	2,419		2,530			
09/10	2,571		2,696			
10/11	2,637		2,700			
11/12	2,759		2,800			
12/13	2,879		2,910			
13/14		3,204	3,060	-4.80	5	3,210
14/15		3,233	2,790	-14.78	15	3,240
15/16		3,291	2,790	-16.69	17	3,300
16/17		3,353	2,790	-18.75	19	3,360
17/18		3,412	2,790	-20.72	21	3,420
18/19		3,437	2,790	-21.56	22	3,450
19/20		3,436	2,790	-21.52	22	3,450
20/21		3,427	2,790	-21.24	21	3,420
21/22		3,411	2,790	-20.71	21	3,420

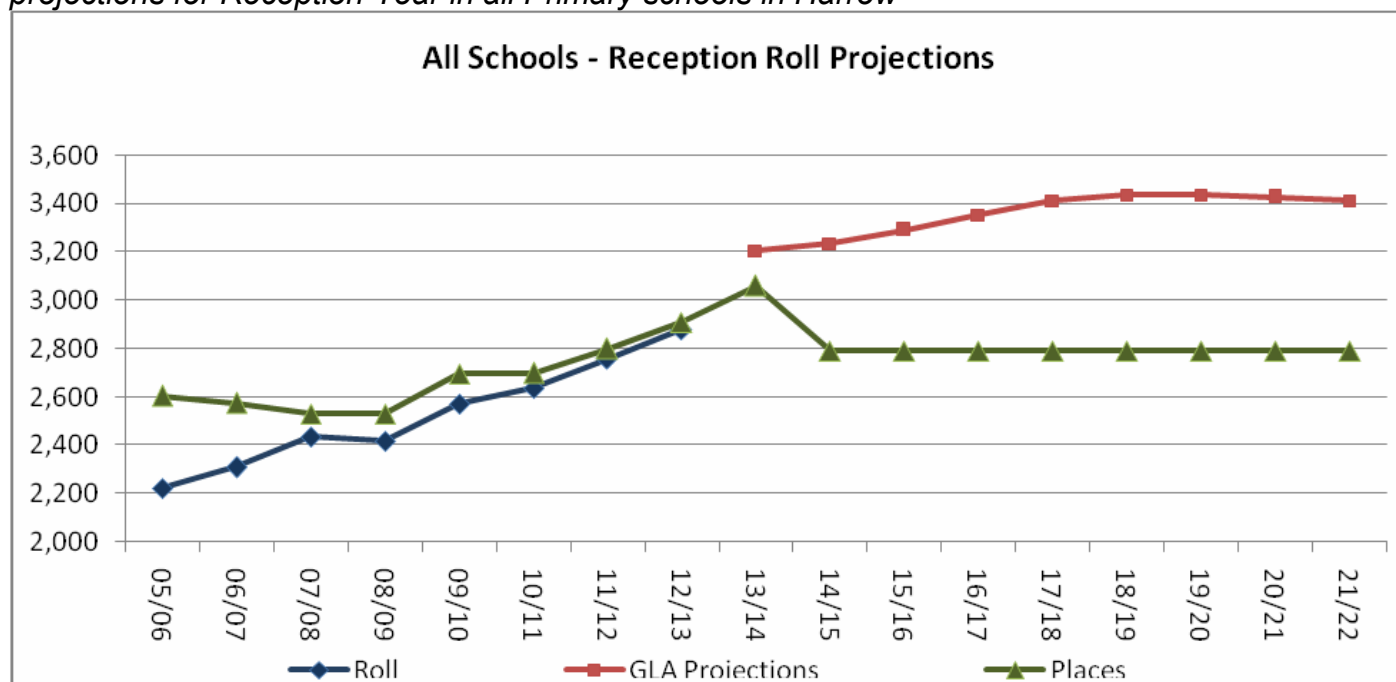
* Places available 2009/10, 2010/11, 2011/12 and 2012/13 include actual increased PANs and bulge classes.

** This column shows the maximum number of additional forms of entry that might be needed due to in year growth. Demand for additional places may not reach this level, but contingency plans are in place if needed.

If approved, the Phase 2 proposals would provide 150 additional permanent places in September 2014 and 210 additional places in September 2015.

The proposed 3 form entry school included in the development plans for the Kodak site would also further increase Harrow's permanent places in September 2016.

Chart 5: Current numbers on roll compared to places available compared to GLA 0001+3% projections for Reception Year in all Primary schools in Harrow



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

iii) Primary Schools Projections by Planning Area

North East Planning Area (GLA Planning Area 1):

Projections for the North East Planning Area are based on data from the following schools and population data for part or all of these wards. The planned admission number (PAN) for each school in September 2013 is included:

Schools:	PAN
Aylward	60
Stanburn	120
Weald	90
Whitchurch	90

Main Wards:
Belmont
Stanmore Park
Canons

Other Wards:
Harrow Weald
Edgware
Queensbury
Wealdstone
Kenton East
Kenton West

Table 7: Primary projections for the North East Planning Area

Primary projection area: North East (Community Schools only)				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	2,206		2,460	
06/07	2,193		2,430	
07/08	2,203		2,400	
08/09	2,210		2,370	
09/10	2,207		2,340	
10/11	2,254		2,340	
11/12	2,344		2,400	
12/13	2,415		2,430	
13/14		2,583	2,490	-3.73%
14/15		2,688	2,520	-6.67%
15/16		2,807	2,550	-10.08%
16/17		2,946	2,580	-14.19%
17/18		3,055	2,580	-18.41%
18/19		3,065	2,550	-20.20%
19/20		3,152	2,550	-23.61%
20/21		3,206	2,520	-27.22%
21/22		3,244	2,520	-28.73%

**Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.*

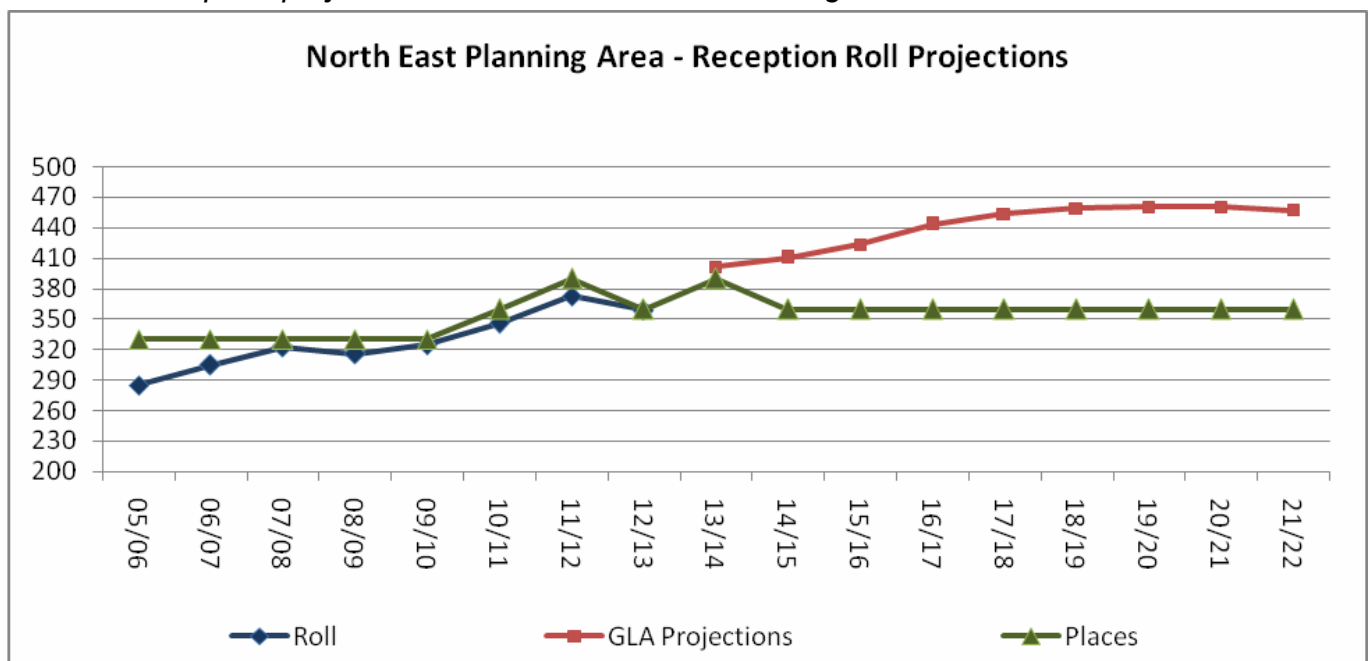
Table 7 above shows the Reception to Year 6 GLA roll projections for the North East Planning Area. The projections show an increase in pupil numbers from 2013/14 to 2021/22 and this is expected to continue beyond 2022. The current small deficit of places will increase significantly by 2014, and is projected to continue up to 2021/22.

Table 8: Reception projections for the North East Planning Area

Primary projection area: North East (Community Schools only)						
Year Reception						
School Year	January actual number on roll	Places needed (GLA 0001 +3%)	Reception Places available	Calculated FE	Potential Additional FE required	Total Reception Places Potential
05/06	285		330			
06/07	305		330			
07/08	323		330			
08/09	316		330			
09/10	325		330			
10/11	346		360			
11/12	373		390			
12/13	359		360			
13/14		402	390	-0.39	0	390
14/15		410	360	-1.67	2	420
15/16		424	360	-2.12	2	420
16/17		443	360	-2.78	3	450
17/18		453	360	-3.11	3	450
18/19		459	360	-3.30	3	450
19/20		461	360	-3.35	3	450
20/21		460	360	-3.35	3	450
21/22		457	360	-3.24	3	450

Table 8 and Chart 7 show GLA roll projections for the Reception year group for the North East Planning Area. The projections show a continuing increase in pupil numbers between now and September 2019, at which point the numbers start to decline very slightly for the next few years. The current deficit in permanent places in 2013/14 is projected to increase and continue up until at least 2020/21.

Chart 7: Reception projections* for the North East Planning Area



* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

North West Planning Area (GLA Planning Area 2):

Projections for the North West Planning Area are based on data from the following schools and population data for part or all of these wards. The planned admission number (PAN) for each school in September 2013 is included:

Schools:	PAN	Main Wards:	Other Wards:
Cannon Lane	90	Pinner	Headstone South
Cedars Manor	90	Pinner South	Rayners Lane
Grimsdyke	60	Hatch End	Roxbourne
Longfield	90	Headstone North	Harrow on the Hill
Pinner Wood	60	Harrow Weald	West Harrow
West Lodge	90		

Table 9: Primary projections for the North West Planning Area

Primary projection area: North West (Community Schools only)				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	3,181		3,570	
06/07	3,109		3,540	
07/08	3,098		3,510	
08/09	3,064		3,450	
09/10	3,084		3,420	
10/11	3,162		3,420	
11/12	3,195		3,390	
12/13	3,284		3,330	
13/14		3,458	3,450	-0.23%
14/15		3,592	3,450	-4.12%
15/16		3,698	3,480	-6.26%
16/17		3,781	3,480	-8.65%
17/18		3,841	3,450	-11.33%
18/19		3,822	3,450	-10.78%
19/20		3,866	3,420	-13.04%
20/21		3,874	3,360	-15.30%
21/22		3,863	3,360	-14.97%

*Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.

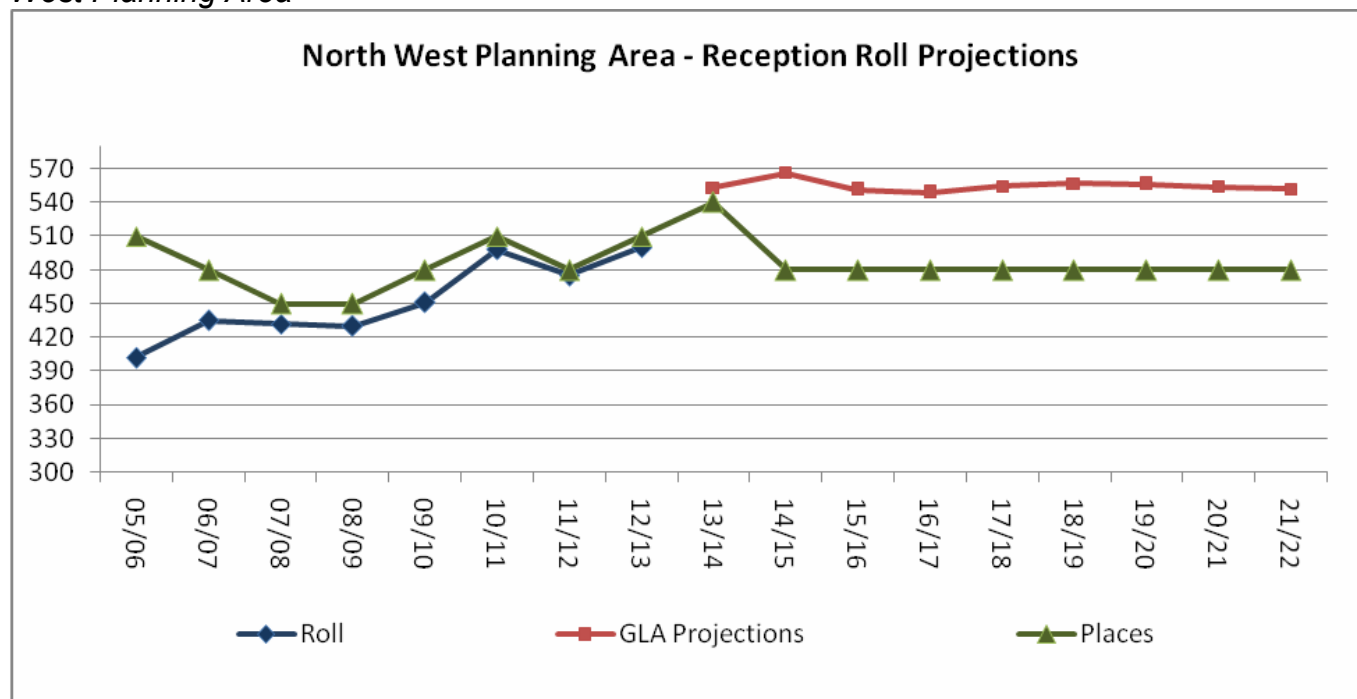
The GLA roll projections in Table 9 above show a small deficit of places in 2013/14, which is projected to continue increasing over the next few years, peaking at -15.30% in 2020/21.

Table 10: Reception projections for the North West Planning Area

Primary projection area: North West (Community Schools only)						
Year Reception						
School Year	January actual number on roll	0001 GLA +3%	Reception Places available	Calculated FE	Proposed Additional FE required	Total Reception Places Proposed
05/06	402		510			
06/07	435		480			
07/08	432		450			
08/09	430		450			
09/10	451		480			
10/11	498		510			
11/12	475		480			
12/13	500		510			
13/14		553	540	-0.45	2	600
14/15		567	480	-2.89	2	540
15/16		551	480	-2.37	2	540
16/17		549	480	-2.29	2	540
17/18		555	480	-2.49	3	570
18/19		557	480	-2.56	3	570
19/20		556	480	-2.54	3	570
20/21		554	480	-2.47	3	570
21/22		552	480	-2.40	3	570

Table 10 and Chart 8 show the GLA roll projections for the Reception year group for the North West Planning Area. The slight dip in the actual roll from 498 in 2010/11 to 475 in 2011/12 has been reversed with an increase to 500 in 2012/13. The projections in this area fluctuate from a peak of 567 in 2014/15 and droppint to 549 in 2016/17.

Chart 8: Current number on roll compared to roll projections* and places available for the North West Planning Area



* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

South East Planning Area (GLA Planning Area 3):

Projections for the South East Planning Area are based on data from the following schools and population data for part or all of these wards. The planned admission number (PAN) for each school in September 2013 is included:

Schools:	PAN
Camrose	60
Glebe	90
Kenmore Park	90
Priestmead	90
Stag Lane	90

Main Wards:
Edgware
Queensbury
Kenton East
Kenton West

Other Wards:
Belmont
Canons

Table 11: Primary projections for the South East Planning Area

Primary projection area: South East (Community Schools only)				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	2,229		2,646	
06/07	2,268		2,623	
07/08	2,295		2,593	
08/09	2,307		2,563	
09/10	2,371		2,541	
10/11	2,480		2,561	
11/12	2,589		2,641	
12/13	2,669		2,692	
13/14		2,863	2,760	-3.73%
14/15		2,993	2,820	-6.13%
15/16		3,139	2,880	-8.99%
16/17		3,307	2,940	-12.48%
17/18		3,433	2,940	-16.77%
18/19		3,446	2,940	-17.21%
19/20		3,537	2,940	-20.31%
20/21		3,602	2,940	-22.52%
21/22		3,656	2,940	-24.35%

**Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.*

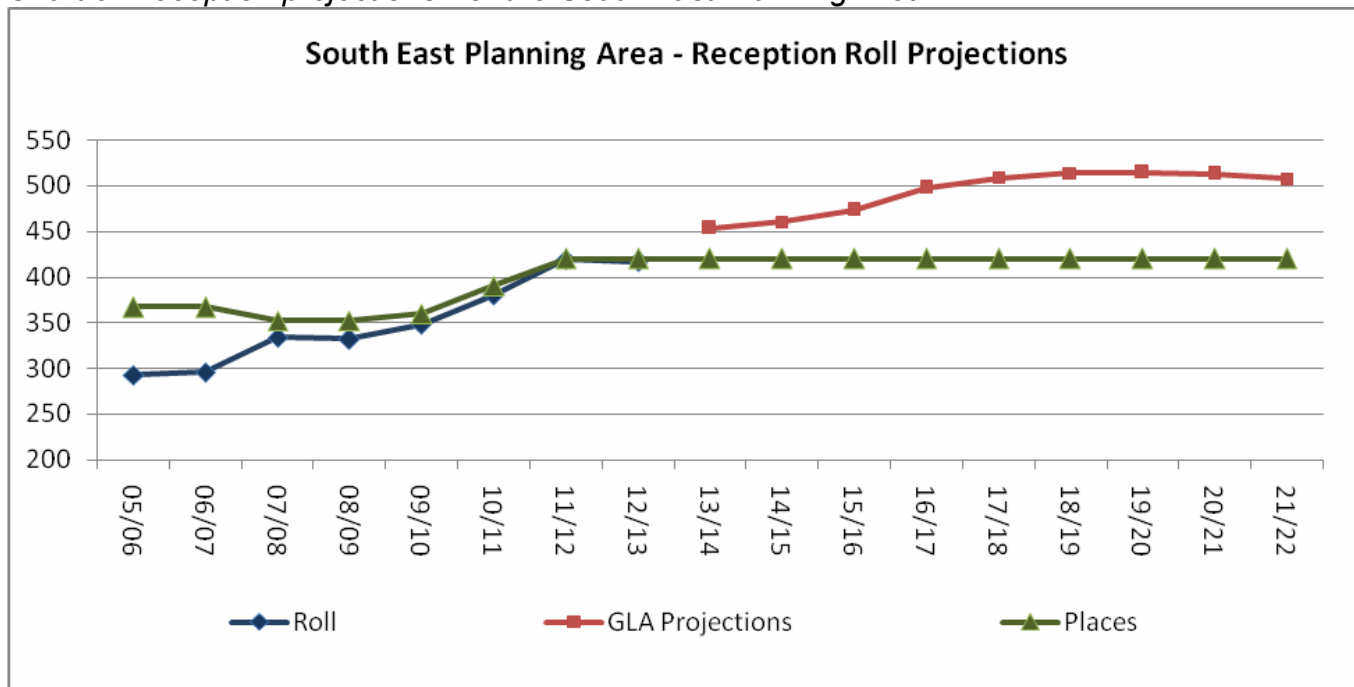
Table 11 above shows the roll projection figures for the South East Planning Area for Reception to Year 6. The actual number of pupils has increased over the last few years, from 2,229 in 2005/06 to 2,669 in 2012/13. The projected demand shows a continued increase in the numbers, with a deficit in the number of places available in 2013/14, this deficit will continue to rise quite significantly for the next few years.

Table 12: Reception projections for the South East Planning Area

Primary projection area: South East (Community Schools only)						
Year Reception						
School Year	January actual number on roll	0001 GLA +3%	Reception Places available	Calculated FE	Proposed Additional FE required	Total Reception Places Proposed
05/06	293		367			
06/07	296		367			
07/08	334		352			
08/09	332		352			
09/10	348		360			
10/11	380		390			
11/12	419		420			
12/13	417		420			
13/14		454	420	-1.12	1	450
14/15		461	420	-1.35	1	450
15/16		473	420	-1.77	1	450
16/17		498	420	-2.59	3	510
17/18		509	420	-2.95	3	510
18/19		514	420	-3.12	3	510
19/20		514	420	-3.15	3	510
20/21		513	420	-3.09	3	510
21/22		508	420	-2.92	3	510

Table 12 and Chart 9 show that the Reception numbers on roll have continued to slowly rise in the South East planning area, and they are projected to continue slowly rising, with the current small deficit of -0.75 increasing to -2.26 in 2021/22.

Chart 9: Reception projections* for the South East Planning Area



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

South West Planning Area (GLA Planning Area 4):

Projections for the South West Planning Area are based on data from the following schools and population data for part or all of these wards. The planned admission number (PAN) for each school in September 2013 is included:

Schools:	PAN
Earlsmead	60
Grange	60
Heathland	90
Newton Farm	30
Roxbourne	90
Roxeth	60
Vaughan	90
Welldon Park	60

Main Wards:
Rayners Lane
Roxbourne
Roxeth
West Harrow
Harrow on the Hill

Other Wards:
Headstone South
Greenhill

Table 13: Primary projections for the South West Planning Area

Primary projection area: South West (Community Schools only)				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	3,313		3,752	
06/07	3,324		3,752	
07/08	3,275		3,752	
08/09	3,219		3,692	
09/10	3,302		3,692	
10/11	3,342		3,636	
11/12	3,485		3,670	
12/13	3,622		3,734	
13/14		3,849	3,828	-0.55%
14/15		3,972	3,832	-3.65%
15/16		4,134	3,866	-6.93%
16/17		4,231	3,840	-10.18%
17/18		4,363	3,870	-12.74%
18/19		4,347	3,870	-12.33%
19/20		4,397	3,840	-14.51%
20/21		4,398	3,780	-16.35%
21/22		4,415	3,780	-16.80%

*Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.

