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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 28TH NOVEMBER, 2019

At 7.00 pm

in the

GREY ROOMS - YORK HOUSE, WINDSOR

Councillor Johnson Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property

Councillor Rayner Deputy Leader of the Council, Resident & Leisure Services, HR, IT, Legal, Performance Management & Windsor

Councillor Carroll Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health

Councillor Cannon Public Protection and Parking

Councillor Clark Transport and Infrastructure

Councillor Coppinger Planning and Maidenhead

Councillor Hilton Finance and Ascot

Councillor McWilliams Housing, Communications and Youth Engagement

Councillor Stimson Environmental Services, Climate Change, Sustainability, Parks and Countryside

Karen Shepherd – Head of Governance - Issued: Wednesday, 20 November 2019

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **David Cook** 01628 796560

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AGENDA

PART I

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5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period December 2019 to March 2020.	15 - 22
6.	<u>CABINET MEMBERS' REPORTS</u> Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health	-
	i. Demand for School Places Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor	23 - 38
	ii. Q1-Q2 Performance Report Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health	39 - 68
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Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health

vi. Consultation about 0-19 Integrated Family Hub Model

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7. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

-

To consider passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 8 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>MINUTES</u> To consider the Part II minutes of the meeting of Cabinet held on 30 October 2019.</p> <p><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p>Details of representations received on reports listed above for discussion in the Private Meeting: None received</p>	211 - 212

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

CABINET

THURSDAY, 31 OCTOBER 2019

PRESENT: Councillors David Cannon, Andrew Johnson (Chairman), David Coppinger, Samantha Rayner, Stuart Carroll (Vice-Chairman), David Hilton, Gerry Clark, Donna Stimson and Ross McWilliams

Also in attendance: Cllr Jones, Cllr Price, Cllr Brar, Cllr Sharpe and Cllr Bateson.

Officers: Russell O'Keefe, Kevin McDaniel, Maddie Pinkham, Peter Robinson, Nikki Craig, Hilary Hall and David Cook.

APOLOGIES FOR ABSENCE

No apologies for absence were received.

DECLARATIONS OF INTEREST

Councillor Rayner declared a Disclosable Pecuniary Interest in item 6 iii, Horton and Wraysbury Neighbourhood Plan Decision to Proceed to Referendum. She left the room for the duration of the discussion and voting on the item.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 26 September 2019 were approved.

APPOINTMENTS

It was noted that as Leader Cllr Johnson would be on the Achieving for Children Joint Committee.

FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made since it was published. It was noted that a report on the Consultation about 0-19 Integrated Family Hub Model be added to the November 2019 Cabinet agenda.

The following reports be moved from November to December 2019 Cabinet:

- Award of Arboricultural Services Contract
- Award of Borough-wide Seasonal Baskets and Planting Contract

CABINET MEMBERS' REPORTS

A) BIODIVERSITY IMPLEMENTATION PROGRAMME

The Lead Member for Environmental Services, Climate Change, Sustainability and Culture introduced the report that set out how the Council would deliver changes to the way in which it managed highway verges, parks, and open spaces in order to increase the biodiversity value of these areas.

Cabinet were informed that this reports was the initial implementation of the programme for a small number of pilot projects commencing in 2019, with a thorough review of mowing/cutting

regimes for highway verges, parks and open spaces to be undertaken in advance of the 2020 growing season.

Pilot projects were proposed costing £15,000 from S106 or CIL funding to sow wildflower seeds on road verged and roundabouts in Windsor, Maidenhead and Ascot.

The Lead Member for Resident and Leisure Services, HR, IT, Legal, Performance Management & Windsor endorsed the report as an excellent start to the council's support of biodiversity which she was pleased to say was also supported by her ward whose residents were also keen on implementing similar projects.

The Lead Member for Finance and Ascot welcomed a positive outcome from a council motion and said he would be using his £750 member community budget towards such projects in Ascot.

Fiona Hower, Chairman of Wild Maidenhead, addressed Cabinet and said it was a positive step introducing the programme and that her organisation were more than happy to provide support. She said that nationally wildlife within the UK was in trouble and urgent action was required. She made reference to a charity Plantlife who produced guidance called Managing Grassland Road Verges that provided useful advice. She also said that future programmes had to be mindful of other areas apart from verges such as wetlands. Concern was raised about section 2.2 of the report as she felt it contained inaccuracies such as there were many sites that had not been surveyed and many sites were neglected. The majority of the land mentioned was mowed for human use and thus did not help wildlife flourish. The target of five areas should also be increased and she said that having a narrow road verge mowed leaving the rest for wildlife would help reduce residents concerns that the verges looked unkempt; she made reference to a number of authorities who had done this such as Solihull. She reiterated the support for the report and Wild Maidenheads wish to be part of moving the project forward.

Resolved unanimously: that Cabinet notes the report and:

- i) Approves the biodiversity schemes set out in this report, including initial wildflower planting works in 2019/20, and a review of and amendments to the mowing regimes for highway verges, parks and open spaces starting from the 2020 growing season.**
- ii) Requests use of £15,000 of S106 or CIL monies for progressing with the pilot biodiversity schemes in 2019/20.**

B) ANNUAL REPORT ON COMMISSIONING 2018-2019

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor introduced the report that summarises the Annual Report on Commissioned Services 2018- 2019, appendix 1, which set out how contracted services had performed in 2018-2019, together with a review of how the arrangements were managed by the Royal Borough.

The Lead Member invited portfolio holders to address Cabinet on areas under their remit within the report.

The Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health addressed the two main areas under his portfolio within the report; Achieving for Children (AFC) and Optalis. With regards to adult social care he highlighted the rating received from Quality Care Matters and the work that had been undertaken with regards to domiciliary care, as well as delayed transfers. He informed that there had been acknowledged reported pressures with demographic issues such as longevity of life which was to be applauded but we also had to accept that this came with financial consequences and that services had to be fit for purpose.

He also highlighted that with regards to AFC 91% of children went to schools that were either rated as good or outstanding which had to be applauded. He also highlighted the emphasis he placed on disadvantaged young people and services for them, he mentioned that this would be an important focus of the Schools Improvement Forum. There was a national pressure with protecting the most vulnerable children in society and the Lead Member said he would continue to raise this with Government as well as supporting those within the Royal Borough.

The Lead Member for Transport and Infrastructure reported on the sections of the report regarding Volker Highways who were responsible for highways maintenance and street cleansing and Project Centre who dealt with highways design. With regards to highways maintenance he highlighted that best practice had been utilised for value for money repairs that lasted longer than quick patches. There were a number of matrixes in place evaluating the contracts and performance. The Lead Member also highlighted the work undertaken by the Project Centre such as advice to planning, design of schemes regarding to public safety and projects such as flooding relief.

The Lead Member for Public Protection and Parking reported on NSL Ltd for parking enforcement. The contract was performing well and had recently been renewed, this included an additional 25% increase in enforcement in rural and out of town areas. It was noted that only 0.67% of tickets were rescinded.

The Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Countryside reported on the contractual performance of Veolia for waste collection and Tivoli for grounds maintenance. With regards of Tivoli performance had been improving and they had introduced a new management team who were working with the council on biodiversity such as reduced mowing to increase wildflower growth. Cabinet noted that the Veolia contract ended on 29 September 2019 and that the new contractor would be trialling electric vehicles.

Cllr Price asked why other service providers were not included in the report such as Sports Able or Parkwood Leisure. The Lead Member informed that there were services that were subject to service level agreements. The Director of Adults, Health and Commissioning said that she would review the report and see if they should be included when next reported.

Resolved unanimously: that Cabinet notes the report and:

i) Endorses the progress against the commissioning function's priorities for 2018-2020.

c) HORTON AND WRAYSBURY NEIGHBOURHOOD PLAN DECISION TO PROCEED TO REFERENDUM

(Cllr Rayner left the room during deliberation on this item and did not take part in the discussion or vote on the item.)

The Lead Member for Planning and Maidenhead introduced the report that sought approval from for the Horton and Wraysbury Neighbourhood Plan to proceed to referendum at the earliest practicable opportunity.