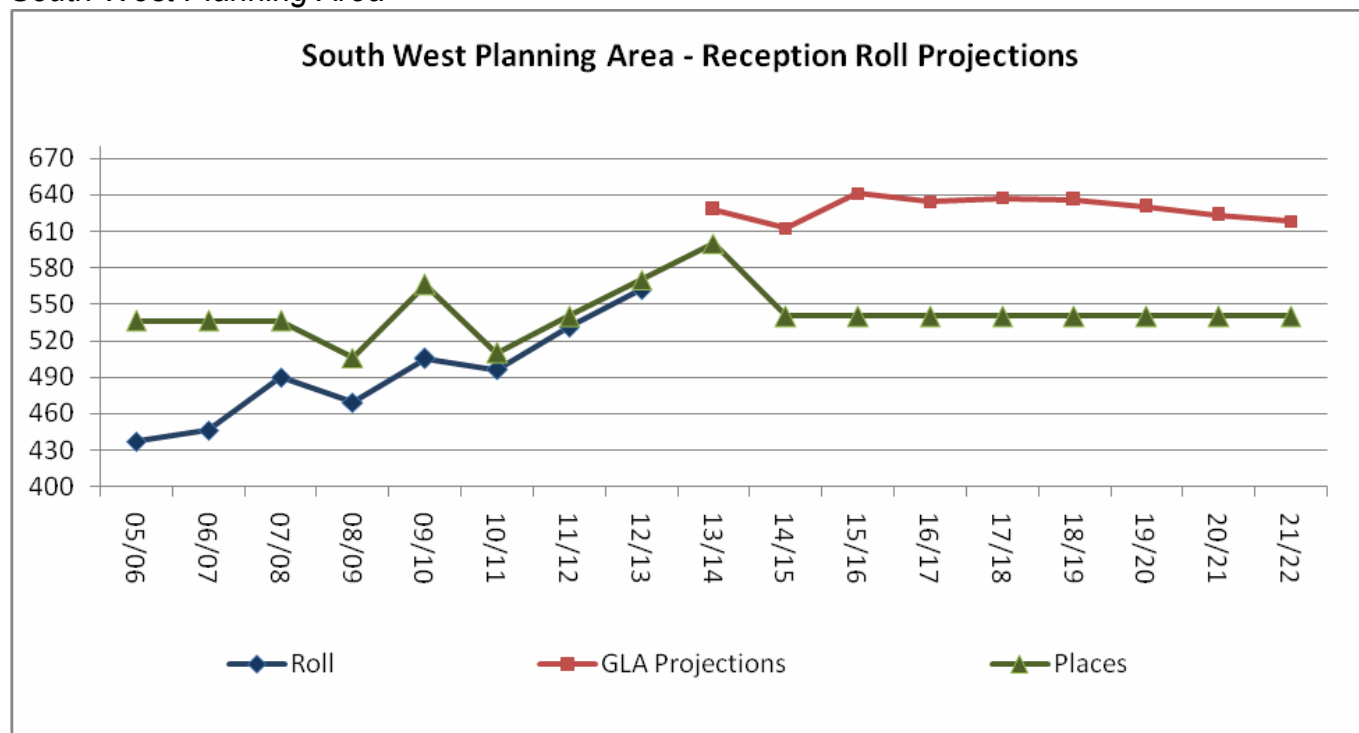
Table 13 above shows the number of Reception to Year 6 pupils in the South West Planning Area. Pupil numbers have been steadily increasing in this area, and are projected to increase quite significantly by 2021/22. Last year's small surplus of places is projected to become a deficit in 2013/14. This deficit is projected to continue rising up to 2021/22.

Table 14: Reception projections for the South West Planning Area

Primary projection area: South West (Community Schools only)						
Year Reception						
School Year	January actual number on roll	0001 GLA +3%	Reception Places available	Calculated FE	Proposed Additional FE required	Total Reception Places Proposed
05/06	437		536			
06/07	446		536			
07/08	490		536			
08/09	469		506			
09/10	505		566			
10/11	496		510			
11/12	531		540			
12/13	562		570			
13/14		628	600	-0.93	0	600
14/15		613	540	-2.42	2	600
15/16		641	540	-3.38	2	600
16/17		634	540	-3.14	3	630
17/18		637	540	-3.25	3	630
18/19		636	540	-3.19	3	630
19/20		630	540	-3.00	3	630
20/21		623	540	-2.78	3	630
21/22		618	540	-2.61	3	630

Table 14 and Chart 10 show the Reception numbers and projections in the South West planning area. The numbers of pupils have very steadily increased over the last few years and are projected to continue steadily increasing, with the current very small deficit of -0.15 peaking at -2.60 in 2017/18.

Chart 10: Current Reception NOR compared to roll projections* and places available for the South West Planning Area



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Central Planning Area (GLA Planning Area 5):

Projections for the Central Planning Area are based on data from the following schools and population data for part or all of these wards. The planned admission number (PAN) for each school in September 2013 is included:

Schools:	PAN
Belmont	60
Elmgrove	90
Marlborough	90
Norbury	60
Pinner Park	120
Whitefriars	60

Main Wards:
Wealdstone
Marlborough
Headstone South
Greenhill
Headstone North

Other Wards:
Harrow Weald
Hatch End
Belmont
Kenton West
West Harrow

Table 15: Primary projections for the Central Planning Area*

Primary projection area: Central (Community Schools)				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	2,660		2,914	
06/07	2,685		2,884	
07/08	2,703		2,884	
08/09	2,693		2,884	
09/10	2,750		2,922	
10/11	2,833		2,960	
11/12	2,944		3,028	
12/13	3,098		3,142	
13/14		3,377	3,270	-3.27%
14/15		3,578	3,330	-7.45%
15/16		3,787	3,390	-11.71%
16/17		3,987	3,420	-16.58%
17/18		4,203	3,450	-21.83%
18/19		4,262	3,450	-23.54%
19/20		4,400	3,420	-28.65%
20/21		4,481	3,360	-33.36%
21/22		4,547	3,360	-35.33%

*Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.

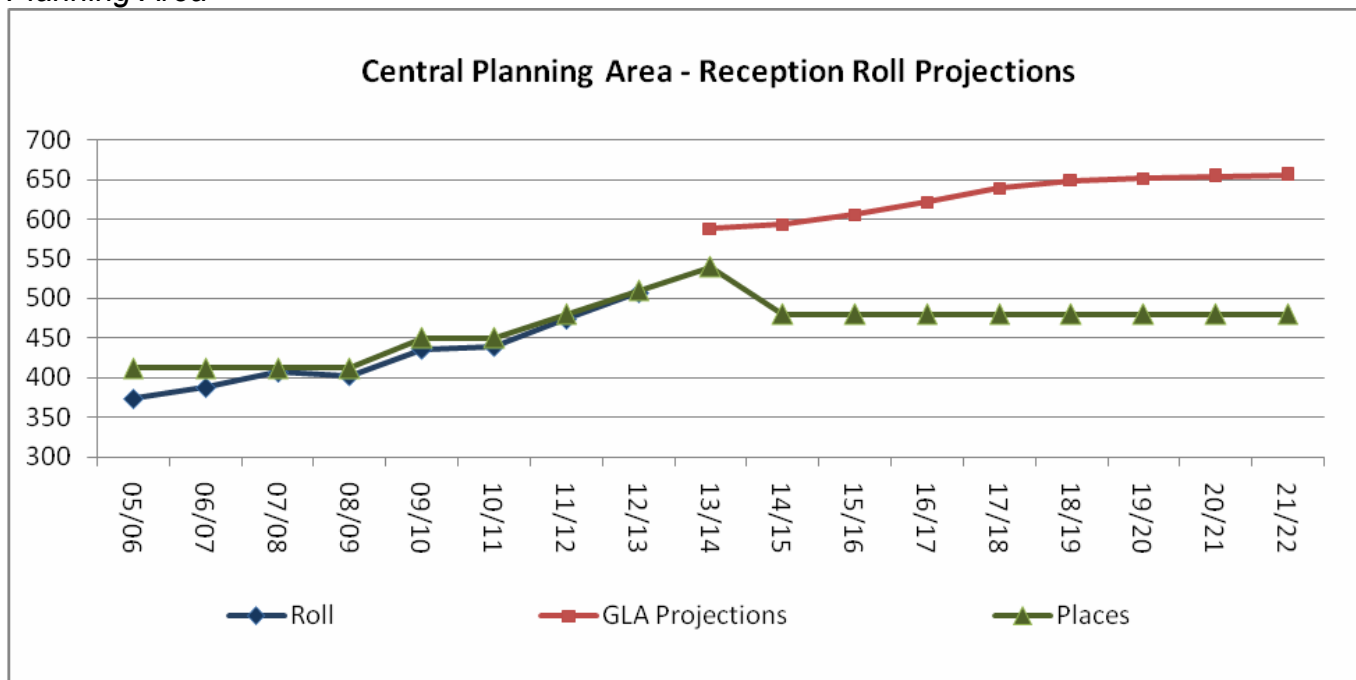
Table 15 above shows the projected Reception to Year 6 pupil numbers in this Planning Area over the next few years. Last year's small surplus of places in this area have become a small deficit in 2013/14 and are projected to continue rising to a deficit of -21.83% in 2017/18.

Table 16: Reception projections for the Central Planning Area

Primary projection area: Central (Community Schools)						
Year Reception						
School Year	January actual number on roll	0001 GLA +3%	Reception Places available	Calculated FE	Proposed Additional FE required	Total Reception Places Proposed
05/06	374		412			
06/07	388		412			
07/08	407		412			
08/09	403		412			
09/10	436		450			
10/11	440		450			
11/12	474		480			
12/13	507		510			
13/14		588	540	-1.61	1	570
14/15		594	480	-3.79	3	570
15/16		606	480	-4.19	3	570
16/17		621	480	-4.71	5	630
17/18		639	480	-5.31	5	630
18/19		649	480	-5.63	6	660
19/20		651	480	-5.70	6	660
20/21		654	480	-5.80	6	660
21/22		656	480	-5.86	6	660

Table 16 and Chart 11 show that the number of Reception pupils in the Central planning area has significantly increased over the last few years. This increase is projected to continue, with the current small deficit of places increasing from -0.24 in 2012/13 to -3.98 in 2021/22.

Chart 11: Current NOR compared to roll projections* and places available for the Central Planning Area



* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Voluntary Aided schools: (GLA Planning Area 6)

For the purposes of place planning, the voluntary aided schools are considered as a single planning area. Krishna Avanti Primary is now academy but is retained within this group and for planning purposes the temporary places at Avanti House are also included in this planning area. Since historically voluntary aided schools in Harrow are full, GLA projections of pupil numbers at voluntary aided schools amount to a 'top slice' of the projected school roll. These projections do not reflect demand for VA school places. The voluntary aided schools and academy schools, with their planned admission number (PAN) are listed below:

Schools:	PAN
St Anselm's Catholic Primary School	60
St Bernadette's Catholic Primary School	60
St George's Catholic Primary School	60
St John Fisher Catholic Primary School	60
St Joseph's Catholic Primary School	60
St Teresa's Catholic Primary School	60
St John's Church of England School	60
Krishna Avanti Primary School	60
<i>Avanti-House (All-through school: primary places)</i>	<i>60 (Temp)</i>
Moriah Jewish Day School	30

Table 17: Primary projections for Voluntary Aided schools*

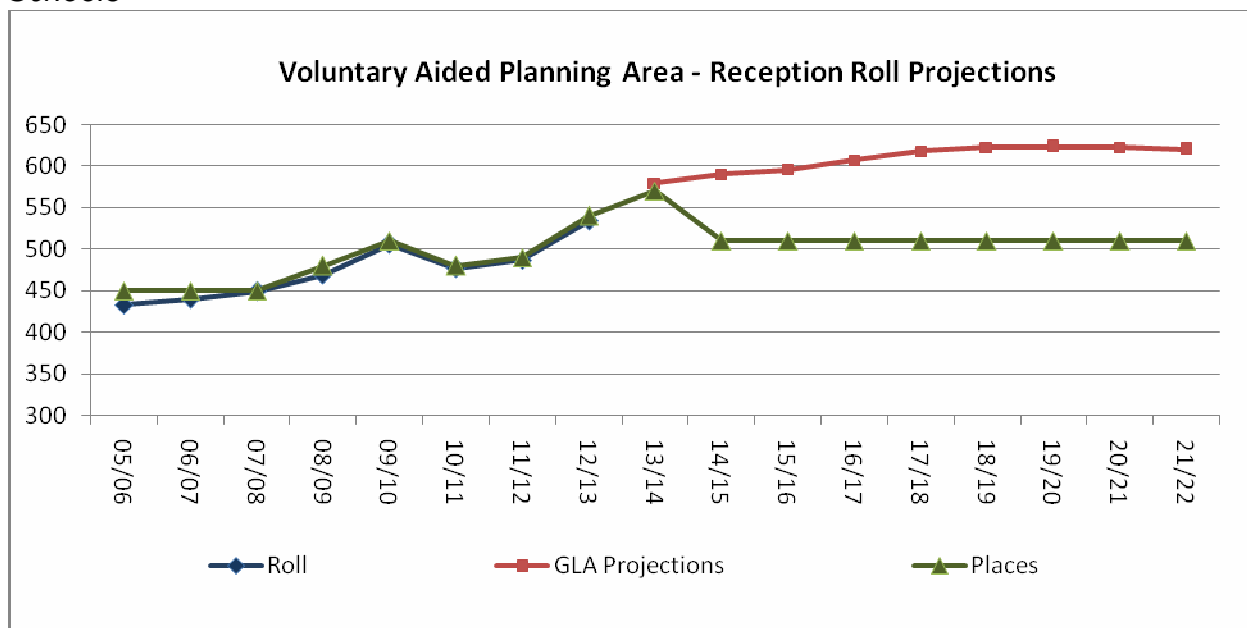
Primary projection area: VA Schools				
Years R to 6 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	3,044		3,147	
06/07	2,918		3,162	
07/08	3,114		3,150	
08/09	3,144		3,180	
09/10	3,206		3,240	
10/11	3,255		3,270	
11/12	3,303		3,310	
12/13	3,394		3,330	
13/14		3,582	3,510	-2.05%
14/15		3,725	3,570	-4.34%
15/16		3,840	3,600	-6.67%
16/17		3,942	3,600	-9.50%
17/18		4,087	3,630	-12.59%
18/19		4,106	3,660	-12.19%
19/20		4,180	3,630	-15.15%
20/21		4,228	3,570	-18.43%
21/22		4,260	3,570	-19.33%

*Projected demand from 2013/14 to 2017/18 reflects the projections submitted via the DfE's 2012 SCAP return. Years 2017-18 to 2021/22 are the GLA 0001 projections.

Table 18: Reception projections for Voluntary Aided schools

Primary projection area: Voluntary Aided Schools						
Year Reception						
School Year	January actual number on roll	0001 GLA +3%	Reception Places available	Calculated FE	Proposed Additional FE required	Total Reception Places Proposed
05/06	433		450			
06/07	440		450			
07/08	449		450			
08/09	469		480			
09/10	506		510			
10/11	477		480			
11/12	487		490			
12/13	534		540			
13/14		579	570	-0.31	2	630
14/15		590	510	-2.66	2	570
15/16		596	510	-2.86	2	570
16/17		607	510	-3.25	3	600
17/18		618	510	-3.61	4	630
18/19		623	510	-3.76	4	630
19/20		623	510	-3.78	4	630
20/21		623	510	-3.75	4	630
21/22		620	510	-3.67	4	630

Chart 12: Current NOR compared to roll projections* and places available for Voluntary Aided Schools



*Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Secondary Schools

Secondary school roll projections are presented on the basis of Years 7 to 11 (11 to 15 year olds). Secondary school place planning is undertaken on a whole borough level and not in Planning Areas as the number of schools is small, transport links are good, and older pupils can be expected to travel further to school. The secondary schools in Harrow with their planned admission number for September 2014 are:

Schools:	PAN
Bentley Wood High School	210
Canons High School	180
Harrow High School	180
Hatch End High School	240
Nower Hill High School	300
Park High School	260
Rooks Heath College	210
Whitmore High School	270
Salvatorian College	150
Sacred Heart Language College	150
<i>Avanti-House (All-through school: secondary places)</i>	<i>180</i>

Currently Harrow has capacity at its high schools, apart from in Year 11 which is under pressure.

Table 19: Secondary projections* for years 7 to 11 in all High Schools

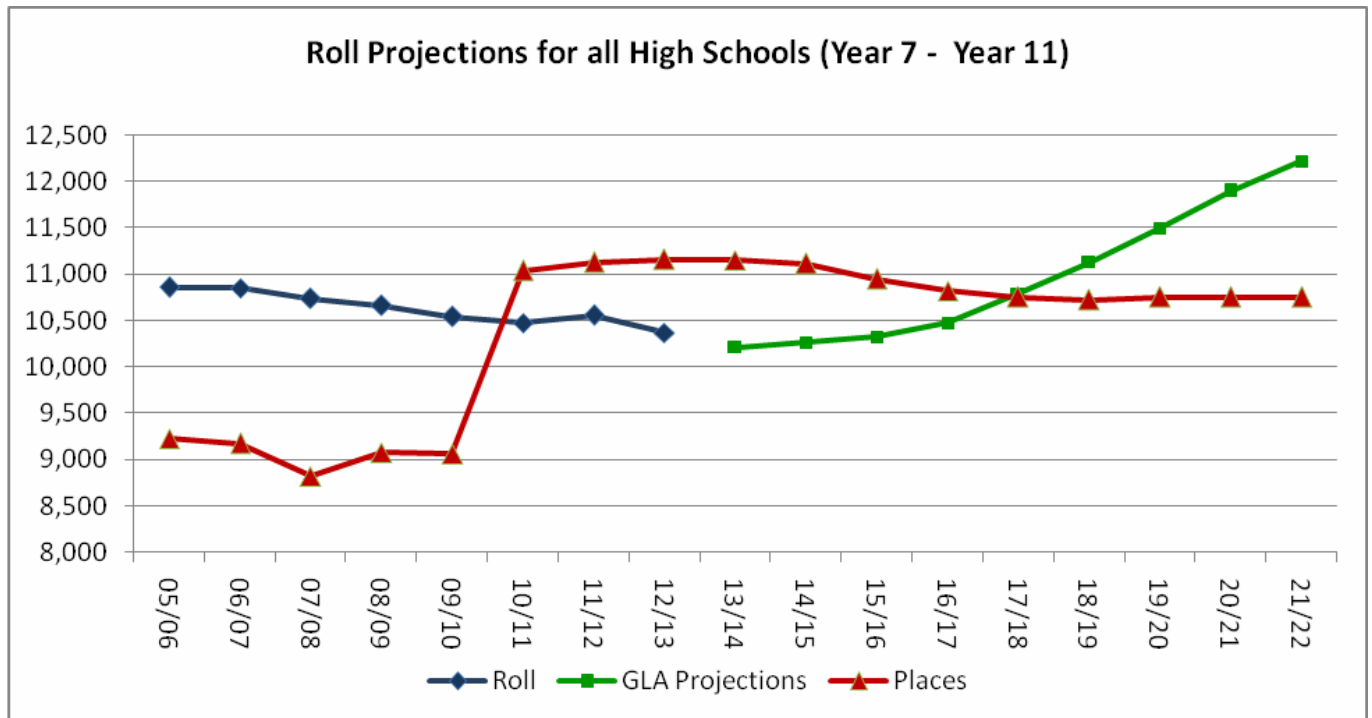
Secondary projections: All High Schools				
Years 7 to 11 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	10,856		9,222	
06/07	10,852		9,172	
07/08	10,739		8,822	
08/09	10,659		9,072	
09/10	10,538		9,060	
10/11	10,473		11,040	
11/12	10,556		11,130	
12/13	10,368		11,160	
13/14		10,313	11,150	7.51%
14/15		10,373	11,110	6.63%
15/16		10,476	10,950	4.33%
16/17		10,682	10,820	1.28%
17/18		11,103	10,750	-3.28%
18/19		11,514	10,720	-7.41%
19/20		11,967	10,750	-11.32%
20/21		12,592	10,750	-17.13%
21/22		13,123	10,750	-22.07%

* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Table 19 and Chart 13 show that the GLA projects a steady increase in the number of pupils in Years 7 to 11 from 2013/14 onwards, and the current surplus of places is projected to become a deficit of -3.28% in 2017/18, which is set to rapidly increase to -22.07% by 2021/22.

Harrow's age of transfer changed in September 2010, with 11+ year olds entering secondary school as Year 7 pupils. This accounts for the change in the number of places between 2009/10 and 2010/11.

Chart 13: Current NOR compared to roll projections* and places available for all High Schools, Years 7 to 11



Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Year 7 Projections for High Schools

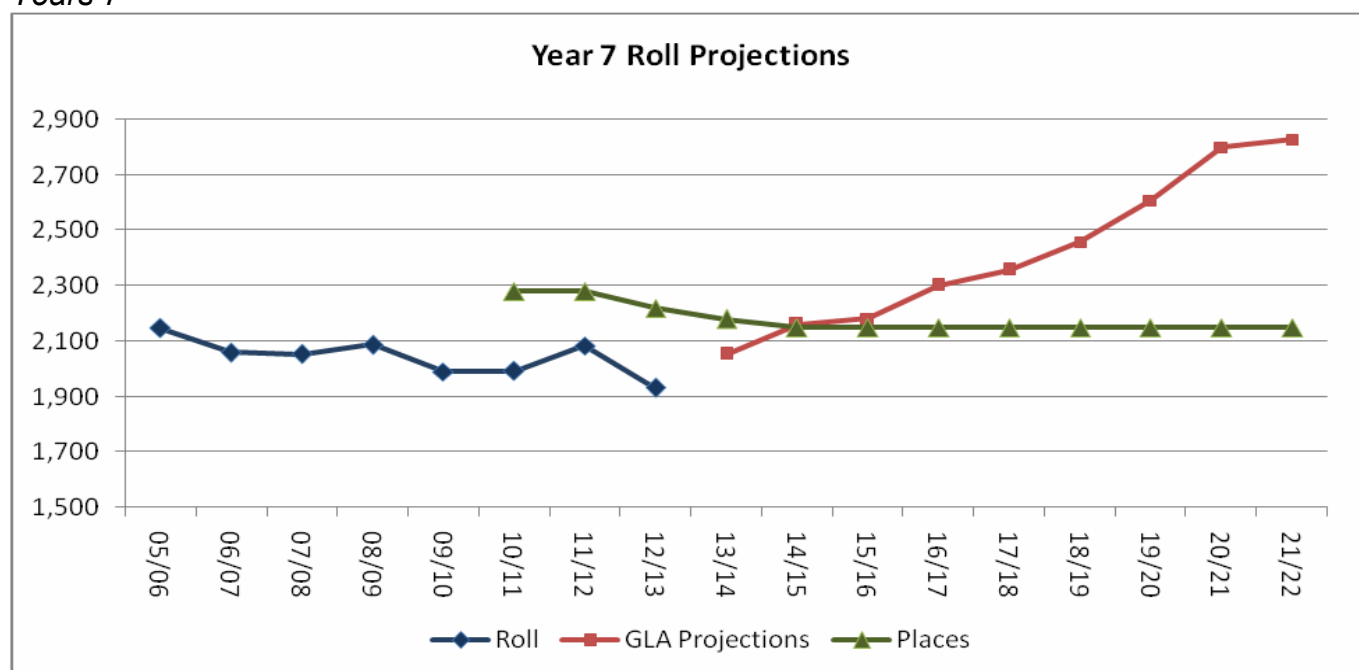
Table 20: Secondary projections* for Year 7 in all High Schools

High projection area: All Schools (Includes VA)						
Year 7						
School Year	January actual number on roll	Projected demand GLA 0001	Year 7 Places available	Calculated FE	Potential Additional FE required	Total Year 7 Places Potential
05/06	2,147					
06/07	2,059					
07/08	2,053					
08/09	2,087					
09/10	1,991					
10/11	1,992					
11/12	2,084					
12/13	1,932					
13/14		2,052	2,180	4.26	0	2,180
14/15		2,160	2,150	-0.33	0	2,150
15/16		2,181	2,150	-1.02	1	2,180
16/17		2,301	2,150	-5.05	5	2,300
17/18		2,357	2,150	-6.91	7	2,360
18/19		2,459	2,150	-10.29	10	2,450
19/20		2,606	2,150	-15.21	15	2,600
20/21		2,798	2,150	-21.61	22	2,810
21/22		2,828	2,150	-22.61	23	2,840

* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Table 20 and Chart 14 show that the GLA projects a significant increase in the number of pupils in Year 7 from 2013/14 (2,052) to 2014/15 (2,160) and a steady increase thereafter. The potential small deficit of 10 places (-0.33) in 2014/15 is projected to rapidly increase to a deficit of 5 forms of entry (150 places) by 2016/17, and this deficit is projected to continue increasing.