Cabinet were informed that this was the fifth plan to reach this stage and that the minor changes suggested by the inspector had been approved by the council and the parish council. Once a referendum date had been set a further £20,000 grant funding would be available.

The Lead Member for Public Protection and Parking supported the report and commented on the amount of work undertaken by the parish council to get to this stage.

Resolved unanimously: that Cabinet notes the report and:

- i) Confirms that the plan meets the Basic Conditions tests and an SEA is not required.**
- ii) Accepts the proposed changes to the Neighbourhood Plan set out in Appendix B.**
 - a. Gives delegated authority to the Head of Planning (or person acting as Interim Head of Planning) to issue a decision statement; and**
 - b. agrees to put the modified Neighbourhood Plan to referendum. The date of the referendum to be set in accordance with the legal requirements; and**
- iii) Delegates authority to the Head of Planning (or Interim Head of Planning), in consultation with the Lead Member for Planning, to make minor, non material, amendments to the Neighbourhood Plan prior to the referendum being announced.**
- iv) The LPA will provide advance funding up to £20,000, if required, for the referendum; this will then be claimed back from Government.**

D) FINANCIAL UPDATE

The Lead Member for Finance and Ascot introduced the latest Financial Update report and informed that there had been no significant movement since last reported. It was noted that there was a typo in the summary section saying this was an update at the end of August rather than September 2019.

Cabinet were informed that work continued on improving the report making it more accessible and transparent. He highlighted the capital reporting section on page 138 that showed a decrease in borrowing; however £1,956,000 had been added to the capital programme this month which related to a separate affordable housing scheme. Achieving for Children and Optalis continued to work on the national pressures already reported in previous reports.

Cllr Price questioned paragraph 4.25 which related to potential overspends due to planning appeals and was informed that there were always planning appeals financial risks that were built into the level of reserves that the council held, it would be inappropriate to hold certain risks in the revenue budget and hence they were held in the reserves.

Cllr Jones addressed Cabinet and said she welcomed the improved clarity of the report, however she did question the borrowing forecast and how it compared to previous reports. In response Cabinet were informed that this was an ongoing forecast that by the nature of capital projects would have movement. For clarity it was proposed to show not only where capital receipts had been agreed and also those that had been received. Cabinet were looking at introducing a separate quarterly capital monitoring report to improve clarity.

Cllr Jones went on to say that there still remained concern about the level of uncertainty of the pressures in Adult Social Care and asked for the Lead Member view on this. The Lead Member for Finance informed Cabinet that he was confident that mitigating action would soon be seen to come through the system as officers had worked hard with providers to mitigate pressures but still careering for the vulnerable of our society.

Resolved unanimously: that Cabinet notes:

- i) The council's projected outturn position for 2019-20 and considers the mitigations proposed;**
- ii) The budget movements since the previous month;**

- iii) **The projected spend on the capital programme; and**
- iv) **The projected borrowing for the remainder of the financial year.**

E) WINDSOR TOWN CENTRE VISION

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor introduced the report that requested authority to undertake a community planning process leading to a shared Town Centre Vision for Windsor.

Cabinet were informed that there would be a number of consultation events allowing residents and businesses to have their say including the emerging business-led Windsor 2030 Neighbourhood Plan and the submitted Windsor Neighbourhood Plan.

The Lead Member for Planning and Maidenhead welcomed the report and the proposed work in Windsor as this complemented to regeneration work being undertaken in Maidenhead and across the borough.

Cllr Price addressed Cabinet and highlighted the amount of work and money spent already on this area for Windsor including the work by GL Hearn, Windsor 2030 and subsequent discussions at the Windsor Town Forum. She said these should be taken into consideration by this review.

The Director for Place conformed that these areas would be included in the proposed work and part of the selection process would include how they could be incorporated and built upon.

Resolved unanimously: that Cabinet notes the report and:

- i) **To progress the work to create a Vision for Windsor Town Centre subject to funding being secured from an external partner.**
- ii) **Delegate authority to the Executive Director in liaison with the lead member to appoint consultants.**

F) AWARD OF CONTRACT TO SUPPLY AGENCY WORKERS

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor introduced the report that set out the proposal to award a contract to Alexander Mann Solutions, via the Crown Commercial Services Public Sector Resourcing Framework to supply the Council's agency workers from 23 March 2020.