Chart 14: Current NOR compared to roll projections* and places available for all High schools, Years 7



* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Section 5: Methodology

Roll Projection Methodology

The GLA's roll projections are based on two methods. The projections are weighted towards the replacement ratio in the short term and the catchment ratio in the longer term.

Catchment ratios

The underlying population can change over time due to a number of factors (for example, new housing, migration trends and fertility rates) and can run contrary to past trends in the school roll. Information on population changes is therefore a vital part of longer-term school roll projections.

The catchment ratio is the ratio of pupils on roll in maintained schools in the borough to the number of people of the same age in the local population and this method is used to calculate a value for each of the four years of historical actual roll information for each year group. An average is taken and this is used to calculate the number on roll next year for each year group given the number projected to be in the population next year. This ratio is used to project school rolls each year up to 10 years ahead.

This option can be used to project rolls where the LA wishes to maintain a view of longer-range demand for school places.

Roll Replacement ratios

The best single predictor of the number of pupils on roll in any one year is the number of pupils on roll one year earlier. For example, the best single predictor of the number of 9 year-olds on roll in 2009 would be the number of 8 year-olds on roll in 2008. This method is known as the replacement ratio.

Replacement ratios reflect the net effect of gains and losses of pupils in age groups from one year to the next. This combines the effects of cross-border inflows and outflows, and the effects of pupils' changes of school. Pupils who live in one borough and go to school in another are included in the actual rolls of the borough in which they attend school. They are included in the replacement ratio, which therefore takes account of cross-border movement.

For each of the four years of historical roll data, a replacement ratio is calculated for each pair of individual year groups (for example, this year's 8 year-olds used to project next year's 9 year-olds) and an average taken. This is then used to calculate the projected number for subsequent years (up to 10 years ahead).

This method is used to project numbers of pupils in individual groups aged 5 and above. The ratio is applied to the actual roll data for the most recent year to produce the roll for the next year and is particularly useful where changes in the numbers on roll in a Local Authority do not reflect changes in the local population.

Combined catchment and replacement (CR) ratios

The combined catchment and replacement option combines the two average ratios C and R over the ten years of projections. The first year of projections contains 100% replacement; the second year is 90% replacement and 10% catchment and so on until the 10th projection year (which contains 10% replacement and 90% catchment). This is the standard method for projecting school rolls.

Borough-level projections

The GLA's borough-level population projections are produced using a cohort component projection model. Estimates and projections are produced from the starting point of the 2011 mid-year estimate. This starting population is aged-on a year, and deaths, births and migration is accounted for such that an estimated population for mid-year 2012 is arrived at. This process is repeated, using the final population calculated in each loop as the starting population for the next. Beyond the last year with actual data available, values for births, deaths and migration flows are projected using age specific probabilities for fertility, mortality and migration generated from historical trends. At this stage the projection is unconstrained by development.

Ward-level projections

The ward model is in many respects similar to the borough projection model - it also works forward from a mid-2011 base population, factoring in births, deaths and migration. However, there are differences aside from the geographies they operate at.

1) The ward projections are constrained to the output of the borough model. The robustness of projections tends to decrease as the size of the geography being projected for decreases. Constraining the ward projections to the borough totals yields more consistent results. This is done by single years of age and gender, scaling the value for each ward by the same factor such that the sum of ward figures matches the borough total.

2) Annual migration data is not available at ward level and so a proxy is used. Proportional changes in dwelling stock changes are used to estimate proportional changes in ward populations. For each ward, out-migration is calculated by applying age and gender specific out-migration probabilities derived from the 2011 census. The number of in-migrants is determined so that the net migration gives a population consistent with the available dwelling stock and average household size for each ward. Characteristics of the in-migrants are derived from census data.

We use the GLA's Alternate projections as they use the housing data provided by LB Harrow to distribute population between wards. However, the overall borough population is based on recent demographic trends and does not take into account expected new development (it is similar to the ONS subnational projections in this respect).

The GLA recommend this variant for a number of Outer London boroughs – including Harrow – where recent population growth has outstripped that which would be expected by looking at development data. In these areas, population growth has been the result of increasing household size and the Alternate projection will better reflect this.

Source - GLA Local Authority User Guide: GLA School Roll Projection Service

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Harrow Council's Secondary School Place Planning Strategy

Introduction

1. Local Authorities have a statutory responsibility to secure sufficient high quality school places in its area. Like many London Boroughs, the population in Harrow is growing and this is increasing demand for school places.
2. To meet the growing demand, a Primary School Place Planning Strategy has been developed which includes a new school, permanent expansions and temporary bulge classes. A Special School and SEN Placement Planning Framework has been agreed to increase the number of places for children and young people with special educational needs in special schools and mainstream schools.
3. As the cohorts of additional pupils in Primary schools moves through to secondary age there will be a shortfall of places. The Secondary School Place Planning Strategy sets out how Harrow Council will work in partnership with schools and providers to secure sufficient high quality school places over the next 5 years.

Secondary School Place Planning Strategy Aim and Objectives

4. The aim of the Secondary School Place Planning Strategy is to ensure that there are sufficient secondary school places in Harrow. The Strategy brings together the strategic planning of the local authority and individual school development planning. It will inform how opportunities provided by the government to create school places will contribute to the provision in Harrow. These are currently the free school programme and specific funding programme for example, the Targeted Basic Need Programme.
5. The objectives for the local authority are to:
 - secure sufficient high quality secondary school places in Harrow;
 - inform Harrow's capital strategy to allocate the government's basic need capital funding to support the provision of school places;
 - work with schools and providers to develop new secondary school places in Harrow to meet demand through the Government's academy and free school programme;
 - create a strong community of schools across primary and secondary sectors; and
 - provide a strategic context for the local authority's Planning Committee to consider planning applications for schools.
6. The objectives for the schools will depend on the aspirations of the school governing bodies. For some schools it may be to increase or reduce their school size, for others it may be to propose new schools. It is expected that the strategy will inform the development plans so that where governing bodies are considering decisions that affect the size of the school, these are done so in the strategic context of the need for places in Harrow.

7. In addition, if governing bodies are considering capital investment these decisions can be considered in the context of the need for places and whether there can be greater value for money if proposals are implemented jointly and to combine funding streams.

Secondary School provision in Harrow

8. In Harrow there are 10 high schools making provision for pupils aged 11 to 18; 8 are academy schools, one is a VA school and one is a community school. There are two special high schools for pupils with severe and complex needs and moderate learning difficulties making provision for pupils from 11 to 19. Currently there is one all through free school temporarily located in Harrow that makes provision for pupils aged 4 to 18. The Jubilee Academy, an alternative provision free school, opened in September 2013.
9. From September 2013 further education colleges are able to enrol 14 to 16 year-olds who wish to study high quality vocational qualifications. There are two FE colleges in Harrow, Harrow College and Stanmore College, but at this time they do not enrol 14-19 year olds on vocational courses.

Options to Increase Capacity

10. There are a number of options to increase secondary school capacity, including:
 - expand existing high schools;
 - bring forward proposals for new free schools, and;
 - expand and extend the age range of primary schools.
11. The statutory process to make these changes will depend on the legal status of the school e.g. community, voluntary aided or academy school.
12. Capital funding to support the expansion of schools is available to the local authority in the form of annual Basic Need Allocations from the Government and other specific funding programmes for example, the Targeted Basic Need Programme.
13. The Education Funding Agency also has an academy expansion fund and funds the governments free school programme.

Secondary School Pupil Projections

14. A report on the demographic projections is published annually by the local authority. It includes projections for primary and secondary schools. The Local authority commissions the GLA to provide projections for Harrow. The secondary projections only for 2014-22 are presented at Annexe A.
15. The overall number of pupils in secondary schools has been declining since 2005 from 10,856 to 10,368 in September 2012. It is projected to rise from 10,373 in September 2014, to 13,123 in September 2021.
16. The number of Year 7 pupils has gradually declined from 2005 from 2,147 to 1,932 in September 2012. There was an increase of approximately 90 in

September 2011 followed by a greater decline of approx 150 in September 2012. The projections indicate an increase from September 2013 from 2,053 to 2,828 by September 2021. The projections assume that there will continue to be approximately 85% of Year 6 transferring to Year 7.

17. Harrow started opening additional reception classes in September 2009. This increase in primary pupil numbers impacts on the secondary schools from September 2016 when there is an increase of 120 pupils.

Year 7 Secondary Places

18. From September 2014 there will be 2,150 permanent Year 7 places. This includes the reductions at Park High School from 300 to 260 in September 2013 and Hatch End High School from 300 to 240 from September 2014 and assumes the increase at Bentley Wood from 180 to 210 in September 2014.
19. There are 180 places provided by Avanti House located temporarily in Harrow. The Education Funding Agency and the Avanti House are considering a number of sites in Harrow and Barnet. Harrow pupils are attending Avanti House and it is assumed that some of Harrow's pupils would continue to access some of these places if the school were to be located in Harrow or Barnet. Until the permanent location of this school is confirmed, it is not possible to include them as permanent provision in Harrow. The table below illustrates the number of Year 7 places at each school:

Year 7 Places:	2013	2014
Bentley Wood	180	210
Canons	180	180
Hatch End	300	240
Park	260	260
Harrow High	180	180
Rooks Heath	210	210
Nower Hill	300	300
Sacred Heart	150	150
Salvatorian	150	150
Whitmore	270	270
<i>Avanti House</i>	<i>180</i>	<i>180</i>
Total incl. Avanti House	2360	2330
Total excl. Avanti House	2180	2150

Secondary Place Planning Challenge

20. The increasing population in primary schools will impact on high schools and the current number of Year 7 places is insufficient to accommodate the additional pupils. The comparison of the projections with the number of Year 7 places indicates that there will be a shortfall of permanent places from September 2016. Table 2 in Annexe A illustrates that the shortfall of Year 7 classes is 5 in September 2016 and increases to 23 against the permanent number of 2,150 places. However, as the table below illustrates,

if all the Avanti House places are made permanent in Harrow then the shortfall would begin in September 2018.

Secondary projections and places					
Year 7					
School Year	Projected demand GLA 0001	Year 7 Places available Permanent Baseline	Shortfall of Year 7 classes	Year 7 Places available including 180 at Avanti House	Shortfall of Year 7 classes
13/14	2,052	2,180	0	2,360	0
14/15	2,160	2,150	0	2,330	0
15/16	2,181	2,150	1	2,330	0
16/17	2,301	2,150	5	2,330	0
17/18	2,357	2,150	7	2,330	1
18/19	2,459	2,150	10	2,330	4
19/20	2,606	2,150	15	2,330	9
20/21	2,798	2,150	22	2,330	14
21/22	2,828	2,150	23	2,330	15

21. It is not possible to assess the impact of Avanti House as it currently only has two Year 7 cohorts and the permanent location is yet to be agreed. At this stage it would be prudent to assume that the take of places by Harrow residents would be around 90. This includes the 60 pupils that would continue from the primary phase of Avanti House and 30 pupils from the 60 places at Krishna Avanti Primary School. This will need to be reviewed annually.

Meeting the Secondary Place Shortfall

22. Although there are currently Year 7 places within secondary schools in Harrow, given the projected increase of pupil numbers it is essential to forward plan to ensure that the places are available when required. Harrow Council will work with schools and providers in Harrow to develop a range of options that will enable the supply of school places to be managed to meet demand.

23. Phase 1 comprises three strands to increase the capacity in the secondary sector that would deliver the places required by September 2018. The three strands are outlined below and combine expansion of an existing secondary school, proposals to extend the age range of an existing primary school and a bid for a new free school. Together these projects would deliver 12 forms of entry by September 2015.

- **Strand 1:**
Bentley Wood High School

24. Bentley Wood High School will be expanding by one form of entry from September 2014. This will provide one additional Year 7 form of entry (30 places). This proposal was the subject of a successful bid to the government's Targeted Basic Need Programme and has been included in the permanent baseline of additional Year 7 places.

- **Strand 2:**
Harrow Teachers Centre and Whitefriars Community School

25. The Harrow Teachers Centre/Whitefriars Community School site is identified in the Area Action Plan as a site for secondary school provision for 750 places. The proposal is to extend the age range of Whitefriars Community School to secondary provision. This proposal was subject of a bid to the government's Targeted Basic Need Programme. This would create an additional 5 forms of entry (150 Year 7 places). A consultation will be undertaken on the proposal to expand Whitefriars Community School by one form of entry in reception and extend the age range to include secondary provision from September 2015. A report will be presented to Cabinet in December with the outcomes of the consultation.

- **Strand 3:**
Free school bid to the Education Funding Agency

26. Harrow High School Headteachers are working with the officers on the submission of a free school bid to the EFA to open a secondary school in Harrow from September 2015. This would contribute 6 or more forms of entry (180 + places) depending on the site.

Summary of Additional Permanent Forms of Entry from September 2015

Strand	School	Additional Year 7 Forms (places)
Strand 1	Expansion of Bentley Wood High School	1 (30)
Strand 2	Harrow Teachers Centre and Whitefriars School secondary provision	5 (150)
Strand 3	Free School Bid	6 (180)

27. These additional places would create a new permanent baseline of 2,480 places. It is acknowledged that beyond September 2018 there would remain a shortfall of between 3-11 forms of entry, depending on the permanent location and take up of places of Avanti House and a Phase 2 expansion programme would be required.

28. Officers will continue to monitor the demand for school places, the impact of the proposed Secondary School Place Planning Strategy increases and the available school capacity. This information will be used to inform the development of proposals for beyond 2018. Proposals would be developed with officers, secondary schools and providers in Harrow and it is expected that a range of options would be explored including further free schools and the expansion of existing schools, either permanently or temporarily depending on the level of need.

Secondary Schools Demographic Information (extract from the Demographic Information School Roll Projections 2014-2022)

Secondary school roll projections are presented on the basis of Years 7 to 11 (11 to 15 year olds). Secondary school place planning is undertaken on a whole borough level and not in Planning Areas as the number of schools is small, transport links are good, and older pupils can be expected to travel further to school. The secondary schools in Harrow with their planned admission number for September 2014 are:

Schools:	PAN
Bentley Wood High School	210
Canons High School	180
Harrow High School	180
Hatch End High School	240
Nower Hill High School	300
Park High School	260
Rooks Heath College	210
Whitmore High School	270
Salvatorian College	150
Sacred Heart Language College	150
<i>Avanti-House (All-through school: secondary places)</i>	180

Table 19: Secondary projections* for years 7 to 11 in all High Schools

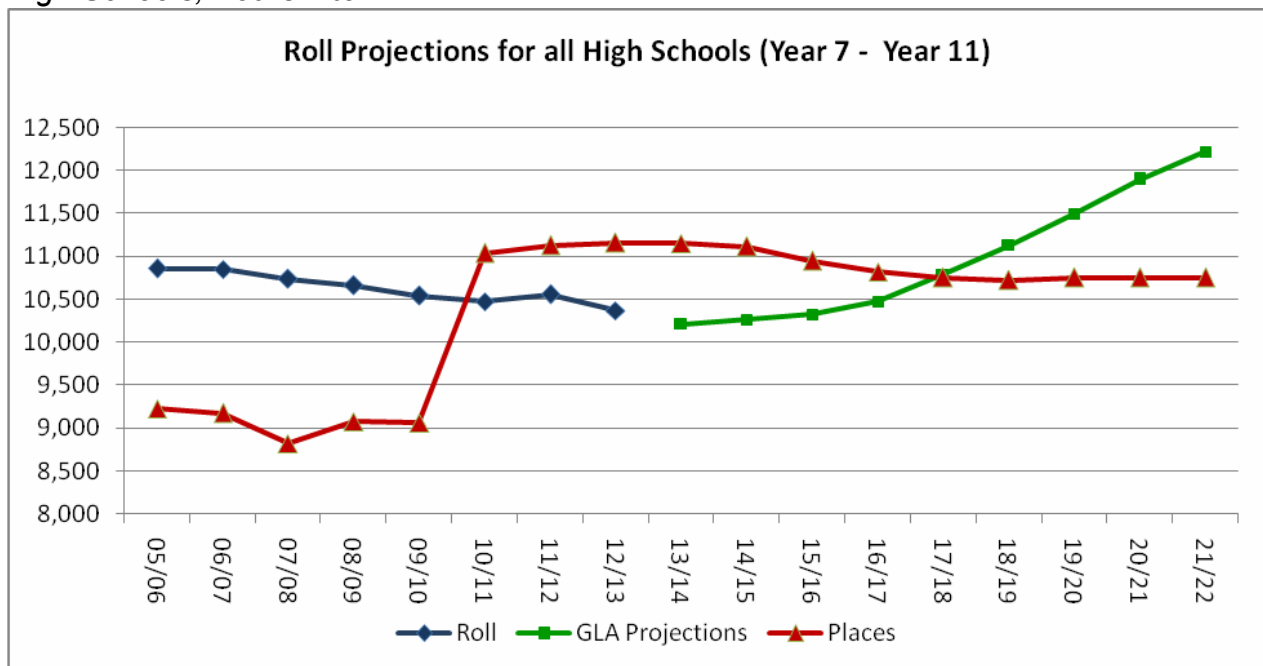
Secondary projections: All High Schools Years 7 to 11 only				
Year	January actual number on roll	Projected demand GLA	Places available	Surplus places GLA (%)
05/06	10,856		9,222	
06/07	10,852		9,172	
07/08	10,739		8,822	
08/09	10,659		9,072	
09/10	10,538		9,060	
10/11	10,473		11,040	
11/12	10,556		11,130	
12/13	10,368		11,160	
13/14		10,313	11,150	7.51%
14/15		10,373	11,110	6.63%
15/16		10,476	10,950	4.33%
16/17		10,682	10,820	1.28%
17/18		11,103	10,750	-3.28%
18/19		11,514	10,720	-7.41%
19/20		11,967	10,750	-11.32%
20/21		12,592	10,750	-17.13%
21/22		13,123	10,750	-22.07%

Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Table 19 and Chart 13 show that the GLA projects a steady increase in the number of pupils in Years 7 to 11 from 2013/14 onwards, and the current surplus of places is projected to become a deficit of -3.28% in 2017/18, which is set to rapidly increase to -22.07% by 2021/22.

Harrow's age of transfer changed in September 2010, with 11+ year olds entering secondary school as Year 7 pupils. This accounts for the change in the number of places between 2009/10 and 2010/11. Currently Harrow has capacity at its high schools, apart from in Year 11 which is under pressure

Chart 13: Current NOR compared to roll projections* and places available for all High Schools, Years 7 to 11



*Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Year 7 Projections for High Schools

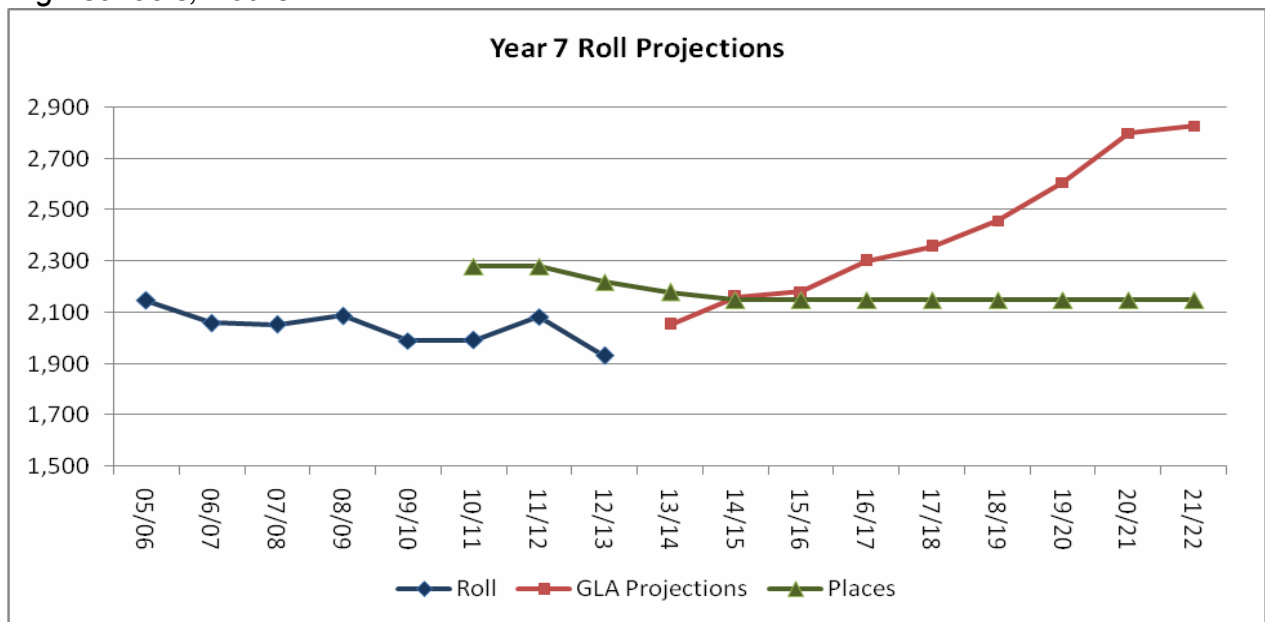
Table 20: Secondary projections* for Year 7 in all High Schools

High projection area: All Schools (Includes VA)						
Year 7						
School Year	January actual number on roll	Projected demand GLA 0001	Year 7 Places available	Calculated FE	Potential Additional FE required	Total Year 7 Places Potential
05/06	2,147					
06/07	2,059					
07/08	2,053					
08/09	2,087					
09/10	1,991					
10/11	1,992					
11/12	2,084					
12/13	1,932					
13/14		2,052	2,180	4.26	0	2,180
14/15		2,160	2,150	-0.33	0	2,150
15/16		2,181	2,150	-1.02	1	2,180
16/17		2,301	2,150	-5.05	5	2,300
17/18		2,357	2,150	-6.91	7	2,360
18/19		2,459	2,150	-10.29	10	2,450
19/20		2,606	2,150	-15.21	15	2,600
20/21		2,798	2,150	-21.61	22	2,810
21/22		2,828	2,150	-22.61	23	2,840

* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

Table 20 and Chart 14 show that the GLA projects a significant increase in the number of pupils in Year 7 from 2013/14 (2,052) to 2014/15 (2,160) and a steady increase thereafter. The potential small deficit of 10 places (-0.33) in 2014/15 is projected to rapidly increase to a deficit of 5 forms of entry (150 places) by 2016/17, and this deficit is projected to continue increasing.

Chart 14: Current NOR compared to roll projections* and places available for all High schools, Years 7



* Source: Harrow - Jan 2013 - 120813 0957 0001 5 8% adj.xlsx

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REPORT FOR: CABINET

Date of Meeting:	21 November 2013
Subject:	Accessible Transport - Scrutiny Review Group Report and Recommendations
Key Decision:	No
Responsible Officer:	Caroline Bruce, Corporate Director of Environment and Enterprise
Portfolio Holder:	Councillor Susan Hall, Leader of the Council and Portfolio Holder for Community Safety and Environment
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix A: Accessible Transport – Report from Scrutiny Review Group Appendix B: Response to Scrutiny Review Group Recommendations

Section 1 – Summary and Recommendations

This report sets out the recommended actions to be taken by the Council in response to the Scrutiny Review Group (SRG) recommendations about Accessible Transport as outlined in their September 2013 report and attached at Appendix A.

Recommendations:

Cabinet is requested to approve the actions recommended by officers in response to the recommendations made in the Accessible Transport Scrutiny Review Group report.

Reason: (For recommendation)

To improve accessibility on the borough transport network.

Section 2 – Report

Introduction

- 2.1 The Overview and Scrutiny Committee commissioned a Scrutiny Review Group to seek and identify barriers to accessible transport in the Borough. It was acknowledged that despite much of the work done by the Council and its partners, significant barriers to accessible transport still exist currently.
- 2.2 The SRG presented its findings in a report to the Overview and Scrutiny Committee in September 2013 and the recommendations were agreed and subsequently referred to Cabinet in October 2013 for consideration.
- 2.3 This report responds to the findings and recommendations made and the details can be seen in. Appendix B.

Options considered

- 2.4 For each recommendation made a review of the underlying issue and current practice within the traffic service was undertaken to establish what improvements could practicably be made and what actions would be undertaken. These are set out in Appendix B.

Accessible Transport Review

Summary of findings

- 2.5 The report outlined the research that had been carried out to inform the SRG about practical issues faced by public transport users and in particular, users with mobility impairments. It identified the issues arising from using public transport on the life

opportunities of people with mobility impairments, and the interventions that the council could facilitate to enhance life experiences of this group of people as well as the general public. It also aimed to serve as a document for third party lobbying for improved services.

- 2.6 The SRG report highlights a number of areas for improvement and further work by the council. These are summarised below with a full breakdown provided at Appendix B.
- Encourage greater public transport operator / driver awareness of disabilities including learning disabilities together with practical measures that could be taken to assist with independent travel.
 - Provide and lobby for enhanced and advance public information on public transport disruption and diversion as well as diversions associated with road works.
 - Create safer and more considerately designed pedestrian routes avoiding hazards and minimising confusion for visually impaired persons
 - Lobby for more consistent provision of ramps and hand rails at railway stations as well as staff assistance
 - Lobby for and seek out private funding to improve accessibility at stations
 - Encourage the roll out of more audible information to assist with independent travel for those with visual impairments.
 - Include a member from Harrow Association of Disabled People or similar organisation on the council's Traffic And Road Safety Advisory Panel.

Some of the key issues are discussed here.

Design standards

- 2.7 The design recommendations in the report are around street signs and tactile paving. The council adopts standards contained in the Traffic Signs Manual published by the Department for Transport.
- 2.8 Chapter 1 of the Traffic Signs Manual provides mounting heights for street signs in pedestrian areas. The minimum height for the lower part of a sign is 2100mm with a preferred height of 2300mm. The council ensures that its contractors adhere to this regulation and maintain the minimum clearance. The SRG report refers to a visually impaired resident having an issue with low signs and hence it is recommended that signs are wall mounted or above head height. It's likely that the sign or signs in question have either been displaced or are not official street signs. Officers will work with the resident to identify the signs and rectify the problem. Officers will be reminded to ensure new signs are installed correctly and at the minimum height to allow pedestrian clearance.
- 2.9 The SRG recommends that street works are signed well in advance and suitable alternatives are provided for pedestrians with mobility impairments. Chapter 8 of the Traffic Signs Manual as well as the easy read guide Safety At Street Works and Road Works – A Code of Practice published by The Stationary Office, is the guidance used to plan diversions and advance signs warning people of street works and road works. A revised version of the Code of Practice comes into force in 2014 which provides added emphasis on considerations for mobility impaired persons. Council officers will continue to follow guidance and ensure that diversion routes seriously consider mobility impaired pedestrians and regularly check to ensure that the diversions remain appropriate and safe.
- 2.10 Guidance on the use of tactile paving surfaces, DETR, 1998 is the document used to design tactile paving. It is accepted that some locations do not have adequate tactile

paving and this will be addressed though the annual programme of highway improvements across the borough.

Lobbying

- 2.11 A number of recommendations involve the council lobbying third parties to improve services. This includes better, consistent and audible travel information as well as physical improvements to accessibility. The council will use all available opportunities to continue to lobby transport providers for improvement as detailed in Appendix B.

Harrow funded initiatives

- 2.12 The council has already submitted to Transport for London (TfL) its three year bid for Local Implementation Plan (LIP) funding to improve the highway network. This is an outline programme of spend for 2014/15 to 2016/17, approved by the council's Portfolio Holder at the time of submission and currently awaiting approval by TfL. The programme includes bids under a number of categories including the following which specifically help to improve accessibility:
- Accessibility improvements
 - Bus stop accessibility
 - Shopmobility
 - Travel training
 - Cycling & Greenways
 - Accident reduction

- 2.13 In addition to the LIP funding, major residential and commercial developments within the borough will be contributing to the overall accessibility improvement of the highways including some of the recommendations in the SRG report.

Summary of key actions

- 2.14 A full breakdown of the recommendations together with the council's response and actions to be taken is set out in Appendix B.

Legal implications

- 2.15 Where the recommendations involve introducing traffic restrictions and changes to traffic signing, road markings and engineering works there may be a need for traffic regulation orders to be made.
- 2.16 There are minimum requirements for statutory consultation before making a traffic regulation order, which are set out in the Road Traffic Regulation Act 1984 and in Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. A public notice stating the intention to introduce road humps (entry treatments) is also required under the Highways Act (Road Hump Regulations) inviting public consultation on proposals.

Financial Implications

- 2.17 Most of the recommendations in the Scrutiny Review Group report involve reviewing design considerations and undertaking third party lobbying with external partners. As a

consequence there are no additional financial implications as these requirements will be facilitated using existing staff resource.

- 2.18 Recommendations that involve public highway infrastructure changes will be considered for inclusion within current and future programmes of work in the Transport Local Implementation Plan (LIP) that facilitates the improvements highlighted in the SRG report. All approved programmes of work within LIP are funded from TfL.
- 2.19 Significant investment from external sources will be required for step free access at stations. Potential funding sources are being investigated.

Performance Issues

- 2.20 The council measures the change in the number of DDA compliant bus stops on an annual basis. This is currently at 87% and as a response to the SRG report additional funding will be sought to increase this to 90% by 2016..
- 2.21 Officers currently keep a log of all reports of inadequate advanced signage and diversion routes at street works. As an action from the SRG recommendations, these logs will be reviewed to monitor time taken for contractors to resolve incidents of inadequate signage and diversion routes which should normally be resolved within 2 to 4 hours.
- 2.22 A database of complaints is maintained by the council which will be monitored with the expectation that fewer complaints regarding transport accessibility will be received over time. The council will also use the SRG recommendations to focus its lobbying as Community Leaders with third party transport providers.
- 2.23 Accident data is regularly obtained and reviewed by the council and also used to prioritise interventions on the public highway. Accident data at the location of Stanmore Hill, Church Road and The Broadway will be reviewed following any improvements to the pedestrian crossing facility at this location.

Environmental Impact

- 2.24 There are no significant environmental impacts identified.

Risk Management Implications

- 2.25 Risk included on Directorate risk register? No. Is there a separate risk register in place? No.
- 2.26 There are no significant risks associated with the recommendations in the report.

Equalities implications

- 2.27 The SRG report provides recommendations to improve accessibility to the transport network in Harrow. It is not considered that the proposed actions will have any adverse effect upon persons sharing any of the protected characteristics. The recommended actions will potentially have a range of positive impacts for, in particular, the disabled and elderly in the community.

Corporate Priorities

- 2.28 The recommendations in the SRG report will support the corporate priorities of a safer and fairer Harrow.

Section 3 - Statutory Officer Clearance

Name: Jessie Man	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 11/11/2013		
Name: Matthew Adams	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 25/10/2013		

Section 4 – Performance Officer Clearance

Name: Alex Dewsnap	<input checked="" type="checkbox"/>	Divisional Director Strategic Commissioning
Date: 28/10/2013		

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker	<input checked="" type="checkbox"/>	on behalf of the Corporate Director Environment and Enterprise
Date: 24/10/2013		

Section 6 - Contact Details and Background Papers

Contact:

Hanif Islam
Policy Manager – Commissioning Services, Environment & Enterprise
020 8424 1548
hanif.islam@harrow.gov.uk

Background Papers:

Overview & Scrutiny report – September 2013 – Accessible Transport (as per the enclosure at Appendix A)

Call-In Waived by the Chairman of Overview and Scrutiny Committee	NOT APPLICABLE <i>[Call-in applies]</i>
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September 2013

Overview and Scrutiny Committee

Accessible Transport

Report from Scrutiny Review Group

Members of the review group

Councillor Sue Anderson (chair)

Councillor Marilyn Ashton

Councillor Jerry Miles

Councillor John Nickolay

Councillor Stephen Wright

Tony Wood – Harrow Public Transport Users Assn

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1. CHAIR'S FOREWORD

1.1 Accessibility to transport is an issue raised time and time again by residents of Harrow – both by residents with disabilities and without. The concerns expressed by residents have been the main drivers for this review. During the review, we have sought to identify the extent and significance of barriers to accessible transport in Harrow and with that knowledge, suggest improvements for the Council and Transport for London (TfL) to undertake.

1.2 I would like to thank the residents who attended our seminar as well as the residents who took the time to complete our consultation. I would also like to extend a thank you to the two residents who gave up their time to travel through the borough with members of the review group - they were instrumental to the conclusions of this review. The support from many community groups in informing their members about the review is much appreciated also.



1.3 The local bus company Metroline has cooperated with the review by attending our seminar and contributing valuable information. The double-decker bus they provided enabled those attending the seminar to get familiar with the bus in a quiet environment and with the assistance of staff. I would like to thank Metroline for their cooperation and support.

1.4 I also want to thank the representatives from London TravelWatch, Harrow Community Transport, London Sovereign, Metroline, London Underground Limited and Transport for London who attended our round table discussion. They provided us with valuable

information, were open to discuss the difficulties identified during the review and joined us in thinking about potential solutions.

1.5 The officers of Harrow Council have been very supportive of our work and I would like to thank all of them for contributing their knowledge and time - sometimes at short notice: Peter Barron, Matthew Patterson, Stephen Kelly, Hanif Islam, David Eaglesham, Phil Greenwood, Ann Fine, Paul Newman, Mohammed Ilyas, Paul Najsarek and Fern Silverio. I also want to extend a special thanks to the scrutiny officer supporting this review, Simone van Elk, for all her hard work.

1.6 A final thanks to the co-optee to this review, Tony Wood, for contributing his time as well as his extensive knowledge and expertise which have proved to be invaluable.

1.7 The policy around provision of public transport cuts across many different organisations and as such it can be challenging for the Council to impact on outcomes directly. We have made a number of recommendations to Cabinet which we hope will strengthen the Council's work on accessible transport and influence the work of its partners.

On behalf of the members of the review group, I commend this report.

Councillor Sue Anderson

Chair of the Accessible Transport review

2. INTRODUCTION AND SCOPE

2.1 Residents of Harrow have indicated repeatedly that the accessibility of transport in the borough is of concern to them. The review has included a seminar with residents, journeys through the borough with two residents with different disabilities and a consultation to gain an understanding of the positive and negative aspects of the accessibility of public transport in the Borough.

2.2 Truly accessible transport enables people to travel from door-to-door. As well as looking at transport provided by Transport for London (TfL) and train companies, the review has also focused on the Council's provision of public highways (roads, highways and pavements). While public highways aren't strictly modes of transport, they are a necessary means to reach any transport. The interaction between the Council and transport providers has been a constant factor. The members of the review group have therefore met with Council officers to gain information as well as organise a roundtable discussion with both officers and providers of transport to discuss issues raised by residents and the possibilities for improvements.

2.3 The budgets available to improve the accessibility of transport are generally limited. This not only prohibits large scale projects from taking place but also means that smaller works need to be carefully prioritised. In that context, this review has sought to make a number of recommendations that are efficient and (relatively) cost-effective as well as identify priorities for future works that are of a larger scale and more costly.

2.4 The aims of the review have therefore been to:

- identify the issues arising from using public transport on the life opportunities of people with disabilities or with restricted mobility, as well as other residents in Harrow
- identify priority developments in Harrow to enhance the life experience for people with disabilities or restricted mobility – several priorities could be identified but cost may determine the priority
- support the Council's lobbying position with Transport for London
- support the development of the town centre

2.5 The review group has focused on the accessibility of *public* transport. Concessionary travel such as Dial-a-Ride, Taxicard scheme and Community Transport are not open to the general public and as such these services including their eligibility criteria have not been a part of this review.

3. POLICY BACKGROUND

Responsibilities for the provision of public transport

3.1 TfL provides the overall majority of public transport in London: tube, overground, buses, Docklands Light Railway (DLR), riverboats and tram services. Bus routes are generally provided by bus companies commissioned by TfL, while TfL manages the underground and overground services either directly or via a limited company.

3.2 The train services in London are provided by a number of different companies, some sharing train routes. Stations that allow interchanges between different modes of transport are generally managed by only one of the organisations using the station.

3.3 Harrow Council is responsible for the provision and maintenance of a large proportion of the streets in the borough. This includes the provision of even pavements, dropped kerbs, arrangement for crossings, traffic signs and the provision of bus stops – this includes kerb height and street markings but not the bus shelters or travel information.

3.4 The Council is also responsible for implementing some of the transport policies identified by the Mayor of London. The Mayor's Transport Strategy (MTS) lists the Mayor's plans for the overall development of public transport in London for the period up to 2031. The MTS lists six goals, three of which are particularly relevant to the accessibility of transport:

- to enhance the quality of life for all Londoners
- to improve transport opportunities for all Londoners
- to support the delivery of the London 2012 Olympic and Paralympic Games and its legacy¹

The Council sets out how it will support the implementation of the MTS in its Local Implementation Plan (LIP), for which TfL provides funding.

Funding situation

3.5 The budget provided to the Council via the LIP for 2013-2014 is £1,743,000, of which £126,000 is spent on projects specifically designed to increase accessibility. The Council does take account of accessibility requirements in all its transport projects, so an additional £87,000 from the LIP is estimated to be spent on improving accessibility as part of other projects.

¹ These goals were set out in the Mayor's Transport Strategy of May 2010 on page 6 and 7 of the Executive Summary.

3.6 Another source of funding for infrastructure and transport comes from building developments in the borough. The Council assesses whether a planning application requires new or additional transport infrastructure, and in those cases a financial contribution towards those infrastructure developments is required. In the past few years, these contributions have amounted to roughly: £0.6m in 2010-11, £0.2m in 2011-12 and £3.4m in 2012-13.

3.7 In addition, the Community Infrastructure Levy (CIL) sets a non-negotiable levy per square metre for developments in the borough. The CIL is estimated to generate £1m per year in the next 10 years. The current arrangements for the CIL haven't fully addressed the decisions about how to spend the revenue - parts of the revenue could be used to improve accessibility of transport.

3.8 Harrow Council's total infrastructure bill is estimated at £137m, of which an estimated £60m is designated to be spent on transport. Funds to improve accessibility are limited compared to the number of improvements that could be made, and especially compared to the cost of the larger improvements such as step-free access at stations. A previous study has made a rough estimation that the costs of installing lifts at Harrow-on-the-Hill station would total in the region of £25m.

3.9 The responsibilities for providing public transport are shared between several organisations, so decisions about and funding for improving accessibility to public transport are mostly also shared. TfL prefers to participate in projects where funds are to some extent matched by the borough or other participating organisations.

4. FINDINGS AND RECOMMENDATIONS

The significance of accessible public transport

4.1 Residents have provided the members of the review with a wealth of information about the importance of access to public transport as well as an account of how transport enables them to visit shops, central London and access any of a number of other services. Despite significant barriers to travel, the two residents that participated in the journeys through the borough indicated that they use public transport frequently and travel widely.



4.2 Unfortunately, other residents have indicated that it was difficult for them to travel long distances, use certain modes of transport or travel during rush hour, and some felt restricted to local venues or only one mode of transport. One resident, who uses public transport frequently, commented that she has never been able to travel alone - she is nearly thirty. She felt there were too many things that could go wrong which make travelling alone too risky. Members are concerned by the barriers that exist for access to services but also crucially to finding suitable work. Having to travel to work exceptionally early in the hope of having space on a bus for your wheelchair is difficult enough when your employer allows flexible working hours, let alone when employers can't or won't.

4.3 Unexpected circumstances only serve to increase these difficulties. One resident tells a story of when she was travelling with her father. At the station they wanted to get off, they couldn't see the employee with the ramp, so her father left the train to try and find the employee. While he was off the train, the doors started closing and the train started to

leave. This resident couldn't have reached the open doors button herself to try to stop the train from leaving. If a fellow passenger hadn't used the emergency stop, which meant the train stopped at that platform, she would have been stuck on that train by herself. There may not be another accessible station along the route and even if there was, employees at any given station or even on the train don't know a person with a wheelchair is on that train and needs assistance.

4.4 Members were concerned that the two participants in the journeys through the borough indicated they both know several people with disabilities who don't use public transport at all. The stress caused by using public transport prevents many of their friends from travelling. One participant in the seminar indicated that it can be intimidating to use public transport; another resident's only suggestion to improve the accessibility of public transport in Harrow was to have good eyesight. These are incredibly unfortunate reminders of the barriers to accessible public transport that still exist.

4.5 The Council offers a volunteer based travel mentor scheme, the Harrow Travel Training and Buddying Project, that supports people who find public transport inaccessible in using public transport, where the training of the volunteers and their travel is funded by TfL. Members were pleased that a representative from Metroline bus suggested using this scheme for the bus company's training to address awareness issues, and agreed that this should be included as a recommendation for other local bus companies.

Recommendation A

Local bus companies should be offered the opportunity to gain awareness of disabled passengers' travel needs by participating in the Harrow Travel Training and Buddying Project (Harrow Council's travel mentoring scheme) as part of bus driver induction training.

Pavements and footpaths

4.6 The Council does a routine cycle of inspections of the roads in the Borough which is the basis for a programme of repairs. It keeps a score of the number of defects in a road as well as a record of the Council's ability to modify the defects. These records are used as a basis to determine which works have priority. If the Council is aware of where disabled residents live, this is taken into account in the assessment. Streets works in that area become a priority for the Council to resolve.

4.7 Participants in the review have identified difficulties created by uneven pavements. The paving between the town centre and Morrisons underneath the main road was shown to

be a particularly significant example as the bricks are placed in a circle and the surface is uneven and textured. Several residents have mentioned they have difficulties moving across this area in their wheelchair or with their rollator. One resident even opts to use the bicycle lanes despite the associated risks.

4.8 A resident at the seminar indicated that the Rayners Lane estate has a lack of dropped kerbs. The dropped kerb near the H12 bus stop on one side of the road has even been removed, which makes the bus service significantly less accessible.

4.9 Shared spaces - where a single, level surface is shared by all vehicle and pedestrian users, such as for example on Exhibition Road in Kensington and Chelsea – are difficult for Visually Impaired People (VIP) to navigate due to the lack of demarcations between road and pavement that help keep a straight line and can prevent traffic accidents. Members are concerned by the potential risks of shared spaces and would encourage the Council to provide adequate demarcations between roads and pavements for VIP's.

4.10 When road works, building works or gas works are taking place, the Council aims to provide adequate space and temporary ramps. It also liaises with companies about prospective street works and provides letter drops to residents who live in the neighbourhood to make them aware that works will be happening.

4.11 Members have noticed that notifications about obstructions to roads aren't always adequate. Parts of the pavement on Headstone Road and Junction Road are fenced off due to building work on Bradstowe House. The fencing blocks off a dropped kerb at that specific corner and the space left on the pavement at the corner is quite narrow, which risks someone in a wheelchair becoming stuck. Unfortunately, there were no notifications on the fencing that the dropped kerb at that corner had become unusable. Members feel it should be relatively easy to provide notifications at this and other sites in the borough with similar problems.

Recommendation B
Where road works are taking place and pavements have become impossible or extremely difficult for residents with mobility difficulties to use (including those in wheelchairs), the Council should provide clear signage ahead of the obstruction.

4.12 The Council is responsible for the provision of traffic signs in the borough. A resident with a visual impairment who uses a white cane mentioned how easy it is to miss the pole a sign is placed on and subsequently bump one's head against the sign.

Recommendation C

Traffic signs should be installed so that they do not cause an obstruction to people with visual impairments. This could include being mounted on walls instead of pavements or the use of longer posts to ensure the sign itself is well above head height.

4.13 Members of the review group were informed that when designing any new infrastructure, one of the main aims of the Council is to reduce accidents. Members were pleased to hear that Harrow has either the second lowest or joint lowest number of road accidents in London. In the consultation the crossing between Stanmore Hill, Church Rd and The Broadway was mentioned as particularly dangerous for pedestrians. Currently, it isn't obvious that the traffic lights aren't programmed to accommodate pedestrians crossing. A resident suggested including a pedestrian phase in the traffic lights' sequence. The Council is working with TfL to investigate the crossing including adjusting traffic signals in the area and monitoring the impact on traffic flow in the area to see if a pedestrian phase could be introduced in the traffic lights' sequence of the crossing.

Recommendation D

The safety of the crossing between Stanmore Hill, Church Road and The Broadway should be investigated including the options of introducing a pedestrian phase in the traffic lights' sequence or, if this is not possible, providing safety warnings that indicate the traffic lights' sequence is not designed to safeguard pedestrians. The Council should make improvements where necessary.

4.14 Members were shown during one of the journeys how difficult it can be for Visually Impaired People to walk in a straight line. Members expressed their surprise at how challenging it can therefore be to cross wide, level crossings safely. The resident participating in the journey mentioned he sometimes ends up metres down the road by the time he has crossed. The example shown during a journey was crossing Wilson Gardens while walking from Vaughan Road to The Gardens in West Harrow. These situations could potentially be quite dangerous due to traffic.

Recommendation E

Future consideration should be given to include tactile paving and bumps across the full length of wide, long, level crossings to ensure these can be used as pathways by Visually Impaired People.

4.15 A specific difficulty raised by a resident with a Visual Impairment is that he can get lost quite easily. One resident explained that once he's lost, it is difficult, if not impossible, to find his way again without help. He can't call anyone for help because he'd be unable to describe his surroundings accurately enough. The current solution is to just wait for someone to walk past and ask for help, which can sometimes take 15 to 20 minutes. The resident indicated that the provision of talking GPS systems would be a great improvement.

Bus stops and buses

4.16 Harrow Council is going to great lengths making all bus stops in the borough accessible. In the borough there are more than 430 bus stops and 87% of them will be Disability Discrimination Act (DDA) compliant at the end of the financial year. The Council's target is to make the bus stops in the borough compliant by 2015, which would be ahead of TfL's target for London. This can include installing new accessible bus stops near existing stops that can't be improved or moved. All TfL commissioned buses are required by TfL to be equipped with ramps and wheelchair spaces.

4.17 One participant at the seminar described buses as his lifeline and described the H18 bus service as superb. Other residents identified several issues with bus services, some specific to certain stops and bus routes, others more structural.

4.18 According to residents at the seminar, many bus stops are cluttered with fixed bins, lamp posts and signs. This means that even if the kerb has got the right height and the ramp works properly, there can be a lack of space on the kerb for passengers in wheelchairs to get on and off the bus. Members were informed that when the Council creates a new bus stop all aspects of accessibility including a clear pavement, are taken into account. For existing bus stops this is more difficult as for example there can be utility mains in the ground or private land can surround the stop.