Cabinet were informed that as the council had become a commissioning authority the way we used and recruited agency staff also had to change to meet our requirements and deliver value for money. When the current provider had been awarded the contract in 2016, the Council's spent over £5.5 million per year on agency workers, in 2018 the expenditure had reduced to £1.3 million.

Resolved unanimously: that Cabinet notes the report and:

- i) **Awards a contract for the supply of the Council's agency workers to Alexander Mann Solutions, via the Crown Commercial Services Public Sector Resourcing Framework, effective March 2020 to January 2024.**
- ii) **Authorises the Managing Director, in consultation with the Lead Member, to extend the contract for a further 18 months, to July 2025, subject to satisfactory performance.**
- iii) **Approve the continued use of the existing service via Geometric**

Results International Limited (GRI) until the start of the new contract with AMS.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

c) LEISURE OPERATOR APPOINTMENT FOR BRAYWICK LEISURE CENTRE

Cabinet approved that the decision of the Part II report be minuted in Part I.

Resolved unanimously: that Cabinet notes the report and:

- i) **Approves the award to operate the Braywick Leisure Centre to Parkwood Leisure under the existing contract through a variation to that contract.**
- ii) **Approves that the decision made in Part II is minuted in Part I.**

The meeting, which began at 7.00 pm, finished at 8.15 pm

CHAIRMAN.....

DATE.....

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Ascot District Day Centre. Surrender & Renewal of Lease.	n/a	19/12/19	New item
Cultural & Community Options	19/12/19	30/01/20	Further work required.
Award of Arboricultural Services Contract	19/12/19	30/01/20	Further work required.
Budget 20/21	19/12/19	30/01/20	Further work required.
Extension of Commercial Lease	n/a	30/01/20	New item

FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillor Johnson, Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property, Councillor Rayner, Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor, Councillor Carroll, Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health, Councillor Cannon, Public Protection and Parking, Councillor Clark, Transport and Infrastructure, Councillor Coppinger, Planning and Maidenhead, Councillor Hilton, Finance and Ascot, Councillor McWilliams, Housing, Communications and Youth Engagement, Councillor Stimson, Environmental Services, Climate Change, Sustainability, Parks and Countryside

The Council is comprised of all the elected Members

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Tel (01628) 796560. Email: democratic.services@rbwm.gov.uk

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date and name of meeting	Date of Council decision (if required)
16								
Award of Borough-wide Seasonal Baskets and Planting Contract	Open -	Report to seek authority to tender a contract and to delegate the award of the subsequent contract for the borough-wide seasonal planting provider with effect from spring 2020.	Yes	Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Countryside (Councillor Donna Stimson)	David Scott	Internal Process	Cabinet 19 Dec 2019	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
New provision for children and young people with Special Educational Needs	Open -	Permission to consult on options for new facilities in the borough for children and young people with special educational needs	Yes	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	internal process	Cabinet 19 Dec 2019	
17 Ascot District Day Centre. Surrender & Renewal of Lease.	Open -	Surrender of existing lease with 18 years unexpired and the grant of a new lease on same terms for 117 years.	No	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 19 Dec 2019	
Commissioning Strategy 2019-2024	Open -	To agree the Commissioning Strategy for the council 2019-2024	No	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Hilary Hall	Internal process	Cabinet 19 Dec 2019	
Council Tax Base Report	Open -	To approve the Council Tax Base to be used for 2019-20 budget	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal consultation	Cabinet 19 Dec 2019	
Children's Services Capital Programme 2020-21	Open -	Report requests approval of the 2020-21 capital programme in Children's Services	Yes	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Terry Neaves	internal process	Cabinet 19 Dec 2019	