4.19 During the seminar it was mentioned that often bus drivers will say that the kerb at certain bus stops isn't suitable to use the ramp, so they're unable to let passengers in

wheelchairs off. It can be unclear to passengers which stops are accessible at any given time. TfL regularly monitors its transport services via the London Mystery Traveller Survey where older and disabled passengers monitor bus service independently while under cover. The monitor shows that 98% of wheelchair users are able to successfully board their first bus.

4.20 An elderly resident at the seminar commented that especially when a bus has been delayed, the bus tends to leave the bus stop very quickly. This makes it difficult to find a seat in time for passengers who are (a bit) unstable on their feet. There can be a tension between the needs of passengers and the schedule of the bus drivers, including their schedule for changing buses and breaks. According to the London Mystery Traveller Survey older and disabled passengers are able to get to a seat or grab hold in time 90% of the time. TfL will continue to work with bus operators on the 10% of bus drivers who currently do not comply with these basic safety considerations.

Recommendation F

The Council should encourage transport providers to regularly remind bus drivers of the necessity to provide sufficient time before leaving the bus stop for elderly passengers or passengers with mobility difficulties to find a seat.
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4.21 Alongside these general difficulties to have fully accessible buses, issues specific to certain stops were also identified. One example is that the bus stop at Harrow and Wealdstone station on The Bridge (for the buses going into the town centre) isn't accessible with the ramp. One resident has used it several times, and every time the ramp has broken because of the severe gradient between the pavement and the ramp.

4.22 Members were interested to find out whether bus drivers would be able to log issues with specific bus stops and feed these comments to the Council. Members have received comments from TfL's Consultation Delivery Surface Planning team that it wouldn't be practical for bus drivers to actively audit bus stops. Members do feel that even if bus drivers can't audit stops, their expertise in using these stops means they should be able to feed comments about the accessibility of stops back to the Council.

Recommendation G

Bus drivers possess first-hand experience of the accessibility of specific bus stops and should be encouraged to report specific concerns. The Council should cooperate with bus
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companies to gain access to that information and consider it as part of its annual work programme for road works.

4.23 Residents have fed back that when using a bus while in a wheelchair, communication with the bus driver is extremely difficult. Asking the bus driver for assistance is difficult, if not impossible, while waiting on the pavement to enter the bus. Once inside the bus conversations with the driver are equally difficult due to the distance between the driver and the wheelchair space and the noise from traffic and other passengers. In the wheelchair space of the bus there is a special button which makes a distinct sound so the bus driver knows to extend the ramp at the next stop. A resident at the seminar commented that often the bus driver doesn't hear this sound. Members noticed this happening several times during one of the journeys through the borough. Currently the only solution is for the passenger to shout loud enough for the driver to hear. Bus companies have informed members that this bell is used so regularly by other passengers it no longer serves to notify the drivers of the need for assistance. While members realise this situation can be difficult for drivers, they feel the presence of a passenger in a wheelchair on the bus should enable bus drivers to distinguish between legitimate and inadvertent use of the special bell.

4.24 Another difficulty experienced by wheelchair users when using buses, is that often the wheelchair space is taken up by buggies. Notices indicate that wheelchair users should have priority, but this isn't always adhered to. Bus drivers can be reluctant to intervene and instruct passengers to fold down their buggies. There is very little space to manoeuvre in the bus itself, which makes it difficult for people to fold their buggy while the person in the wheelchair finds their space in the bus at the same time. Bus drivers could wait to extend the ramp until the buggy has been removed, but unfortunately this doesn't always happen.

Trains, underground (tube) and overground

4.25 Trains have become more accessible for residents with visual impairments. Audible announcements in trains and tube about the stops to follow have been particularly helpful. However, only a limited number of stations in Harrow are accessible for people in wheelchairs. One participant of the seminar in use of a wheelchair does not use the train, underground or overground at all, and just relies on buses. During the seminar, the point was made that there should be more moveable ramps on trains and at stations. During the roundtable this point was re-emphasised when it was explained that a lack of ramps was a problem across London's train and underground network.

Recommendation H

The Council should press partners to provide sufficient ramps at stations with step-free access to enable passengers to use all platforms.



4.26 Even when a station is designated as wheelchair accessible, members agreed that there are still significant barriers to travelling. One significant restraint to travelling by train while in a wheelchair is that train stations require people in wheelchairs to book for assistance 24 hours in advance. This also happens at stations where there is always enough staff to assist. Often staff will let people on a train without booking in advance, but as they aren't obliged to there is always a risk they won't. Always knowing 24 hours in advance where one is going is severely restrictive compared to other passengers who have much more freedom in deciding their travel plans.

4.27 Furthermore, the options to travel late in the evening on trains are restricted for passengers in wheelchairs. For example the staff at Harrow and Wealdstone only work till 11.30pm, without whose assistance exiting the train becomes impossible in a wheelchair. Residents also commented on their reluctance to catch the last train in case the journey was disrupted or cancelled, there wouldn't be any options to fall back on.

4.28 Members recognise that making travelling more flexible for people with mobility difficulties would probably involve a significant increase in staff as well as coordination, which in turn creates substantial costs. Members think it is regrettable that budget constraints may mean it's not possible to provide passengers in wheelchairs with similar travel options to other passengers. Yet organisations such as Network Rail and TfL may still be able to identify in their travel information times when staff are always available at

specific stations, and whether there are stations where assistance does not need to be booked in advance.

Recommendation I

The Council should consider encouraging travel providers such Transport for London and rail operators to provide travel information that includes the times staff are available at specific stations, and stations where assistance for train journeys does not need to be booked in advance should be highlighted.

4.29 Members have been informed by residents that using public transport with a disability means one is less flexible, which in turn means that unexpected changes can be distressing and create massive difficulties. One resident has provided the review group with a number of examples where she almost got stuck on trains if not for the assistance of nearby staff and fellow passengers. This resident, who uses a wheelchair, therefore possesses a wealth of knowledge about accessible stations, roads, bus stops and alternatives in Harrow and surrounding areas – all useful, if not necessary, for her to be able to use public transport. Since some passengers can't always easily locate staff themselves to get assistance in such circumstances about travel options, the risk of a passenger becoming stuck on a train without an accessible option seems quite high. Members feel staff should be trained to always check whether passengers with disabilities are travelling on their services when these services become disrupted, diverted or terminated.

Recommendation J

The Council should encourage transport providers to include in their staff training full consideration of the travel needs of passengers with disabilities or other special requirements in those cases when journeys are disrupted, diverted or terminated. This specifically applies to train, underground (tube) and overground journeys.

Recommendation K

The Council should encourage transport providers to make it their staff's responsibility to ensure that passengers with accessibility requirements receive appropriate assistance and advice on alternative accessible options when journeys get disrupted, diverted or terminated. This specifically applies to trains, underground (tube) and overground.

Stations

4.30 A limited number of stations in Harrow are step-free; namely Harrow & Wealdstone, Pinner, Headstone Lane and Hatch End. Not all of those stations provide step-free access from train to street, but many just from platform to street. Residents have indicated a number of station they feel should be made step-free: Harrow-on-the-Hill was frequently mentioned, but also Rayners Lane, Kenton and even Stanmore station, though officially labelled step-free, was mentioned a number of times.

4.31 Stanmore station is officially marked as step-free but due to the long, narrow and steep ramp and the exit from the car park to the road, in reality it is not. Members have visited Stanmore station and commented that the step-free route from the platforms to the bus stops was roughly 400 meters long and contains a very uneven and really steep slip road into the car park. In addition, the ramp between the car park and the station is also rather long and requires significant stamina for passengers in manual wheelchair to use alone. A significant concern is that until TfL acknowledges that Stanmore is not in fact step-free, it will be difficult to get help with funding or design. Members are pleased to hear that the Council continues to inform TfL of these difficulties and would suggest working together with the Royal National Orthopaedic Hospital as they would likely share concerns about the lack of step-free access at this station.

4.32 There can also be difficulties for passengers in exiting the trains at Stanmore Station. Only one of the three platforms at the station is level with the trains. This means passengers with mobility issues, especially those using a wheelchair, can arrive at a platform where they require assistance from staff with a ramp to exit the train. Without help from fellow passengers it may prove difficult to alert staff that this assistance is needed as the bells to notify staff are placed on the walls on the platform.

Recommendation L
That the Council should cooperate with the Royal National Orthopaedic Hospital to lobby TfL about the improvements needed to ensure Stanmore Station is functionally as well as technically step-free.

4.33 Positive news is that funicular lifts are being installed at Greenford station, which is a relatively cheap method of providing step free access. The suggestion was made to use them at more stations. These stations would require wide staircases.

4.34 Members were surprised to find that all the lifts on the concourse at Harrow & Wealdstone station have a small metal bar next to the lift doors making it more difficult for wheelchairs users to press the buttons for the lift. Following the round table discussion, London Underground Limited has indicated that, although it may take some time, they are working to remove these barriers.

4.35 At the seminar there was resounding agreement that Harrow-on-the-Hill station should be made step-free, as well as it being mentioned ten times in the consultation. In addition to the review, Harrow-on-the-Hill station has been consistently identified as an issue by (disabled) residents in consultations with the Council. As well as being the principal concern identified by London TravelWatch at their user engagement event in Harrow, November 2012.

4.36 One resident with a Visual Impairment commented that even though he is very familiar with Harrow-on-the-Hill bus station, it is still difficult for him to find the right bus. There are many buses, it is very noisy and there are many doors leading in and out of the station, all of which make the station difficult to navigate without help. In addition, members were informed that as the bus stops are on an island surrounded by a busy road, the safety of passengers at the bus station could also be improved.

4.37 Members were pleased to note all the ongoing work by Council officers to lobby TfL for step-free access at Harrow-on-the-Hill station. TfL has commissioned a new study into the costs of adapting Harrow-on-the-Hill station. The breakdown of costs for individual sections of the work is an important factor in determining future funding requirements for the Council. Rather than doing everything at once, one option could be to improve the station over time. Members suggested that the Council and TfL also look into getting sponsorship from private companies, in a similar way to the Emirates Airline cable car in East London.

Recommendation M

As part of the Council's continued efforts to secure step-free access at Harrow-on-the-Hill station, consideration should be given to the option of finding private funding.
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4.38 During our first journey through the borough, a resident using a wheelchair explained that when travelling from Harrow and Wealdstone station, the staff have recently only helped people in wheelchairs onto the fast trains where they used to assist them onto slow trains as well. A freedom pass, which enables older and disabled residents to use certain

forms of public transport for free, does not cover journeys on fast trains but only on slow trains, which can create additional difficulties. One result has been that Carpenders Park station, which is accessible for people in a wheelchair via a manual boarding ramp, can't be reached as the fast trains do not stop there. Members are concerned that even at a station with step-free access; passengers with mobility issues can't use all the services available.

4.39 Members were shown during a journey how the hand rails provided at many stations make it much easier for Visually Impaired People to enter and exit stations. When the hand rails don't run all along the wall but are interrupted, such as for instance at North Harrow station, it makes navigation more difficult. This should be a relatively cost-effective problem to solve.

Recommendation N

The Council should encourage partner organisations to provide hand rails at stations that run uninterrupted from street to platform for the benefit of Visually Impaired People.
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Travel information

4.40 Members appreciated the continuous efforts made by TfL to provide comprehensive travel information, but still felt some improvements could be made. A positive comment received from a resident with a Visual Impairment is that currently the audible announcements in the tube are made slightly before the tube arrives at the next stop, which provides sufficient time to reach the door.

4.41 Residents raised several concerns about the travel information provided:

- London Transport provides good connections, but one respondent in the consultation did comment that particularly if one is not a frequent traveller, finding the appropriate accessible travel information can be difficult.
- Announcements at bus stops and train stations are often either visible or audible but not both.
- The digital displays at bus stops that indicate when the next bus is coming are only visible; announcements regarding delayed or cancelled trains are often only audible or the visible announcements have a severe delay.
- Announcements on the tube such as "Take care, the next station has a wide gap between platform and train", are mostly only audible.

Recommendation O

Travel information should be both visible and audible where possible. Consideration should be given to expanding the information shown on digital displays for passengers with hearing difficulties as well as investigating the option of providing audible announcements at bus stops in the interest of passengers who are visually impaired.

Consultation with residents

4.42 Members are pleased that TfL has incorporated engagement with disability groups into its work, such as the 'secret shopper' monitor of bus services and extensive consultation with residents including disability groups while creating its transport policies.

4.43 Members were also pleased to note that the Council in turn ensures the LIP is widely consulted on with residents and disability groups. When any infrastructure or transport is designed by the Council, the Harrow Association of Disabled people (HAD) are asked for feedback. Other groups are also consulted: the Harrow Public Transport Users' Association, Citizen's Advice Bureau, Age concern and advisors to the Council's Traffic and Road Safety Advisory Panel (TARSAP). In addition, the transport planning team liaise with housing officers, undertake site visits and consult occupational therapists. The transport planning team has also set up a separate group to consult residents with disabilities, which aims to meet twice a year.

4.44 TARSAP makes recommendations to the Council on:

- Traffic management;
- The management and control of parking both on and off-street;
- The operational aspects of public transport in the borough.

The members of the TARSAP are mainly Councillors from all parties, with three other advisors on the committee. There are a limited number of organisations that can nominate advisors to TARSAP, but HAD unfortunately is not included in that list.

Recommendation P

The Council's inclusion of disabled residents in plans about transport in the borough is significant, but could be improved by changing the terms of reference of Traffic and Road Safety Advisory Panel (TARSAP) to enable a representative from a disability group such as the Harrow Association of Disabled people (HAD) to become an advisory member. This will enable continuous input from a representative on any of the Council's proposals to change infrastructure.

5. CONCLUSION

5.1 Members were pleased to see the hard work that's done by the Council and its partner organisations to improve accessibility to public transport. The majority of bus stops in the borough are accessible; travel information is continuously improved; transport providers and the Council continue to engage with passengers about their requirements.

5.2 Unfortunately, significant barriers to accessible transport still exist. Residents have consistently expressed difficulties they experience ranging from physical barriers to significant worries and concerns. Travelling quickly and easily for people with disabilities or elderly and frail residents is extremely difficult. When there are special circumstances, such as travel late at night or services being cancelled, problems become exacerbated.

5.3 To overcome all barriers to accessible public transport would be a Herculean task. Despite limited budgets and many competing priorities, members have identified some improvements that can be made. Though in many cases the Council can't directly ensure transport becomes more accessible, members feel it can definitely use its relationships with partners to improve the accessibility of transport in the borough further.

6. RECOMMENDATIONS

- A)** Local bus companies should be offered the opportunity to gain awareness of disabled passengers' travel needs by participating in the Harrow Travel Training and Buddying Project (Harrow Council's travel mentoring scheme) as part of bus driver induction training.
- B)** Where road works are taking place and pavements have become impossible or extremely difficult for residents with mobility difficulties to use (including those in wheelchairs), the Council should provide clear signage ahead of the obstruction.
- C)** Traffic signs should be installed so that they do not cause an obstruction to people with visual impairments. This could include being mounted on walls instead of pavements or the use of longer posts to ensure the sign itself is well above head height.
- D)** The safety of the crossing between Stanmore Hill, Church Road and The Broadway should be investigated including the options of introducing a pedestrian phase in the traffic lights' sequence or, if this is not possible, providing safety warnings that indicate the traffic lights' sequence is not designed to safeguard pedestrians. The Council should make improvements where necessary.
- E)** Future consideration should be given to include tactile paving and bumps across the full length of wide, long, level crossings to ensure these can be used as pathways by Visually Impaired People.
- F)** The Council should encourage transport providers to regularly remind bus drivers of the necessity to provide sufficient time before leaving the bus stop for elderly passengers or passengers with mobility difficulties to find a seat.
- G)** Bus drivers possess first-hand experience of the accessibility of specific bus stops and should be encouraged to report specific concerns. The Council should cooperate with bus companies to gain access to that information and consider it as part of its annual work programme for road works.
- H)** The Council should press partners to provide sufficient ramps at stations with step-free access to enable passengers to use all platforms.
- I)** The Council should consider encouraging travel providers such Transport for London and rail operators to provide travel information that includes the times staff are available at

specific stations, and stations where assistance for train journeys does not need to be booked in advance should be highlighted.

J) The Council should encourage transport providers to include in their staff training full consideration of the travel needs of passengers with disabilities or other special requirements particularly when journeys get disrupted, diverted or terminated. It should be the staff's responsibility to ensure the passengers receive appropriate assistance and advice on alternative accessible options. This specifically applies to trains, underground (tube) and overground.

K) The Council should encourage transport providers to make it their staff's responsibility to ensure that passengers with accessibility requirements receive appropriate assistance and advice on alternative accessible options when journeys get disrupted, diverted or terminated. This specifically applies to trains, underground (tube) and overground.

L) That the Council should cooperate with the Royal National Orthopaedic Hospital to lobby TfL about the improvements needed to ensure Stanmore Station is functionally as well as technically step-free.

M) As part of the Council's continued efforts to secure step-free access at Harrow-on-the-Hill station, consideration should be given to the option of finding private funding.

N) The Council should encourage partner organisations to provide hand rails at stations that run uninterrupted from street to platform for the benefits of Visually Impaired People.

O) Travel information should be both visible and audible where possible – consideration should be given to expanding the information shown on digital displays for passengers with hearing difficulties as well as investigating the option of providing audible announcements at bus stops in the interest of passengers who are visually impaired.

P) The Council's inclusion of disabled residents in plans about transport in the borough is significant, but could be improved by changing the terms of reference of Traffic and Road Safety Advisory Panel (TARSAP) to enable a representative from a disability group such as the Harrow Association of Disabled people (HAD) to become an advisory member. This will enable continuous input from a representative on any of the Council's proposals to change infrastructure.

7. ACKNOWLEDGEMENTS

Councillors	
Councillor Sue Anderson	London Borough of Harrow
Councillor Marilyn Ashton	London Borough of Harrow
Councillor Jerry Miles	London Borough of Harrow
Councillor John Nickolay	London Borough of Harrow
Councillor Stephen Wright	London Borough of Harrow
Tony Wood	Co-optee, chair Harrow Transport User's Association
Council Officers	
Peter Barron	Principal planning officer
David Eaglesham	Service manager Traffic and Highway network management
Ann Fine	Transport policy officer
Phil Greenwood	Head of major development projects
Hanif Islam	Senior Professional Transport Planning
Stephen Kelly	Divisional Director of Planning
Paul Newman	Team leader Traffic management
Matthew Patterson	Senior Professional – LDF team leader
Fern Silverio	Divisional director collections & benefits
Mohammed Ilyas	Policy Officer Equalities and Diversities
Paul Najsarek	Corporate Director Community, Health and Wellbeing
Simone van Elk	Scrutiny Officer
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Gerry Devine	Chair of Trustees, Harrow Community Transport
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Stuart McManus	Management trainee, Metroline
Mohammad Hashmi	LUL Deputy Station Manager Wembley Central
Scott Lester	Regional Borough Programme Manager, TfL

APPENDIX B

Response to Scrutiny Review Group Recommendations

	SRG recommendation	Response	Next steps
A	Local bus companies should be offered the opportunity to gain awareness of disabled passengers' travel needs by participating in the Harrow Travel Training and Buddying Project (Harrow Council's travel mentoring scheme) as part of bus driver induction training.	Officers have discussed this recommendation with HAD. The appropriate level of training and participation needs to be further discussed between HAD and the bus operators but in principle HAD are prepared to work with bus operators to help train drivers to recognise passengers with disabilities and how to assist. Bus operators will contact HAD or Council officers to arrange training.	The council will raise this recommendation and seek a way forward at the next Bus Liaison Meeting. The council will seek to work with HAD should they require assistance in arranging training for bus operators.
B	Where road works are taking place and pavements have become impossible or extremely difficult for residents with mobility difficulties to use (including those in wheelchairs), the Council should provide clear signage ahead of the obstruction.	Chapter 8 of the Traffic Signs Manual as well as the easy read guide Safety At Street Works and Road Works – A Code of Practice published by The Stationary Office, is the guidance used to plan diversions and advance signs warning people of street works and road works. A new version of the Code of Practice comes into force in 2014 which provides added emphasis on considerations for mobility impaired persons. Council officers will continue to follow this guidance and ensure that diversion routes seriously consider mobility impaired pedestrians and regularly check to ensure that the diversions remain appropriate and safe.	The Council's Network Management team is responsible for ensuring contractors sign roadwork's adequately and in accordance to Chapter 8 of the Traffic Signs Manual. The team will continue to ensure signage is adequate and that mobility impaired pedestrians are always taken into consideration so that signed alternative routes are accessible. Officers will push contractor to adopt the 2014 guidance as soon as practically possible.

C	<p>Traffic signs should be installed so that they do not cause an obstruction to people with visual impairments. This could include being mounted on walls instead of pavements or the use of longer posts to ensure the sign itself is well above head height.</p>	<p>Chapter 1 of the Traffic Signs Manual provides mounting heights for street signs in pedestrian areas. The minimum height for the lower part of a sign is 2100mm with a preferred height of 2300mm.</p>	<p>Council inspectors will continue to seek out and rectify these displacements and also rely on third party information to pinpoint displaced signs. Inspectors will be made aware that this matter remains an issue and will work with members of the public to respond more swiftly to such occurrences.</p>
D	<p>The safety of the crossing between Stanmore Hill, Church Road and The Broadway should be investigated including the options of introducing a pedestrian phase in the traffic lights' sequence or, if this is not possible, providing safety warnings that indicate the traffic lights' sequence is not designed to safeguard pedestrians. The Council should make improvements where necessary.</p>	<p>This is a known issue and proving to be difficult to resolve. Solutions that improve pedestrian facilities have significant detrimental effect on traffic flow.</p>	<p>Officers are looking into this with a view to improving the safety of pedestrians crossing at this location whilst minimising any adverse affect on traffic flow. Any solution will require approval from Transport for London.</p>
E	<p>Future consideration should be given to include tactile paving and bumps across the full length of wide, long, level crossings to ensure these can be used as pathways by Visually Impaired People.</p>	<p>Guidance on the use of tactile paving surfaces, DETR, 1998 is the document used to design tactile paving. It is accepted that some locations do not have adequate tactile paving and this will be addressed though the annual programme of highway improvements across the borough.</p>	<p>Officers have been informed about this recommendation and will seek to ensure 'tramline' tactile paving is provided at all locations where the carriageway is flush with the footway to assist visually impaired pedestrians to identify vehicle routes. Designated crossing points will have 'blister' tactile paving.</p>

F	The Council should encourage transport providers to regularly remind bus drivers of the necessity to provide sufficient time before leaving the bus stop for elderly passengers or passengers with mobility difficulties to find a seat.	This is a frequently reported problem and appears to be an issue on some bus routes more than others. Members of the public should come forward with bus route number, date, time and location of any incidents to allow the council to work with operators to pinpoint inconsiderate drivers.	Officers will ask operators at the Council's bus liaison meeting to remind drivers of their duty of care to passengers and particularly to be aware of elderly or mobility impaired passengers boarding the bus.
G	Bus drivers possess first-hand experience of the accessibility of specific bus stops and should be encouraged to report specific concerns. The Council should cooperate with bus companies to gain access to that information and consider it as part of its annual work programme for road works.	Although bus drivers are generally aware of bus stop conditions it is not always practical or safe to log issues whilst on duty.	Council officers and TfL will continue to carry out inspection meetings along routes to identify non DDA compliant bus stops and add them to the annual programme of improvement works.
H	The Council should press partners to provide sufficient ramps at stations with step-free access to enable passengers to use all platforms.	Consistent staff presence is required to mobilise ramps at stations which is not always the case.	Officers will discuss the matter and lobby TfL for further provision of mobile ramps at stations. Officers will seek to obtain and share the information as appropriate.
I	The Council should consider encouraging travel providers such as Transport for London and rail operators to provide travel information that includes the times staff are available at 22 specific stations, and stations where assistance for train journeys does not need to be booked in advance should be highlighted.	This is essential to give mobility impaired persons the confidence to travel on public transport.	Officers will discuss the matter and lobby TfL for provision of the requested data and distribute as appropriate.