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Financial Update	Open -	Latest Financial Update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	internal process	Cabinet 19 Dec 2019	
18 Windsor Neighbourhood Plan for Business renewal of agreement to their constitution and designation of the Forum	Open -	The Windsor Neighbourhood Plan for Business wish to carry on with producing a Neighbourhood Plan, and need to have the Forum and it's Constitution renewed as they only have a life of 5 years.	No	Planning and Maidenhead (Councillor David Coppinger)	Russell O'Keefe	Internal process for report, public consultation for the process.	Cabinet 19 Dec 2019	
Maidenhead United Football Club – Request for Relocation	Fully exempt - 3	Request for Land availability for the relocation of the club.	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 19 Dec 2019	
Award of Arboricultural Services Contract	Open -	To seek authority to tender a contract and to delegate the award of subsequent contract for borough-wide Arboricultural Services provider from spring 2020.	Yes	Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Countryside (Councillor Donna Stimson)	David Scott	Internal Process	Cabinet 30 Jan 2020	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Cultural & Community Options	Fully exempt - 3	Options for the relocation and investment in key cultural & community facilities within the regeneration area of Maidenhead.	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 30 Jan 2020	
19 Renewal of council insurances	Open -	Proposed external insurance arrangements for the council from 1 April 2020.	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Ruth Watkins	Internal process	Cabinet 30 Jan 2020	
Financial Update	Open -	Latest financial update.	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 30 Jan 2020	
Filming of Council meetings	Open -	To set out the equipment, costs and resources needed to film all council meetings.	No	Lead Member for Housing, Communications and Youth Engagement (Councillor Ross McWilliams)	Louisa Dean	Internal process	Cabinet 30 Jan 2020	
Extension of Commercial Lease	Fully exempt - 3	A commercial tenant has requested a longer lease to enable a redevelopment. The report seeks consent for the request.	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 30 Jan 2020	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

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20 Budget 2020/21	Open -	Report which sets financial context within next year's budget is being set. The report includes a recommendation to Council of a Council Tax, it recommends a capital programme for the coming year and also confirms Financial Strategy and Treasury Management Policy.	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 6 Feb 2020	
Council Funding for Local Organisations	Fully exempt - 3	To consider the award of grants to voluntary organisations	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	David Scott	Grants Panel	Cabinet 6 Feb 2020	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 27 Feb 2020	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Standards and Quality of Education in Royal Borough Schools - A review of the Academic Year	Open -	The report outlines the achievements of schools and identifies areas where further development is required.	No	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 26 Mar 2020	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 26 Mar 2020	

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes
22	(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
	(b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Report Title:	Demand for School Places
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Stuart Carroll, Lead Member for Adult Social Care, Children's Services, Health and Mental Health
Meeting and Date:	28 November 2019
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

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REPORT SUMMARY

1. This report sets out the latest projections of demand for school places in the Royal Borough, as reported to the Department for Education in the annual school capacity (SCAP) survey.
2. At present, these projections indicate that additional school places may be required over the next four years to meet rising demand in Maidenhead primary schools (particularly in the central and southern eastern parts of the town), and in Windsor upper schools.
3. The Royal Borough is nearing completion of its school expansions feasibility programme, refining options for new school places to meet likely demand as identified in the borough's Infrastructure Delivery Plan. This will support the planned new housing set out in the draft Borough Local Plan (BLP).
4. This report proposes that the outcome of the school expansions feasibility programme is reported to Cabinet in March 2020. It is also proposed that a second report is prepared for Cabinet in March 2020, setting out options to meet the projected demand for school places. These options will be based on the outcomes of the school expansions feasibility programme.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That:

- i) the outcome of the borough's school expansions feasibility programme be reported to Cabinet in March 2020, including a prioritisation matrix of options for new school places.
- ii) specific options be brought to Cabinet for consideration in March 2020 for new school places in:
 - a. Maidenhead primary schools.
 - b. Windsor upper schools.

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1 The Royal Borough of Windsor and Maidenhead has a legal duty to ensure that there are sufficient school places to meet demand¹. This report provides:

- The 2019 projections for future demand for school places in the borough.
- An update on the school expansion feasibility studies programme.

The current school expansion programme

- 2.2 The Royal Borough is currently delivering a secondary school expansion programme, providing new secondary and middle school places to meet rising demand in the borough. The most recent to be approved was the expansion of St Peter's CE Middle School, Old Windsor. The programme is summarised in Appendix A.

- 2.3 The programme is providing 1,500 new secondary, middle and upper school places over the period 2017/18 to 2019/20, at a projected cost of £31m.