J	<p>The Council should encourage transport providers to include in their staff training full consideration of the travel needs of passengers with disabilities or other special requirements particularly when journeys get disrupted, diverted or terminated. It should be the staff's responsibility to ensure the passengers receive appropriate assistance and advice on alternative accessible options. This specifically applies to trains, underground (tube) and overground.</p>	<p>Transport providers undergo training already on providing assistance to disabled passengers. The level of training is different amongst operators and some do it better than others.</p>	<p>Officers will discuss the matter with transport operators and encourage them to fill gaps in training particularly when journeys get disrupted, diverted or terminated early.</p>
K	<p>The Council should encourage transport providers to make it their staff's responsibility to ensure that passengers with accessibility requirements receive appropriate assistance and advice on alternative accessible options when journeys get disrupted, diverted or terminated. This specifically applies to trains, underground (tube) and overground.</p>	<p>This is already a consideration for TfL but the quality of information is not always good and not always consistent. The matter of good information and advanced information has been raised by the council in the past and it appears that communication is now better.</p>	<p>Officers will discuss the matter with transport operators and encourage them to ensure their staff consider the needs of mobility impaired persons when providing assistance and advice on alternative journeys following disruptions, diversions and early service terminations.</p>
L	<p>That the Council should cooperate with the Royal National Orthopaedic Hospital to lobby TfL about the improvements needed to ensure Stanmore Station is functionally as well as technically step-free.</p>	<p>Stanmore Station is described as a step free station in TfL publications. However, it is regarded by the public as not being adequately step free due to the difficult, lengthy and tiresome route provided for wheelchair users. The Council is also of the view that the provision is unsatisfactory. As the route is not on the public highway, the council cannot directly intervene.</p>	<p>Officers will continue to lobby TfL to introduce better step free access at Stanmore Station and support the RNOH in their lobbying.</p>

M	As part of the Council's continued efforts to secure step-free access at Harrow-on-the-Hill station, consideration should be given to the option of finding private funding.	Harrow-on-the-Hill station is included in the council's Community Infrastructure Levy (CIL) schedule of works to be funded from future development contributions. This will help to bring private funding to contribute towards the provision of step free access to this major interchange.	Officers will continue to lobby TfL for funding and seek to identify funding opportunities from other sources including Harrow Council Capital.
N	The Council should encourage partner organisations to provide hand rails at stations that run uninterrupted from street to platform for the benefits of Visually Impaired People.	There are likely to be genuine reasons for breaks in hand rails and this is not something the council can address directly.	Officers will ask TfL to identify locations and reasons for interrupted handrails and press for refurbishment projects to incorporate continuous hand rails and where refurbishment projects are not planned to replace existing handrails if feasible.
O	Travel information should be both visible and audible where possible – consideration should be given to expanding the information shown on digital displays for passengers with hearing difficulties as well as investigating the option of providing audible announcements at bus stops in the interest of passengers who are visually impaired.	In London, audible travel information is much better than it ever was, particularly when on board vehicles. TfL is investigating solutions to provide audible data at bus stops.	Officers will continue to lobby TfL for high quality and universally accessible audible data which is not reliant on additional passenger owned devices.

P	<p>The Council's inclusion of disabled residents in plans about transport in the borough is significant, but could be improved by changing the terms of reference of Traffic and Road Safety Advisory Panel (TARSAP) to enable a representative from a disability group such as the Harrow Association of Disabled people (HAD) to become an advisory member. This will enable continuous input from a representative on any of the Council's proposals to change infrastructure.</p>	<p>Advisors on TARSAP play a very important and helpful role during the design stage of highway schemes. Although HAD are a key stakeholder in any design consultations, it would be helpful to have a representative from a mobility impaired group to sit on the panel and take part in discussions.</p>	<p>The matter will be discussed with Councillors and if agreed taken forward by offering relevant groups the opportunity to nominate a member to sit on TARSAP as an advisor.</p>
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REPORT FOR: CABINET

Date of Meeting:	21 November 2013
Subject:	Review of the Council Tax Support (CTS) Scheme
Key Decision:	Yes
Responsible Officer:	Tom Whiting, Corporate Director of Resources
Portfolio Holder:	Councillor Tony Ferrari, Portfolio Holder for Finance
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix 1 – Original Scheme Rules/Parameters Appendix 2 – Original Scheme EqIA

Section 1 – Summary and Recommendations

This report informs Members of the requirement to consider a review of the localised Council Tax Support Scheme which was introduced on 1/4/2013. Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992, as amended by schedule 4 of the Local Government Act 2012, requires the council to consider whether, for 2014-15, the scheme is to be revised or replaced.

Recommendations:

Cabinet is requested to make the following decision:

1. Agree that key figures as set out in the report are updated in line with the rate used by Government for the purposes of calculating income support entitlement.

2. Agree, after considering whether to review the local scheme, that there is no need to review, and to continue the two year CTS scheme as originally adopted by Full Council on 21 January 2013.
3. Note that the CTS scheme is fit for purpose and requires no fundamental changes.

Reason: (For recommendation)

The localised council tax support (CTS) scheme was determined by Full Council and implemented on the 1/4/2013 after extensive consultation designed to ensure that residents within Harrow were given the opportunity to comment and help shape the final scheme provisions.

The Scheme design and consultation process were based upon retaining the provisions for two consecutive financial years, 2013/14 & 2014/15, so long as key conditions remained unchanged This was to ensure that awards of Council Tax Support did not exceed the central government funding made available and for it, as far as reasonably practicable, to enable a degree of stability for claimants and their families.

There have been no significant fundamental changes, either in caseload, demographics, the economy or funding, which would require the Council to consider reviewing or replacing the scheme as determined by Full Council.

However some parameters require an inflation uplift as set out in the determined scheme. Harrow is updating the local scheme to meet these requirements and as such is recommending minor changes to ensure operationally assessments are carried out under the same rules and applied consistently.

Section 2 – Report

Background

- 2.1 Council Tax Benefit (CTB) was previously governed by legislation set by the Department for Work and Pensions (DWP). Councils administered it alongside Housing Benefit (HB) with the same single application and administrative process. CTB was paid out by Councils, with the cost of it being reimbursed to them by the DWP. This system allowed for fluctuations in demand, so if Councils gave more CTB out, the DWP reimbursed the higher costs.
- 2.2 From April 2013, this system changed. CTB was “localised”. There is no longer a nationally governed CTB scheme (except for pensioners).

Councils now determine their own local “Council Tax Reduction Scheme” and CTB has been replaced by “Council Tax Support” (CTS). This is part of the Government’s wider policy of localisation, giving Councils increased financial autonomy and a greater stake in the economic future of their local area.

- 2.3 Pensioners (of state pensionable age) are still protected under these new arrangements. CTS for them is still controlled nationally. This means CTS can still cover up to 100% of their Council Tax bill.
- 2.4 Local Authorities received only 90% of the previously allocated funding to deliver the new scheme, and no provision was made for increasing funding to offset growth due to inflation or additional case load. Harrows’ local scheme was designed to ensure that the funding gap was fully met from within the scheme which resulted in working age recipients receiving less support and who as a result received less generous awards of CTS from 1/4/2013.
- 2.5 The Council must consider whether to revise or replace its Council Tax Support scheme each financial year. As such it is necessary for Cabinet to consider whether the scheme requires reviewing and this report requests that Members consider reviewing the scheme.

Financial Context

- 2.6 The DWP no longer subsidises CTS expenditure. Instead, from 1/4/2013, Local Authorities are given an un-ringfenced grant as part of Formula grant, to cover future CTS expenditure. The grant is based upon pre 1/4/2013 expenditure on Council Tax Benefits with a cut of 10% but uprated only by the same percentage as formula grant. This means that the Council needs to manage the funding gap on an on-going basis and that any localised CTS scheme must achieve this objective.
- 2.7 The Council consulted on a proposed localised CTS scheme in 2012 and subsequently designed, agreed and implemented a scheme, taking into account the consultation feedback, that would cater for a minimum of two years and restricted expenditure within the available funding. The scheme had pre-set parameters (**see Appendix 1 to this report**) for year 1 (2013/14) which were set with a view to restricting CTS awards to a maximum of £17.5m therefore ensuring a reduction in scheme expenditure of £3.8m occurred. The pre-set parameters for year 2 (2014/15) were worked out on the basis that growth in expenditure would grow by another £1.3m, to £22.6m, therefore requiring expenditure to be restricted by £5.1m to ensure scheme costs in that year did not exceed the maximum ceiling of £17.5m of available funding.
- 2.8 The local CTS funding was subsequently rolled up within the Retained Business Rates funding, with a proportion in local share and the rest in Revenue Support Grant. The funding is one of many elements making up Local Government resource, and is not ring-fenced. The local CTS

funding was identified in Y1 (2013-14) at a local authority level but Ministers agreed that it would not be identifiable thereafter. It is entirely for Harrow, as a local authority, to decide how much it is prepared to spend on Council Tax Support, which is why allocations for future years will not be separately identifiable.

Council Tax Support Scheme Review

- 2.9 Harrow Council has implemented a CTS scheme which sets out the reductions which are to apply in its area to specified classes of persons whom the authority considers to be in financial need. The scheme was agreed by Full Council on 21 January 2013, and took effect for the financial year commencing 1 April.
- 2.10 Legislation requires the authority to consider whether, for 2014-15, the scheme is to be revised or replaced. The Council must consider whether the scheme requires changing and must do this in time to ensure it has sufficient time to consult and determine the scheme prior to the deadline set out in the legislation.
- 2.11 Having reviewed the operation of the scheme, it is considered that the existing scheme, agreed by Full Council on 21st January 2013, is still fit for purpose and appropriate. It is therefore recommended that the scheme is not revised or replaced as no fundamental changes are required.
- 2.13 This view has been reached on the basis that currently (as @ November 2013) CTS expenditure for 2013/14 is approximately £16.5m which is 5.71% or £1m below the maximum budgeted expenditure and in line with expectations. Although there is still the possibility that expenditure will increase between now and the 31/03/2014, as we are continually receiving new claims, there is little risk that the current scheme year 1 parameters will lead to expenditure above the available funding.
- 2.14 Modelling the current CTS caseload commitments and estimating 2014/15 expenditure, would suggest future expenditure in the region of £16.5m to £16.8m in the next financial year.
- 2.15 This is slightly lower than anticipated when the year 2 scheme was agreed by Full Council. However Council Tax collection rates in 2013/14 for CTS recipients are currently slightly below the 70% profile anticipated. It is too early at present to determine whether long term targets will be met. A slight underspend at this stage is therefore not considered to be unreasonable as the collection fund may have to stand any collection losses that arise above the amounts originally estimated.
- 2.12 For processing reasons some minor alterations are being proposed to Cabinet although the existing scheme already allows for these. On page 3 of the determined scheme, under the header "UPRATINGS", the scheme states the following;

“This scheme proposes that any figures set out in the scheme may be uprated, to take effect on 1st of April each year following commencement of the scheme, by the consumer price index (CPI), set out in the preceeding September, or by the rate used by the Government in the determination of income support or from April 2014, Universal Credit.”

This report recommends that Cabinet agree to adopt increases at the rate used by central government to determine income support, which will be used by the CTS scheme to determine future uprating increases for working age claimants regarding premiums and allowances used in the calculation of CTS awards.

- 2.16 We are aware that Council Tax payers are being affected, specifically those on Income Support and Job Seekers Allowance as well as those residents on low incomes who are being asked to pay typically £150 - £300 Council Tax per year when previously they had little or nothing to pay. It will not be until the end of 2013/14, when the recovery measures taken by Harrow will have taken effect, that a better picture can be obtained of collection rates and the effect a reduced level of Council Tax Support is having on the households affected.
- 2.17 Full Council determined on the 21 January 2013 to introduce a two year CTS scheme. This took into account the national economic situation and the uncertainty facing Local Government funding in the medium term as there could be no certainty that the Council would be able to continue to financially afford to maintain the CTS scheme at the original levels first determined. The CTS scheme was future proofed and more recent financial modelling suggests expenditure in 2014/15 will be similar to that originally anticipated, assuming no sudden and unexpected changes in government funding support are made.
- 2.18 Statutory provisions require Harrow to consider annually whether it should change the scheme, and if so, in what way. The process to create a revised scheme would involve complex decisions and judgements regarding which groups of claimants would face reduced support. This would also require extensive consultation and approval of the changes before 31/01/2014, including consultation with the GLA, a publication of the draft scheme incorporating the changes and consultation with such persons as may be affected by the operation of the scheme. Having approved a two year scheme originally, Cabinet is simply being asked to consider reviewing its scheme and to agree to continue with the original two year scheme as adopted.

Conclusion / Recommendation

- 2.19 Taking into account the risks and financial implications set out in this report, the fact that the CTS caseload can fluctuate easily by 5% either way and affect CTS awards accordingly, and the fact that financial forecasts are similar to target expenditure, this report recommends that the CTS scheme continues in its current format.

- 2.20 Retaining the existing CTS scheme is supported by the original EqIA (**Appendix 2**) undertaken for the scheme and carried out at the time of consultation. This highlighted the impacts on residents and on which mitigation packages were developed and implemented. The existing scheme also supports the most vulnerable members of our community as it contains more generous provisions for protecting disabled residents (which is applied to any applicant in receipt of Disability Living Allowance or Personal Independence Payment – PIP).

Legal Implications

- 2.21 Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992, as inserted by Schedule 4 to the Local Government Finance Act 2012, requires the authority to consider whether, for each financial year, the CTS scheme is to be revised or replaced. Where the scheme is to be revised or replaced the procedural requirements in paragraph 3 of that schedule apply. Any revision/replacement must be determined by 31 of January in the preceding year to the year which the changes are to apply. The council must therefore consider whether the scheme requires revision or replacement and if so, consult with the GLA, publish a draft scheme and then consult with such persons as may be affected by the operation of that scheme prior to determining the scheme before 31st January.
- 2.22 This report recommends that the scheme is not revised or replaced, save for applying the annual uprating to keep the allowances and premiums in line with national benefits entitlement. Uprating is permitted by the original scheme as “variable parameters” which may be adjusted yearly. Cabinet, in this respect, is simply agreeing to “upratings” in line with the percentage increase decided by the DWP for Income Support.
- 2.23 It is too early to judge whether, after only six months, the scheme is under spending when compared to the original estimates. The current underspend is just over 5% of the budgeted amount and considering the natural fluctuations in case loads and spend together with the risks highlighted, the underspend is not so large as to justify a full redesign of the scheme. Additionally, Cabinet is within its right to decide that any underspend in this area be allocated to other council priorities taking into account the financial pressures and the need to reduce costs generally.
- 2.24 The original purpose of consulting and determining a 2 year scheme was to provide certainty to claimants as to what the scheme would be for a longer period. At the end of the 2 year period, the Council would have the opportunity to reflect on the financial situation and any issues or unforeseen consequences of the scheme and consider whether revisions or a replacement scheme was required. The recommendation that the second year of the scheme remain as originally determined is appropriate based on current claimant numbers and financial information.
- 2.25 There are no fundamental changes that required formal consultation but as a matter of courtesy statutory preceptors (GLA) were consulted and their feedback taken into consideration.

Financial Implications

- 2.25 This is a report of the Corporate Director of Resources and deals with financial matters throughout.
- 2.26 Members must consider the Council's financial position and the likelihood of the Council's income decreasing year on year for the foreseeable future. In view of this, it is not a viable option for Harrow to spend any more money on the CTS scheme than it has done in 2013/14; additionally it must also make provisions for contingencies should caseload increase and extra awards materialise.
- 2.27 The local CTS funding is not ring-fenced and it is entirely for Harrow, as a Local Authority, to determine how much it is prepared to spend on Council Tax Support. As such it right that the scheme continues fundamentally unchanged, ensuring the Council's original decision, continues which will ensure expenditure occurs only within Harrow's available budget, as revised yearly, and with underspends funding losses in collection or being diverted to other pressing Council priorities.
- 2.28 It must be remembered that any changes which increase CTS expenditure have the effect of reducing the council tax base not only for the Council, but also for Preceptors. Reductions in the Council Tax Base adversely affect a local authority's ability to raise income from Council Tax.

Performance Issues

- 2.29 Assessment of Council Tax Support new claims has remained within target of 20 days in 2013. Alignment of the CTS scheme to Housing Benefit statute has enable more efficient processing of customer applications as their applications and associated data can be used for both purposes and therefore ensures customer enquiries are minimised. The two year CTS scheme agreed by Full Council in 2013 will continue to enable synergies to be to be achieved from this practice.

Environmental Impact

- 2.30 There are no direct environmental impacts.

Risk Management Implications

- 2.31 The expenditure estimate assumes an increase in caseload in line with the original estimates in 2012 and assumes no disproportionate increase in persons of pension credit age that would be protected from the effects of the scheme; although there is risk here as Harrow has proportionally less pensioners claiming CTS than the national average.

- 2.32 The effects of EU changes to work restrictions and recourse to public funds may in future impact upon overall CTS expenditure. However this risk has been considered within the overall scheme finances and may be further assessed when the scheme is considered for a review or replacement again in 12 months' time.
- 2.33 There is also risk that CTS expenditure will be affected by central government changes to future policies particularly in relation to welfare benefits and tax credits. However this too has been considered in the forecasts and may be further assessed when the scheme is considered for a review or replacement again in 12 months' time.
- 2.34 Finally the uncertainty in the economic climate adds an element of risk to the estimates as it is impossible to accurately forecast the additional scheme costs. This could arise, for example, if one of the businesses or organisations employing a large proportion of Harrow residents were to cease trading leading to large scale unemployment and increased awards of CTS.

Equalities implications

- 2.35 A full detailed EqIA was carried out in 2012 in relation to the CTS Scheme that was proposed and agreed. The EqIA reflected the feedback from the consultation and the multi-agency sub group that worked together with Council to develop and design the scheme taking into account potential impacts and repercussions.
- 2.36 When making policy decisions, the Council must take account of the equality duty and in particular any potential impact on protected groups. Due regard should therefore be had to the Public Sector Equality Duty when giving consideration to a review of the scheme and the recommendations in this report. The Council's original completed equality impact assessment still applies and members should consider its contents in making their decision.

Corporate Priorities

- 2.37 The Harrow Council Tax Support Scheme reflects the aims of our corporate priorities to ensure a fairer Harrow. It also reflects the consultation feedback and continues the policy in place in 2012/13.

Section 3 - Statutory Officer Clearance

Name: Simon George	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 17 October 2013		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 17 October 2013		

Section 4 – Performance Officer Clearance

Name: Martin Randall



on behalf of the
Divisional Director
Strategic
Commissioning

Date: 16 October 2013

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker



on behalf of the
Corporate Director of
Environment and
Enterprise

Date: 15 October 2013

Section 6 - Contact Details and Background Papers

Contact:

Fern Silverio (Head of Service – Collections & Housing Benefits),
Tel: 020-8736-6818 / email: fern.silverio@harrow.gov.uk

Background Papers:

Appendices, as attached to the main report

**Call-In Waived by the
Chairman of Overview
and Scrutiny
Committee**

NOT APPLICABLE

[Call-in applies]

Appendix 1

Tables 1 below summarises the current scheme for persons who are not of pension credit age -over the two year period – Year 1 2013/14 and Year 2 2014/15 – as determined by the Council on 21st January 2013. Persons that are of pension credit age are subject to central government prescribed requirements.

TABLE 1			
Model Scheme 1 (2013/2014)		Model Scheme 1 (2014/15)	
Rules		Rules	
§ 90% liability cap for Group A		§ 86% liability cap for Group A	
§ 77.5% liability cap for Groups B and C		§ 70% liability cap for Groups B and C	
§ Doubled existing non-dependant deductions		§ Doubled existing non-dependant deductions	
§ Minimum non-dependant deductions for non-dependants receiving passported benefits and/or contribution based employment and support allowance		§ Minimum non-dependant deductions for non-dependants receiving passported benefits and/or contribution based employment and support allowance	
§ 30% taper		§ 30% taper	
§ £2 minimum weekly Council Tax Support		§ £2 minimum weekly Council Tax Support	
§ Removed Second Adult Rebate		§ Removed Second Adult Rebate	
§ Removed tariff income from capital		§ Removed tariff income from capital	
Benefits of the Scheme			
<ul style="list-style-type: none"> - Council Tax Support assessed on 90% (year 1) and 86% (year 2), of the Council Tax liability for Group A instead of 77.5% (year 1) and 70% (year 2) for Groups B and C - Personal allowances and premiums will continue to be built into the scheme to take into account disability, age and household composition - For people who are of working age, the scheme continues to provide for earning disregards based on circumstances and additional hours disregards, as well as the 4 week extended payment period in place for people returning to work - The scheme will no longer take into account any notional tariff income earned from capital - Child Benefit and Child Maintenance will not be counted when assessing household income - Disability Living Allowance will not be taken into account when assessing household income - There will continue to be no non-dependant deductions if the claimant is receiving the care component of Disability Living Allowance 			

- There will continue to be a minimum deduction of £3.30 per week if a non-dependant is receiving Employment Support Allowance (ESA) contribution based
- There will continue to be no non-dependant deduction for non-dependants who are full time students

Impacts of the Scheme

- These proposals impacted on 10,882 working age claimants, as they were required to pay more, or something, towards their Council Tax Bill.
- 66% of former Council Tax Benefit claimants received 100% Council Tax Benefit and were in receipt of a low income. From 1/4/2013 these claimants will had to pay at least 22% of the full Council Tax charge, or 10% for people with disabilities and in Group A, in the first year 2013/14 and 30% and 14% for people with disabilities who fall in Group A in the second year 2014/15.
- Non- dependants who were not receiving a passported benefit or Employment Support Allowance (ESA) contribution based were expected to contribute double their contribution towards the Council Tax bill for the household. The new amount payable was dependant on income and ranged between £6.60 and £19.80 (previously it was £3.30 to £9.90).
- Non- dependants who were receiving a passported benefit or ESA contribution based were required to make a minimum payment of £3.30, previously it was nil for those receiving a passported benefit and £3.30 for those receiving ESA contribution based.
- People receiving more income than their assessment living needs will have their weekly Council Tax Support reduced by 30p in the £1 rather than 20p in the £1 previously.
- Introducing a cap on the minimum amount of benefit a person can receive to £2 a week

Group A – is a household where the customer, a partner or a dependant child is physically or mentally disabled and receives one of the following:

- Disability Living Allowance (any component)
- Employment Support Allowance (Support group)
- Incapacity Benefit
- Mobility Supplement
- Severe Disablement Allowance

People who are registered blind or registered partially sighted, people who live in a property which has been granted a disabled band deduction or anyone who receives War Disablement Pension or War Widows Pension

Group B – Lone parents/families with children/carers* who do not fall into Group A

*Carers that do not fall into Group A however fall into Group B are people who receive Carers Allowance for caring for someone other than their resident partner or resident dependent child.

Group C – Anybody that does not fall into Groups A or B.

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TEMPLATE 2 - Full Equality Impact Assessment (EqIA)

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this form and assessment.

<p>What are the proposals being assessed? (Note: 'proposal' includes a new policy, policy review, service, function, strategy, project, procedure, restructure)</p>	<p>A new localised Council Tax support scheme in place of the existing national Council Tax Benefit scheme.</p>
<p>Which Directorate / Service has the responsibility for this?</p>	<p>Collections and Housing Benefits</p>
<p>Name and job title of lead officer</p>	<p>Fern Silverio, Divisional Director, Collections and Housing Benefits Sheila Seymour-Howell, Project Member Sheila.seymour-howell@harrow.gov.uk Tel: 020 8424 1806 Ext 2806 Bernie Beckett, Consultation Project Manager BBeckett@harrow.gov.uk Tel: 020 8424 7640 Ext 7640</p>
<p>Name & contact details of the other persons involved in the EqIA:</p>	<p>A multi-agency group has been developed to oversee the development of the Equality Impact Assessment. This group has membership from the Voluntary Sector including CAB, Mind in Harrow, Harrow Mencap, Harrow Carers, Harrow Association of Disabled People (HAD), Age UK, HASVO, Harrow Equalities Centre, Landlords Association, Tenants and Residents Association, Councillors, Unions, Representatives from Harrow Council Services.</p>
<p>Date of assessment:</p>	<p>EqIA was opened on the 7th February, 2012. The document has been monitored and updated on a regular basis by a multi-agency Steering Group. The current document is at Version 22</p>

Stage 1: Overview

The Welfare Reform Act received Royal Assent on 8th March 2012, abolishing the current system for Council Tax Benefit. The Local Government Finance Act received Royal Assent on the 31st October, 2012 and includes legislation to give Local Authorities the responsibility for the development of localised Schemes for providing support for Council Tax with 90% of the funding that is currently provided.

The timescales are very tight with implementation of a new scheme required in April 2013. The grant settlement is expected to be provided on the 17th December, 2012 and therefore the schemes have initially been shaped using estimated grant allocation provided by the Department of Communities and Local Government (DCLG).

Harrow Council's aim is to implement a localised Council Tax Reduction Scheme that initially covers the first two years of delivery – 2013/14 and 2014/15 in Harrow within budget and on time, whilst mitigating any future financial risk. Within Harrow and thereafter in this Equality Impact Assessment this scheme is to be known as a Council Tax Support Scheme.

§ Within the Act Council Tax Support claimants who are pensioners will be protected by draft prescribed requirements regulations. Local Authorities must develop approaches to meet their local needs but should consider the impact on the most vulnerable when designing their schemes

A multi- agency Steering Group has been developed to work with the council to ensure the scheme is developed to reflect the needs of the local community.

Following a steer from the Leadership Group and CSB, and subsequent confirmation from the Portfolio Holder, it was agreed that savings cannot be found from elsewhere within the Council. A new scheme will therefore be developed that manages the funding gap of approximately £3.8m in the year 2013-2014 and approximately £5.1m in the year 2014-2015. These savings figures have increased since consultation following receipt of expected grant figures for Council Tax Support from Department of Communities and Local Government.

1. What are the aims, objectives, and desired outcomes of your proposals?

(Explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)

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	<p>The consultation was based on the following principles:</p> <ul style="list-style-type: none"> o The scheme design will be developed within the statutory framework o The scheme will be developed to meet the resources made available from the Government o The scheme will provide support to the most vulnerable groups in Harrow within the funding available o The scheme will encourage people into work and will not provide any disincentives to work <p>The consultation materials gave examples of the main rules within Council Tax Benefit that could be changed to meet these principles. The consultation booklet and survey are an appendix to the Cabinet Report.</p> <p>As a result of the consultation three model schemes are being put to Cabinet for consideration and their details are included within the Cabinet Report. Council Tax Support Schemes 1 and 2 have been shaped through feedback from the consultation activity and both sit within the resources available to deliver Council Tax Support. Scheme 3 has been developed following the announcement from the DCLG that a transitional fund is available providing Local Authorities implement a scheme to meet with the Governments criteria and would require an overspend if implemented.</p>
<p>2. What factors / forces could prevent you from achieving these aims, objectives and outcomes?</p>	<ul style="list-style-type: none"> - Not being able to meet the timescales that have been proposed by the Government - New Scheme not adopted by 31 January 2013 as required by the Government. - IT not in place by 31st January, 2013 - Lack of funding and resources to support implementation. - The Council is taking the risk that there will be an increase in claimants in the next two years. . - Risk of challenge
<p>3. Who are the customers? Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>	<p>The Department of Communities and Local Government have developed an EqIA on the proposals and this document highlights the following customers that may be affected by the proposal:</p> <ul style="list-style-type: none"> - Working age claimants - The existence of other vulnerable groups amongst working age claimants e.g. carers or disabled - Low income claimants

<p>234</p>	<ul style="list-style-type: none"> - Local Authorities <p>The following customers/stakeholders within Harrow were identified initially through modelling of Council Tax Benefit data and activity carried out with the Steering Group:</p> <ul style="list-style-type: none"> - Existing Council Tax Benefit claimants - Future Council Tax Benefit claimants - Workforce – Housing Benefit, Council Tax Teams and Access Harrow - Other Council Services - Voluntary Organisations supporting vulnerable people - Precepting Authorities (GLA, Police, Fire) - Council Tax payers - Residents (if funding has to be found elsewhere could affect other services) - Families with children - Lone parents - Carers - Part time and full time workers and are claiming Council Tax Benefits - People who are disabled and are claiming Council Tax Benefits - Single people and couples without children - People with mental health issues - People who are on a low income and do not have a good education and therefore unable to earn more - young people leaving care - low paid workers <p>Harrow Council's Housing and Council Tax Benefits Department has the overall responsibility for developing and delivering the scheme</p> <p>Council Tax Department</p> <p>Harrow's partners are the precepting authorities – police, fire, Greater London Authority (GLA)</p>
<p>4. Is the responsibility shared with another department, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? 	<p>Harrow Council's Housing and Council Tax Benefits Department has the overall responsibility for developing and delivering the scheme</p> <p>Council Tax Department</p> <p>Harrow's partners are the precepting authorities – police, fire, Greater London Authority (GLA)</p>

The Local Government Finance Bill states that precepting authorities must be consulted before the draft scheme is published and therefore meetings were held with representatives to agree how this consultation was taken forward. In line with Government advice the formal consultation was carried out with the GLA before the public consultation started on the 11th June, 2012. The GLA provided their formal response to the consultation which has been included as an appendix to the Cabinet Report.

Representatives from the GLA and Harrow Council are included in the pan London Council Tax Reduction Working Group hosted by London Councils. This group is working together to understand the proposals and how they can be implemented across London.

The precepting authorities including GLA, Police and Fire Services are members of Harrow's Consultation Steering Group that has been developed to oversee the consultation ensuring it is open, transparent and feedback shapes the new scheme. The representatives have agreed to remain on the distribution list and will attend meetings where specifically requested due to limited resources. The GLA are also part of the West London Council's Council Tax Support workshop hosted by Harrow Council and as a result meet with West London Authorities on a monthly basis.

Harrow Service Managers also attend London Council's Benefit Managers and pan London Council Tax Support meetings.

The Council Tax Section were given the opportunity to give their view through the consultation process and the Divisional Director of Benefits and Collections is a member of the Steering Group.

The Multi Agency Sub Group, with membership from the Steering Group, has met monthly to update the Equality Impact Assessments for the changes to Council Tax Benefits.

Stage 2: Monitoring / Collecting Evidence / Data

(The data quoted in this section was derived from analysis of Council Tax Benefit caseload as at 1/9/12)

5. What information is available to assess the impact of your proposals? Include the actual data, statistics and evidence (including full references)

4a. How are/will they be involved in this assessment?

was reviewed to determine the potential impact on each equality group (protected characteristic). This can include results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, workforce profiles, service users profiles, local and national research, evaluations etc

(Where possible include data on the nine protected characteristics. Where you have gaps, you may need to include this as an action to address in the action plan)

Age (including carers of young/older people)	<p>63% of the current Council Tax Benefit caseload are working age (all data is to be audited before final report and will be included as an end note to ensure clarity)</p> <p>Analysis of current Council Tax Benefit caseload for working age customers shows 3.89% are aged 18-24, 19.69% between 25-34, 34.76% between 35-44, 29.62% between 45-54 and 12.04% are 55-60.</p> <p>67% of the caseload are families with children (of the 67%, 68% are from smaller families and 32% are larger families (3+ children))</p>
Disability (including carers of disabled people)	<p>Analysis of current Council Tax Benefit caseload for working age customers shows that 15.4% are disabled (as per definition of Group A) and 1.6% are carers (shown as receiving Carers Allowance within current caseload)</p>
Gender Reassignment	<p>This information is not currently collected within the current IT system. Efforts were made to capture this information through the consultation activity however completion of the monitoring elements of the form was not consistent and therefore the information could not be relied upon.</p>
Marriage / Civil Partnership	<p>Data is provided for 'couples, analysis of current Council Tax Benefit caseload for working age customers shows that 37.79% are couples. Efforts were made to capture further information specifically regarding marriage/civil partnerships through the consultation activity however completion of the monitoring elements of the form was not consistent and therefore the information could not be relied upon.</p>
Pregnancy and Maternity	<p>This information is not currently collected as the IT system and claim forms need updating. Efforts were made to capture this information through the consultation activity however completion of the monitoring</p>

	elements of the form was not consistent and therefore the information could not be relied upon.
Race	This information is not currently collected as the data is incomplete. Efforts were made to capture this information through the consultation activity however completion of the monitoring elements of the form was not consistent and therefore the information could not be relied upon.
Religion and Belief	This information is not currently collected as the IT system and claim forms need to be updated. Efforts were made to capture this information through the consultation activity however completion of the monitoring elements of the form was not consistent and therefore the information could not be relied upon.
Sex / Gender	Analysis of current Council Tax Benefit caseload for working age customers shows that, of the person making the claim, 42% are male and 58% are female. Where there is a couple claiming the sex of the claimant has been used in these statistics. 34% of people claiming Council Tax Benefit are lone parents, of these 96% are female.
Sexual Orientation	This information is not currently collected as the IT system and claim forms need to be updated. Efforts were made to capture this information through the consultation activity however completion of the monitoring elements of the form was not consistent and therefore the information could not be relied upon.
6. If you have insufficient data on any of the protected characteristics, is there any other (local, regional, national research, reports, media) data sources that can inform this assessment? Include this data (facts, figures, evidence, key findings) in this section.	<p>The following EqIAs have been developed on a national basis:</p> <p>Department of Communities and Local Government (DCLG) – Local Finance Bill (updated version released June 2012): Localising Council Tax - identifies the impacts of the proposals on a national basis. This EqIA does identify the net impact the overall policy may have on the following groups:</p> <ul style="list-style-type: none"> - Working age council tax benefit claimants - Council tax payers - Any recipients of local services that may be reduced in order to meet any funding shortfall. <p>Race Equality Foundation – Housing benefit and welfare reform: impact of all</p>

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the proposed changes for Welfare Reform on black and minority ethnic communities. This EqIA identifies the proposals for Housing benefit and welfare reform will impact Black and Ethnic Minority groups as they are disproportionately represented in low-income working and non-working households. .

Department of Work and Pensions (DWP) – Impact assessment for the Household Benefit Cap – identifies the impacts on the proposal to restrict the total amount of welfare a household can receive to meet with the average take-home pay of working households. Whilst Council Tax Benefit is excluded from these proposals, the impacts of these proposals will identify with those that will be impacted by the Localisation of Council Tax Support. This EqIA identifies the net impact of the overall policy on the following groups:

- Families who are both out of work and are either
 - Larger than average, in the most part with three or more children and are therefore receiving larger than average Child Tax Credit payments and Child Benefit payments; or
 - Situated in high rent areas and thereby receiving large Housing Benefit payments; or
 - Both of these factors combined.
- Harrow is identified as having approximately 700 households that will be affected by this policy in the year 2013/14.
- The Steering Group are working to integrate the Health Impact Assessment (Appendix 2) and the Equality Impact Assessment and a draft template has been produced that is at Appendix 1. This activity is in progress and further work will be required to identify relevant data to help inform both Impact Assessments.

The consultation included both quantitative and qualitative activity to bridge gaps.			
	Yes	To be carried out	No
<p>NOTE: If you have not undertaken any consultation as yet, you should consider whether you need to. For example, if you have insufficient data/information for any of the protected characteristics and you are unable to assess the potential impact, you may want to consult with them on your proposals as how they will affect them. Any proposed consultation needs to be completed before progressing with the rest of the EqIA. Guidance on consultation/community involvement toolkit can be accessed via the link below http://harrowhub/info/200195/consultation/169/community_involvement_toolkit</p>			
Who was consulted?	What consultation methods were used?	What do the results show about the impact on different equality groups (protected characteristics)?	What action are you going to take as a result of the consultation? This may include revising your proposals, steps to mitigate any adverse impact. <i>(Also Include these in the Improvement Action Plan at Stage 5)</i>
<p>The Steering Group (multi agency partnership) brought together a calendar of activity which ensured all key stakeholders were given the opportunity to give their view and shape the new Council Tax Support scheme. Regular reviews were carried out throughout the consultation process to ensure gaps in the consultation were bridged by further activity.</p>	<p>The consultation included the following activity:</p> <ul style="list-style-type: none"> • Telephone survey with 1010 residents including 310 Council Tax Benefit claimants • Written survey with members of Harrow Council's Residents Panel – 1130 were distributed and 616 (55%) completed surveys returned. • Consultation booklet and survey circulated widely 	<p>The proposals for the development of the Council Tax Support Scheme in Harrow have been shaped as a result of the feedback collected throughout the consultation. The detailed feedback reports are attached as appendices to the Cabinet Report.</p> <p>The adverse impacts have been summarised below:</p> <p>Feedback from the telephone survey – focussed solely on vulnerability asking residents for their views on which and to what extent different groups in the population might be affected by the changes. The results of this survey were weighted in line with the population statistics for Harrow.</p> <p>Respondents were asked to identify the groups they felt would be most</p>	

<p>All residents within Harrow have been made aware of the consultation and various levels of activity have taken place to ensure all groups identified in Section 3 have been given the opportunity to give their view.</p>	<p>across Harrow with the opportunity to respond by telephone, email and freepost. The consultation booklet was also provided in easy read – 346 surveys were returned</p> <ul style="list-style-type: none"> • Specific web pages that gave the opportunity to complete the survey on line – 152 were completed on line • Facebook and Twitter • 71 Road shows, 'Go to' days, Events, workshops, face to face meetings which included specific events/ workshops/ Meetings and discussion groups. Over 4000 people were spoken to. • Letters sent out over an 8 week period inviting residents to these events <p>All engagement mechanisms used (bar the telephone survey that focussed only on identifying and impacts on vulnerable groups) asked the same questions to ensure consistency.</p> <p>The feedback has been collated, written up and analysed and a meeting of the Steering Group has been held to discuss the feedback and draft schemes that</p>	<p>impacted by the changes – these responses are listed under 'Unprompted'. Respondents were also provided with a list of groups of people that have been identified as being affected by the changes through the data modelling and their responses are listed under 'prompted'.</p> <p>The groups identified through both of these questions in order of impact are:</p> <table border="0"> <tr> <td>Unprompted</td> <td>Prompted</td> </tr> <tr> <td>Household including</td> <td>People who are registered disabled</td> </tr> <tr> <td>Somebody who is registered</td> <td>Lone parents</td> </tr> <tr> <td>Disabled</td> <td>Carers</td> </tr> <tr> <td>People on a low income</td> <td>Families with children</td> </tr> <tr> <td>Unemployed</td> <td>Part time workers</td> </tr> <tr> <td>Lone parents</td> <td></td> </tr> </table> <p>There was a recognition that all Council Tax Benefit claimants would be impacted by the changes as they are likely to have to pay more towards their Council Tax.</p> <p>People were generally consistent in their responses regardless of the demographic group of the respondent.</p> <p>Feedback from the Residents Panel survey - A written postal survey was carried out with members of Harrow's Residents Panel. The survey was consistent with the questionnaire used on the web and in hard copy within the Consultation Booklet and therefore asked questions both on the groups that may be impacted by the change and specific questions relating to the different ways the rules could be changed to make the required savings.</p> <p>The Residents Panel was recruited to be as representative of the boroughs population as possible however the respondents, in the main, were white British (65.1%), male (54.7%) and over 55 (approx. 70%). Only</p>	Unprompted	Prompted	Household including	People who are registered disabled	Somebody who is registered	Lone parents	Disabled	Carers	People on a low income	Families with children	Unemployed	Part time workers	Lone parents	
Unprompted	Prompted															
Household including	People who are registered disabled															
Somebody who is registered	Lone parents															
Disabled	Carers															
People on a low income	Families with children															
Unemployed	Part time workers															
Lone parents																

have been shaped following the outcomes of the consultation.

6.1% of the Residents Panel have reported that they receive Council Tax Benefit.

When asked about the impact of the changes on groups the following were mentioned:

Unprompted

- Disabled people
- Single parents
- Carers
- Elderly people
- Low paid workers

Prompted

- People who are disabled
- Carers
- Lone parents
- Families with children
- Single people and couples without children
- Part time and full time workers

Feedback from the survey (web and hard copy) - The survey was included both within the Consultation Booklet and also available on the Consultation website for completion online. People were given the opportunity to respond either by freepost, telephone or the consultation email address. The questions were consistent with those included in the Residents Survey

When asked about the impact of the changes on groups the following were mentioned:

Unprompted

- People with a disability
- Lone parents
- People on a low income
- Pensioners
- Carers

Prompted

- People with a disability
- Lone parents
- Families with children
- Carers
- Part time/full time workers
- Children
- Single/couples without children

Feedback from the face to face activity

The face to face activity gave the opportunity to discuss the changes in detail to understand the impacts of the changes.

Many groups agreed that there would be groups in the community who would be affected more than other groups. The majority highlighted people with disabilities as being a group that will be impacted by many changes. Other impacted groups included lone parents, carers, large families and people with mental health issues.

Formal response from Harrow Association of Disabled People (HAD)

HAD raised concern that disabled people will be disproportionately affected by having to pay more council tax because of the cumulative effects of the Welfare Reforms. The full response is available as an appendix to the Cabinet Report.

Formal response from Harrow Mencap Harrow Mencap's response was collated from a focus group as well as the Charity's experience of working with families, carers and users of their services. Their key concerns related to the adverse impact that people with disabilities experience because of the cumulative effects of the Welfare Reforms particularly as they felt that people with disabilities are more likely to live in poverty. The full response is available as an appendix to the Cabinet Report.

Formal response from the Greater London Authority – a formal response has been received from the Greater London Authority. This contains no feedback in relation to equalities however the full document is attached to the Cabinet Report.

(The data quoted in this section (unless otherwise stated) was derived from analysis of Council Tax Benefit caseload as at 1/9/12)

8. What does your information tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Positive	Adverse	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring etc. (Also Include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)			<p>The Government have protected Council Tax Benefit claimants who are pensioners from the changes to Council Tax Benefit and therefore these proposals will impact all working age claimants. There are currently 10,882 working age claimants and all will be on a low income as Council Tax is a means tested benefit and uses the Governments needs allowance which is dependent upon family circumstances.</p> <p>Through all three proposed schemes working age Council Tax Support claimants will be required to pay more or something towards their Council Tax in the future.</p> <p>It was recognised by the majority of people that responded to the consultation that these changes would impact 'low income' working age families with children. All families that receive Council Tax Benefit are on a low income and therefore all Council Tax Benefit claimants have been highlighted across the board.</p> <p>Currently 64% of Council Tax Benefit working age</p>	<p>All of the three schemes continue to not take Child Benefit and Child Maintenance into account as income when assessing for Council Tax Support to mitigate the impact of the changes upon families with children.</p> <p>Awareness Campaign - includes activity to reach all Council Tax Benefit claimants especially targeting the group of people who receive 100% Council Tax Benefit. This will include the following:</p> <ul style="list-style-type: none"> - Guidance booklet for Voluntary Organisations and staff - Training sessions for relevant departments. Staff and Voluntary Organisations - Initial letter with booklet that will be sent to all Council Tax claimants detailing the support that is available - Information sessions for claimants at Access Harrow - Articles/inserts in local press, Harrow People, Homing In and all other appropriate newsletters etc. - Help pages being developed by Communications on the Web - Information in Council Tax Bills

		<p>claimants receive 100% Council Tax Benefits, all of whom will have to pay something towards their Council Tax under all the proposed schemes.</p> <p>The level of contribution could be seen as low however in relation to this group's overall income the increase could be a substantial percentage.</p>	<ul style="list-style-type: none"> - Envelope highlighting changes to ensure opened - Posters on inside of bus routes in Harrow - Messages sent out via social media <p>Hardship fund to be developed with criteria to support the most vulnerable.</p>
		<p>67% of Council Tax Benefit claimants are working age families with children of which:</p> <ul style="list-style-type: none"> - 68% are smaller families (2 children and under) - 32% are larger families (3+ children) <p>Within this protected characteristic the consultation has identified that the changes to Council Tax Benefit could have a particularly high impact on working age large families including lone parents because large families are more likely to live in larger properties which fall into higher Council Tax banding and to be cumulatively impacted by the overall Welfare Reforms. More information is given under cumulative impacts.</p> <p>Children's Services have also identified that young children could be disproportionately affected by these changes because poverty levels would increase in those families with children. Where there is a risk of unemployment evidence shows families are at higher risk of turning to substance/alcohol misuse.</p>	<p>Collection policy to be reviewed to mitigate the risk of non collection</p> <p>The new operating model within Children & Families Services will deliver improved co-ordination of services, earlier identification of problems and swift effective early help.</p> <p>Housing delivering 1:1 support with families who are hardest hit by the benefit caps.</p> <p>Work programmes specifically targeted at Council Tax Support claimants</p> <p>Working alongside the mitigations workstream within the Welfare Reform Project Group. The proposed mitigations include the following:</p> <ul style="list-style-type: none"> - Debt and financial advice including benefit check - Development of a foodbank in Harrow - Co-ordination of second hand school uniform schemes - Recycled and reuse of furniture

		<p>Children's Services have also identified that care leavers who could be moving from supported living arrangements into their own accommodation could be adversely affected by having to pay more towards their Council Tax. There are approximately 30 care leavers annually that accessed Council Tax Benefits through their move into independent accommodation.</p>	
<p>245 ability including carers of disabled people)</p>		<p>15.42% of people currently claiming Council Tax Benefit are shown as having a known disability (this will not include some disabled people on passported benefits as this information has not been required when completing an assessment for Council Tax Benefit however will be input within the new Support Scheme).</p> <p>All the surveys received a response rate of at least 15% from people with disabilities however both the web and telephone surveys received response rates of over 25%.</p> <p>The face to face activity included events/discussion groups with users of Harrow Advisory Disability Services, Harrow Mencap, MIND in Harrow and Bentley Day Centre. Discussion groups were also held with the Deaf Drop in sessions and all Neighbourhood Resource Centres where people with disabilities also participated in much of the face to face activity held.</p> <p>There was a strong feeling within some of the activity that the Government should not be targeting vulnerable people and should be making</p>	<p>Within Council Tax regulations there are already protections in the form of discounts and exemptions. These include:</p> <ul style="list-style-type: none"> § People who have a severe mental health disability that appears to be permanent. This includes people with Alzheimer's disease, strokes and other similar illnesses. IF all the residents in the household fall into this category the property could be exempt from Council Tax otherwise some charge will still be levied. § People with disabilities whose homes have been adapted for their use may be entitled to a disabled band reduction. This means that their Council Tax will be calculated as if their property is one band lower than it would normally be. <p>Model Scheme 1 helps to reduce the effects of the changes by giving additional support to people with disabilities by having a higher level cap on the Council Tax liability (90% instead of 81.5% for all others). Criteria for the protected group is included within the Cabinet Report.</p> <p>All three schemes will mitigate the impact of the changes on people with disabilities by:</p>