The medium-term need for places in 2019 to 2022

- 2.4 Projections of future demand are done annually in July and reported to the Department for Education (DfE) in the School Capacity (SCAP) survey. The projections take into account the latest demographic data, changing parental preference and the latest available new housing trajectory. The methodology is kept under review, but there are no major changes for the 2019 projections.

- 2.5 The projections and SCAP commentary, as submitted to the DfE, are available on the borough's website at:

https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/5

- 2.6 The data is summarised in Table 1: 2019-based projections and commentary for primary schools and Table 2: 2019-based projections and commentary for secondary schools.

- 2.7 A map showing areas of growing and falling demand (primary and first school intakes only) in the borough is provided at Appendix B (electronic only).

¹ Section 14, Education Act 1996.

Table 1: 2019-based projections and commentary for intakes to primary schools (including first schools).

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		b		c		d		e		f		g		h		i	
		Actuals								Projected							
		2015	2016	2017	2018	2019	2020	2021	2022	2019	2020	2021	2022	2019	2020	2021	2022
Ascot Primary																	
Number on roll in Reception:		154	122	128	134	135	139	142	121	135	139	142	121	135	139	142	121
Surplus/deficit	No.	-3	+14	+22	+16	+15	+11	+8	+29								
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:		<div> <div></div> <div>+10.3%</div> <div>+14.7%</div> <div>+10.7%</div> <div>+10.0%</div> <div>+7.3%</div> <div>+5.3%</div> <div>+19.3%</div> </div> <div> <div>-2.0%</div> </div>															
Commentary:	No further action is currently proposed at present for Ascot. The level of surplus is likely to be at or above the 5% target during the forecast period, although this should be partially offset by 'in-year' applications as the cohorts move up through the schools. Drops in demand locally have been countered by a rise in out-borough numbers. There is a risk that one or more schools could have a very small Reception intake in September 2022. The borough has carried out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan, and will be reporting these to Cabinet in early 2020.																
Datchet and Wraysbury Primary																	
Number on roll in Reception:		89	89	87	88	91	89	92	65	91	89	92	65	91	89	92	65
Surplus/deficit	No.	+1	+1	+3	+2	-1	+1	-2	+25								
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:		<div> <div>+1.1%</div> <div>+1.1%</div> <div>+3.3%</div> <div>+2.2%</div> <div></div> <div>+0.7%</div> <div></div> <div>+27.6%</div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div>-1.4%</div> <div></div> <div>-2.4%</div> </div>															
Commentary:	No further action is currently proposed for Datchet/Wraysbury. There is a close fit between supply and demand for places in Datchet/Wraysbury area, with little or no surplus of places. At present any local children not found places in one of the two schools are often allocated places in a Windsor first school. Providing an extra 30 places per year group would provide enough places for a 5% surplus, but a new school site would likely be needed. A significant surplus is currently expected in 2022. The borough has carried out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan, and will be reporting these to Cabinet in early 2020.																

Table 1: continued...

<i>a</i>		<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>
		Actuals				Projected			
		2015	2016	2017	2018	2019	2020	2021	2022
Maidenhead Primary									
Number on roll in Reception:		902	931	902	863	877	922	876	886
Surplus/deficit	No.	+91	+70	+80	+111	+94	+19	+51	+41
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:									
	%	+9.2%	+7.0%	+8.1%	+11.4%	+9.7%	+2.0%	+5.5%	+4.4%
Commentary:		<p>Some action may be necessary in Maidenhead. Overall, the surplus of places is set to fall below the target of 5% in both September 2020 and 2022. Note, however, that two schools (Alwyn Infant and Holyport Primary) have currently mothballed a total of 41 Reception places, which could be brought back into use. A further 14 places are potentially available at a third school (Bisham Academy) where the school could accommodate up to two intakes of 30 without needing additional accommodation. Overall, therefore, there are options for meeting any shortfalls without further expansion.</p> <p>Looking, however, at a more local picture there are areas of growth that could lead to deficits of places within southern and central parts of Maidenhead. The potential reversal of reductions in PANs would assist, but might not currently be the best solution – Holyport Primary, for example, is located in an area of declining demand, and is also more than two miles from the town centre, where much of the growth is. Expansion at Holyport to meet demand from the new housing could, therefore, have home to school transport implications. Bisham Academy is even further away. Alwyn Infants could revert to a PAN of 101, but will create difficulties as it does not then result in whole classes of 30.</p> <p>Additionally, there have historically been some parts of Maidenhead where there are fewer school places available than children resident (and, of course, vice versa).</p> <p>The borough has carried out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan, and will be reporting these to Cabinet in Spring 2020. It is proposed that there should be a second report setting out options for consultation to provide new school places in Maidenhead to address the issues set out above.</p>							

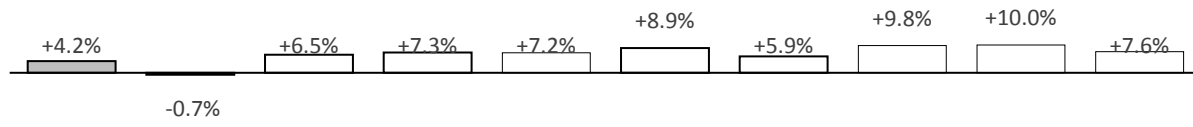
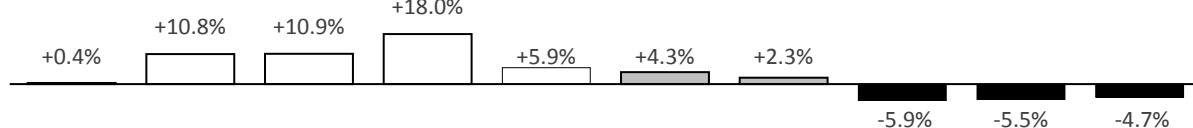
Table 1: continued...

<i>a</i>		<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>
		Actuals				Projected			
		2015	2016	2017	2018	2019	2020	2021	2022
Windsor First									
Number on roll in Reception:		511	531	500	478	498	517	458	463
Surplus/deficit	No.	+34	+44	+45	+67	+47	+28	+87	+82
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:									
	%	+6.2%	+7.7%	+8.3%	+12.3%	+8.6%	+5.1%	+16.0%	+15.0%
Commentary:		No immediate further action is currently proposed for Windsor. The surplus of places is expected to be on target in September 2020 (5.1%), but is then expected to rise to around 15% in 2021 and 2022. The borough will be monitoring this, and may bring forward proposals for temporary reductions in Published Admission Numbers if appropriate. There has recently been an army unit move (the Household Cavalry moved out; the Welsh Guards moved in). The current indications are that approximately 100 children across all year groups have moved away, whilst the numbers moving in are lower, although applications for school places are still being made. Despite projected reductions in demand, the borough has been carrying out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan. These will be reported to Cabinet in early 2020.							

Table 2 continued...

<i>a</i>		<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>	<i>k</i>
		Actuals				Projected					
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Maidenhead Secondary											
Number on roll in Year 7:		839	868	874	921	959	992	1,007	1025	1,081	1,032
Surplus/deficit	No.	+99	+136	+130	+87	+58	+46	+31	+13	-43	+6
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes.		+10.6%	+13.5%	+12.9%	+8.6%	+5.7%	+4.4%	+3.0%	+1.3%	-4.1%	+0.6%
	%										
Commentary:		<p>No further action is currently proposed for Maidenhead secondary. The surplus of places has been falling, even with the expansions at Cox Green, Furze Platt and Newlands School, and is set to fall below the 5% target from September 2020. The projections suggest a deficit of places by September 2023. This would suggest that urgent further expansion is required, except that:</p> <ul style="list-style-type: none"> the projections include 6.9 FE of out-borough demand (i.e. 207 per intake). This provides scope to address more local demand by taking fewer out-borough children. This assumption is complicated by the fact that Maidenhead does export significant numbers of children as well. Around 5.1 FE (i.e. 150 per intake) of Maidenhead children got a selective school place in September 2019. If, for whatever reason, this number were to fall, it would increase the local pressure on Maidenhead schools. Holyport College has begun consultation on a proposal that will increase the number of Year 7 places it offers by 26 from September 2020. This will increase the number of places available in Maidenhead secondary schools (the associated removal of the school's Year 9 intake in September 2022 will reduce the number of Year 9 places available for Windsor – see the Windsor Upper section below). Note that the impact of this is not included in the figures above, as the change is not yet approved. <p>The recent closure of Burnham Park E-Act Academy in Buckinghamshire may have a small impact on demand for school places in Maidenhead. Proposals for a new school on the site have been put forward, but it is unclear at this stage whether this will go ahead.</p> <p>On current trends, therefore, it is expected that designated area demand can be met throughout the forecast period, but this will need to be monitored closely. The borough has completed feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan. This will be reported to Cabinet in early 2020.</p>									