		<p>the savings elsewhere.</p> <p>Within the consultation the majority of respondents highlighted people with disabilities as the group they felt would be impacted the most because of the cumulative impacts of the welfare reforms and because they felt that people with a disability are more likely to find it more difficult to access employment due to their illness/employer prejudice/accessibility to work programmes.</p> <p>Both Harrow Mencap and Harrow Association of Disabled People provided feedback relating to the disproportionate effect these changes would have on people with disabilities because of other changes which include changes to work related benefits, having to contribute to all care costs, loss of concessionary travel especially if DLA was taken into account as income. They also raised concern regarding the potential loss of DLA through the new PIP Scheme which would then have an impact on the amount of Council Tax Support if the household no longer fell into the protected category. Both organisations state that people with disabilities are less likely to be able to equally access good education and employment.</p> <p>Approximately 1.6% of Council Tax Benefit Claimants are carers (shown as receiving Carers Allowance within current caseload)</p> <p>Through all the survey activity at least 4% of people that responded stated they were a carer however through the hard copy survey we received 25% who stated they were carers.</p>	<ul style="list-style-type: none"> - continuing to not take Disability Living Allowance into account when assessing income for Council Tax Support <p>continuing to take no non dependant deductions where the claimant or partner is receiving care component of Disability Living Allowance</p> <p>Awareness Campaign - includes activity to reach all Council Tax Benefit claimants especially targeting the group of people who receive 100% Council Tax Benefit. This will include the following:</p> <ul style="list-style-type: none"> - Guidance booklet for Voluntary Organisations and staff - Training sessions for relevant departments. Staff and Voluntary Organisations - Initial letter with booklet that will be sent to all Council Tax claimants detailing the support that is available - Information sessions for claimants at Access Harrow - Articles/inserts in local press, Harrow People, Homing In and all other appropriate newsletters etc. - Help pages being developed by Communications on the Web - Information in Council Tax Bills - Envelope highlighting changes to ensure opened
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<p>247</p>		<p>The face to face activity was held through events, meetings and discussion groups with carers at all the Neighbourhood Resource Centres, Harrow Mencap event, Carers Revival Meetings and the CNWL Carers event.</p> <p>Throughout the majority of the consultation activity feedback suggested that carers were identified as one of the groups who would be highly impacted because of the proposed changes. People felt they would be impacted because they had limited household income and limited employment options because of their caring duties. People also felt that carers already have extra outgoings as a result of their caring duties. There was a strong feeling, particularly in the face to face activity, that carers save the Government and Local Authorities money because they are providing the care for those in need however receive little or no help to carry out this responsibility.</p> <p>Households claiming Council Tax benefit who have non dependants who are disabled or are carers could be liable for a decrease in their Council Tax Benefit due to the proposed changes to the non-dependant deductions. This would have an effect on the non- dependants, who would be expected to contribute more towards the household's Council Tax bill.</p> <p>No information to suggest specific adverse or positive impact</p> <p>No information to suggest specific adverse or</p>	<ul style="list-style-type: none"> - Posters on inside of bus routes in Harrow - Messages sent out via social media <p>Hardship fund to be developed with criteria to support the most vulnerable.</p> <p>Collection policy to be reviewed.</p> <p>Work programmes specifically targeted at Council Tax Support claimants</p> <p>Working alongside the mitigations workstream within the Welfare Reform Project Group. The proposed mitigations include the following:</p> <ul style="list-style-type: none"> - Debt and financial advice including benefit check - Development of a foodbank in Harrow - Co-ordination of second hand school uniform schemes - Recycled and reuse of furniture
<p>Gender Reassignment</p> <p>Marriage and</p>			<p>Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics.</p>

Civil Partnership Pregnancy and Maternity			Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics.
		<p>positive impact</p> <p>No information to suggest specific adverse or positive impact</p> <p>Monitoring information is not currently collected on this specific characteristic in relation to claimants of Council Tax Benefits however the monitoring information was included on the telephone survey/residents panel/web and hard copy surveys. Many people did not complete this element of the information however the numbers of those that completed this information are as follows:</p> <p>Telephone Survey</p> <ul style="list-style-type: none"> - Asian or Asian British – 34% - Black or Black British – 8% - Mixed background – 3% - White or White British – 51% - Other background – 2% - Refused – 3% <p>Residents Panel</p> <ul style="list-style-type: none"> - Asian or Asian British – 19% - Black or Black British – 3.2% - Mixed background – 2% - White or White British – 68.5% - Other background – 1.5% - Refused to say – 6% <p>Hard copy survey</p> <ul style="list-style-type: none"> - Asian or Asian British – 35% - Black or Black British – 13% - Mixed background – 3% 	<p>Awareness Campaign - includes activity to reach all Council Tax Benefit claimants especially targeting the group of people who receive 100% Council Tax Benefit. This will include the following:</p> <ul style="list-style-type: none"> - Guidance booklet for Voluntary Organisations and staff - Training sessions for relevant departments. Staff and Voluntary Organisations - Initial letter with booklet that will be sent to all Council Tax claimants detailing the support that is available - Information sessions for claimants at Access Harrow - Articles/inserts in local press, Harrow People, Homing In and all other appropriate newsletters etc. - Help pages being developed by Communications on the Web - Information in Council Tax Bills - Envelope highlighting changes to ensure opened - Posters on inside of bus routes in Harrow - Messages sent out via social media <p>We will work with the Voluntary Sector to ensure all materials are accessible to those whom English is a second language.</p>

		<ul style="list-style-type: none"> - White or White British – 33% - Other background – 3% - Refused to say – 0% <p>Web</p> <ul style="list-style-type: none"> - Asian or Asian British – 28% - Black or Black British – 5% - Mixed background – 3% - White or White British – 65% - Other background – 5% - Refused to say – 0% <p>Overall the responses to the surveys reflect the diverse population within Harrow which is approximately 46.6% White British and 53.4% Black, Asian and other minority ethnic groups.</p> <p>Face to face activity with specific communities included events/meetings/discussion groups held with Harrow Elders, Hayaan project (Somalian Elders), Afro Caribbean Association, Afghan events, Harrow Women’s Centre, Tamil Association drop in, Afghan Payaan AGM, Harrow Women’s Association (meeting of Asian women)</p> <p>There has also been concern raised that many large families of low income may be of ethnic origin and therefore may be adversely affected by the changes because of the cumulative impact of all the welfare reform changes. We do not have the monitoring information to be able to substantiate this however families with children have been highlighted both in the ‘Age’ protected</p>	<p>Hardship fund to be developed with criteria to support the most vulnerable.</p> <p>Collection policy to be reviewed.</p> <p>Work programmes specifically targeted at Council Tax Support claimants</p> <p>Working alongside the mitigations workstream within the Welfare Reform Project Group. The proposed mitigations include the following:</p> <ul style="list-style-type: none"> - Debt and financial advice including benefit check - Development of a foodbank in Harrow - Co-ordination of second hand school uniform schemes - Recycled and reuse of furniture
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		<p>characteristic and cumulative impacts and therefore have been considered within both proposed schemes.</p> <p>Some claimants may be impacted through language barriers and therefore Awareness Campaign needs to consider this.</p> <p>No information to suggest specific adverse or positive impact</p>	<p>Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics.</p>
<p>Religion or Belief</p>		<p>There are 42% male and 58% female Council Tax Benefit claimants. Where there is a couple claiming the sex of the claimant has been used in these statistics.</p> <p>Within the consultation the following information has been captured:</p> <p>Overall there were more responses from women than men, the only exception being the Residents Panel survey where 55% of the responses were from men.</p> <p>34% of people claiming Council Tax Benefit are lone parents.</p> <p>96% of lone parents that are currently claiming Council Tax Benefit are women and therefore there is an impact for this protected characteristic. All surveys highlighted lone parents as one of the adversely impacted groups and the reasons given were because lone parents may have limited ability to be able to access work and do not have other means of accessing money to pay their</p>	<p>All of the three schemes continue to not take Child Benefit and Child Maintenance into account as income when assessing for Council Tax Support to mitigate the impact of the changes upon lone parents.</p> <p>Awareness Campaign - includes activity to reach all Council Tax Benefit claimants especially targeting the group of people who receive 100% Council Tax Benefit. This will include the following:</p> <ul style="list-style-type: none"> - Guidance booklet for Voluntary Organisations and staff - Training sessions for relevant departments. Staff and Voluntary Organisations - Initial letter with booklet that will be sent to all Council Tax claimants detailing the support that is available - Information sessions for claimants at Access Harrow - Articles/inserts in local press, Harrow People, Homing In and all other appropriate

Council Tax.

<p>newsletters etc.</p> <ul style="list-style-type: none">- Help pages being developed by Communications on the Web- Information in Council Tax Bills- Envelope highlighting changes to ensure opened- Posters on inside of bus routes in Harrow- Messages sent out via social media- Online benefits calculator <p>All materials will be made available in other languages as required</p> <p>Hardship fund to be developed with criteria to support the most vulnerable.</p> <p>Collection policy to be reviewed.</p> <p>Work programmes specifically targeted at Council Tax Support claimants</p> <p>Working alongside the mitigations workstream within the Welfare Reform Project Group. The proposed mitigations include the following:</p> <ul style="list-style-type: none">- Debt and financial advice including benefit check- Development of a foodbank in Harrow- Co-ordination of second hand school uniform schemes- Recycled and reuse of furniture <p>The council will work with the voluntary sector to ensure that the awareness campaign is inclusive</p>
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			<p>Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics.</p> <p>Housing delivering 1:1 support with families who are hardest hit by the benefit caps.</p> <p>The new operating model within Children & Families Services will deliver improved co-ordination of services, earlier identification of problems and swift effective early help.</p>
Sexual Orientation		No information to suggest specific adverse or positive impact	Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics.
<p>(The data quoted in this section was derived from analysis by the Corporate Performance Team using a snapshot of data from the Council Tax Benefit and Housing Benefit caseload data at June 2012</p> <p>252</p> <p>9. Cumulative impact – Are you aware of any cumulative impact? For example, when conducting a major review of services. This would mean ensuring that you have sufficient relevant information to understand the cumulative effect of all of the decisions.</p> <p>Example:</p> <p><i>A local authority is making changes to four different policies. These are funding and delivering social care, day care, and respite for carers and community transport. Small changes in each of these policies may disadvantage disabled people, but the cumulative effect of changes to these areas could have a significant effect on disabled people's participation in public life. The actual and potential effect on equality of all these proposals, and appropriate mitigating measures, will need to be considered to ensure that inequalities between different equality groups, particularly in this instance for disabled</i></p>		<p>The Government's analysis does not show the effects of other changes to parts of the local government finance or welfare system.</p> <p>There is likely to be a cumulative impact as the Welfare Reform Act 2012 proposes to make major changes to the Benefits system. This project is a workstream of the Welfare Reform Project Board where Harrow Council services and partners are working together to identify the impacts of all the proposed changes. These will be identified and any mitigating factors recorded and included within this EqIA.</p> <p>Technical Reforms for Council Tax – Changes under the Local Government Finance Act 2012 allow Councils to charge full Council Tax on second homes and to abolish Class A and C exemptions. This could result in higher costs for Landlords which may be passed on to tenants who could also be affected by the changes to Council Tax Benefits.</p> <p>Community Health and Wellbeing (Adults) – possibility of a cumulative impact as a result of the introduction of the Contributions Policy. A snapshot of Adult Social Care client data was taken on the 12th October</p>	

people, have been identified and do not continue or widen. This may include making a decision to spread the effects of the policy elsewhere to lessen the concentration in any one area.

and this information has been used to inform the data. There has been difficulty in matching the data and therefore these figures are approximate.

Within the snapshot there are 4001 clients of Adult Social Care. Of this number there are approximately 1,266 who are in community based settings and in a household receiving Council Tax Benefit however approximately 75% of these are pensioners. The remaining 25% working age Adult Social Care clients are living in a household that is receiving Council Tax Benefit and therefore could be affected by the changes. Approximately 1.8% of Adult Social Care users who are community based, receiving CTB and making a contribution towards their care. These changes could affect access to care if care users are unable to make a contribution because of lack of money.

Over 50% of these Adult Social Care users that are impacted by the changes to Council Tax Benefits live in social housing so could be affected by multiple benefit impacts.

The Council is looking at ensuring increased Council Tax charges are taken into account when assessing for contribution towards Adult Social Care.

Duty to prevent homelessness - Impact of Council Tax Benefit changes could contribute to Harrow's homelessness duties if Council Tax Benefit Claimants are made homeless

- Because of additional financial pressure due to multiple changes
- Because of recovery of Council Tax Benefit arrears or inability to pay rent because prioritise Council Tax payment.

Groups identified as being most likely to be impacted by these changes could be:

- Large families
- Ethnic minority families; and
- Lone parents

	<p>The mitigations for the wider welfare reforms are being developed through the Welfare Reform Project Board which include representation from all Directorates. The mitigations include:</p> <ul style="list-style-type: none"> - Government funding via Discretionary Housing Payment (DHP) - New welfare provision following abolition of Social Fund - Hardship fund to be provided as a direct result of the consultation
<p>10. How do your proposals contribute towards the requirements of the Public Sector Equality Duty (PSED), which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.</p>	<p>(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)</p>
<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p>	<p>Advance equality of opportunity between people from different groups</p>
<p>Policy decision was taken by the Portfolio Holder to design a scheme that met the funding available from the Government for the Localisation of Council Tax Support to protect other service budgets.</p>	<p>Modelling has been carried out to ensure the schemes protect the most vulnerable whilst balancing the need to make savings to avoid cuts in other services.</p>
<p>Are there any actions can you take to meet the PSED requirements? <i>(List these here and include them in the Improvement Action Plan at Stage 5)</i></p>	<p>Foster good relations between people from different groups</p> <p>Extent of consultation with different groups and inclusion of the Voluntary Sector within the Steering Group has ensured wide opportunity to respond and much commonality in relation to concerns about who would be most affected regardless of whether respondents came from that protected group or not.</p> <p>Discussions are being held with the Steering Group in relation to their ongoing involvement in the wider implementation of the</p>
<p>Are there any actions can you take to meet the PSED requirements? <i>(List these here and include them in the Improvement Action Plan at Stage 5)</i></p>	<p>Please see Action Plan that has been developed at Stage 5 which includes all mitigations.</p>

	Welfare Reforms. As part of this ongoing role the Steering Group have advised that they want to be involved in the ongoing monitoring of Council Tax Support.								
<p>11. Is there any evidence or concern that your proposals may result in a protected group being disadvantaged (please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act)?</p>									
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	x	x				x		x	
No			x	x	x		x		x
<p>If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)</p>									
<p>If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.</p>									
<p>255 If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. (select outcome 4)</p>									
<p>If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. (select outcome 4)</p>									
<p>Stage 4: Decision</p>									
<p>12. Please indicate which of the following statements best describes the outcome of your EqIA (tick one box only)</p>									
<p>Outcome 1 – No change required: when the EqIA has not identified any potential for unlawful conduct or adverse impact and all opportunities to enhance equality are being addressed.</p>									
<p>Outcome 2 – Minor adjustments to remove / mitigate adverse impact or enhance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 5</i></p>									
<p>Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to enhance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (explain this in 12a below)</p>									
<p>Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups.</p>									

(You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)

12a. If your EqIA is assessed as **outcome 3**, explain your justification with full reasoning to continue with your proposals. N/A

Stage 5: Making Adjustments (Improvement Action Plan)

13. List below any actions you plan to take as a result of this impact assessment. This should include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
Age - All working age Council Tax Benefit Claimants/families with children/lone parents/children	Develop Council Tax Support Schemes that take account of feedback from consultation and meet the principles for the scheme including to continue to not take Child Benefit into account when assessing for Council Tax Support.	<ul style="list-style-type: none"> - Minimising the impact for working age families with children Council Tax Support claimants - Providing some protection for families with children/lone parents/children - Scheme implemented within the resources available from the Government therefore avoiding additional reductions in 	31.1.13	Fern Silverio	Schemes developed and being put to December Cabinet alongside this EqIA

	<p>An awareness campaign is to be developed to ensure all Council Tax Benefit claimants understand why the changes are taking place and what it means for the individual. This will include signposting and information on support available. All of this information will be developed to be inclusive to all Council Tax Benefit claimants.</p> <p>There will be an opportunity for people to carry out a benefit check including for CTS using an online calculator.</p> <p>The Awareness Campaign will include a feedback report.</p>	<p>other services</p> <ul style="list-style-type: none"> - Raise awareness of the changes - Feedback to residents how their views have shaped the new scheme - Manage expectations to ensure that all Council Tax Benefit claimants understand they will have to pay towards their Council Tax Bill 	<p>1.12.12 – 30.4.13</p>	<p>Nicola Rae/Bernie Beckett</p>	<p>Communications and Awareness Campaign finalised.</p>
	<p>Hardship Fund is being developed, this will be used to help those experiencing genuine hardship as a result of the changes to Council Tax</p>	<ul style="list-style-type: none"> - Hardship fund developed with clear criteria that supports the most vulnerable - Policy developed 	<p>31.3.13</p>	<p>Jenny Townsley/Bernie Beckett</p>	<p>Multi agency sub group set up to take forward development of Hardship Fund as part of overall mitigations for wider</p>

	Support pay their Council Tax bills	that aligns with other mitigations from welfare reforms			welfare reforms
	An action plan is being developed to include all mitigations developed by both the Steering Group and Welfare Reform Project Board.	<ul style="list-style-type: none"> - Impact minimised for groups affected by Welfare Reforms 	Ongoing	Welfare Reform Project Board	Action plan currently being developed
	Ability to monitor all nine protected characteristics for equality monitoring which will require upgrade of IT system and update of claim form	<ul style="list-style-type: none"> - Ability to adhere to equality requirements for monitoring service delivery 	31.3.13	Jenny Townsley/Susan Hopkins	Request has been put to the current IT provider for Council Tax Benefits to update their system to monitor all nine protected characteristics. User group is meeting to update claims form – date to be confirmed
Disability	Model Scheme 1 has been developed to help reduce the effects of the changes by giving additional support to people with disabilities by having a higher level cap on the Council Tax liability (90% instead of 81.5% for all others). Criteria for this group is	<ul style="list-style-type: none"> - Minimising the impact for people with disabilities who are Council Tax Benefit claimants - Scheme implemented within the 	31.1.13	Fern Silverio	<ul style="list-style-type: none"> - Schemes developed and being put to December Cabinet alongside this EqIA

	included within the Cabinet Report. All three schemes have continued to disregard DLA when assessing for Council Tax Support and do not take non dependant deductions where the claimant or partner is receiving DLA care component and the disability premiums will remain.	resources available from the Government therefore avoiding additional reductions in other services	Ongoing	Mark Billington	Currently in operation
	People with disabilities are able to access elements within work programmes and can also volunteer for Work Choice which is run by CTEC Awareness Plan/Hardship Fund/Mitigations Action Plan/Monitoring – all as above in Age	- Providing the opportunity for people to be able to access work programmes			-
Race	All as age				
Sex	All as age				

Stage 6 - Monitoring

The full impact of the decision may only be known after the proposals have been implemented, it is therefore important to ensure effective monitoring measures are in place to assess the impact.

<p>14. How will you monitor the impact of the proposals once they have been implemented? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 5)</i></p>	<p>Proposing to monitor through the following mechanisms:</p> <ul style="list-style-type: none"> - Complaints - Appeals - Applications to the Hardship Fund/Welfare Assistance Scheme - Level of arrears 		
<p>15. Do you currently monitor this function / service? Do you know who your service users the service?</p>	<p>Yes</p>	<p>x</p>	<p>No</p>
<p>16. What monitoring measures need to be introduced to ensure effective monitoring of your proposals? <i>(Also Include in Improvement Action Plan at Stage 5)</i></p>	<p>- Collection of monitoring information relating to nine protected characteristics in relation to four areas of monitoring as above.</p>		
<p>17. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 5)</i></p>	<p>- Monitoring reports will be developed and put to the multi-agency Steering Group for discussion on a quarterly basis.</p>		
<p>18. Have you received any complaints or compliments about the policy, service, function, project or proposals being assessed? If so, provide details.</p>	<p>- the GLA have complimented the extensive consultation process used to inform the policy</p>		

Stage 7 – Reporting outcomes

The completed EqJA must be attached to all committee reports and a summary of the key findings included in the relevant section within them.

EqJA's will also be published on the Council's website and made available to members of the public on request.

A summary of the impacts is provided in the table below. Officers are recommending that Scheme 1 is adopted as the Council Tax Support scheme because:

- It meets the principles of the scheme
- Maintains the existing protections in relation to disregarding DLA and Child Benefit; and
- Minimises the effect of the cap for people with disabilities

Table 4	
Protected Characteristic	Impacted group
Age	<ul style="list-style-type: none"> § All working age claimants will be required to contribute towards their Council Tax Bill § 7,001 working age claimants currently receive 100% Council Tax Benefit – all will be required to contribute towards their Council Tax Bill § Working age large families will be adversely impacted due to the cumulative impact of Welfare Reforms § Working age lone parents will be adversely impacted as they have a limited ability to be able to access work and they also could have a lack of support. § Children could be adversely impacted due to increased poverty levels § Young people leaving care who are moving into their own accommodation § Non-dependants would be expected to contribute more towards the households Council Tax bill
Disability	<ul style="list-style-type: none"> § People with disabilities due to cumulative impacts of Welfare Reforms and difficulties in accessing employment § Carers because likely to have extra outgoings and less likely to be able to access full time employment § Large families may be of ethnic origin and therefore may be affected by the changes § Lone parents are more likely to be women and for those claiming Council Tax Benefit 96% are female lone parents.
Race	
Gender	

No specific adverse effect has been identified for the following groups:

- § Pregnancy and maternity
- § Gender reassignment
- § Religion or belief
- § Sexual orientation

19. Summary of the assessment

NOTE: This section can also be used in your reports, however you must ensure the full EqIA is available as background paper for the decision makers (Cabinet, Review and Scrutiny, CSB etc)

What are the key impacts – both adverse and positive?

Are there any particular groups affected more than others?

Do you suggest proceeding with your proposals although an adverse impact has been identified? If yes, what are your justifications for this?

What course of action are you advising as a result of this EqIA?

<p>20. How will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc</p>	<p>The impact assessment will be publicised on the Council website and through the Steering Group.</p>		
<p>Stage 8 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group) The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.</p>			
<p>21. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>			
<p>Signed: (Lead officer completing EqIA)</p>	<p>Fern Silverio</p>	<p>Signed: (Chair of DETG)</p>	<p>Alex Dewsnap</p>
<p>Date:</p>	<p>21/01/2013</p>	<p>Date:</p>	<p>21/01/2013</p>