Table 2 continued...

a		b	c	d	e	f	g	h	i	j	k
		Actuals				Projected					
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Windsor Middle											
Number on roll in Year 5:		431	453	449	473	499	490	506	485	484	497
Surplus/deficit	No.	+19	-3	+31	+37	+39	+48	+32	+53	+54	+41
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:											
	%										
Commentary:	No further action is proposed for Windsor middle schools, beyond the completion of the expansion at Peter's CE Middle School. The surplus of places (which includes the extra places at St Peter's) is set to rise above the 5% surplus place target for much of the forecast period. There has recently been an army unit move (the Household Cavalry moved out; the Welsh Guards moved in). The current indications are that approximately 100 children across all year groups have moved away, whilst the numbers moving in are lower, although applications for school places are still being made. This adds some uncertainty to the projections. The borough is carrying out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan.										
Windsor Upper											
Number on roll in Year 9:		450	403	456	420	482	490	500	542	540	546
Surplus/deficit	No.	+2	+49	+56	+92	+30	+22	+12	-30	-28	-24
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:											
	%										
Commentary:	The projections suggest that the surplus of places will fall below the target of 5% from September 2020, becoming a deficit of places from September 2022. There is only limited scope to accommodate local demand by reducing the number of out-borough pupils, as most of these transfer up from the middle schools. Many will have attended first schools close to the borough boundaries – e.g. the Eton first schools. In addition, Holyport College has recently begun consultation on a proposal to remove its Year 9 intake for day pupils from September 2022. This will reduce the number of available places by 26. Note that this is not shown in the table above, as it has not yet been approved. The borough is carrying out feasibility works on proposals for expansion in the area to meet the demand arising from new housing as set out in the draft Borough Local Plan, and will be reporting these to Cabinet in Spring 2020. It is proposed that there should be a second report setting out options for consultation to provide new school places in Maidenhead to address the issues set out above.										

2.8 On the basis of the 2019 projections, therefore, further work is now required to develop options for new primary school places in Maidenhead, and new upper school places in Windsor. It is proposed that options for providing these places be brought to Cabinet in March 2020, alongside the outcome of the school expansions feasibility programme (see paragraphs 2.14 to 2.24). This would then lead to public consultation on any initial option(s) agreed by Cabinet.

2.9 A comparison of previous pupil projections with actual numbers on roll, to give an indication of the level of accuracy is provided at Appendix C [*electronic distribution only*].

Reversing temporary reductions in Published Admission Numbers

2.10 As noted in the tables above, a number of schools have temporarily reduced their Published Admission Numbers (PANs); including:

- Alwyn Infant School, from 101 to 90.
- Holyport CE Primary School, from 60 to 30.
- Churchmead School, from 140 to 110, increasing to 120 in Sept. 2020.

2.11 This provides an opportunity to increase the number of places without new accommodation. The Royal Borough of Windsor and Maidenhead is the admissions authority for Alwyn Infant School, but Holyport Primary and Churchmead Schools are their own admissions authorities and could choose not to revert to their former PAN, if requested to do so by the Royal Borough.

2.12 As noted in Table 1, however, reversing the reductions may not necessarily be the best approach currently for permanent new provision, although they could provide temporary relief.

Work on the Borough Local Plan

2.13 Children's Services continues to support the borough in its work on the draft Borough Local Plan, and has considered the likely impact of the proposed changes to the plan, as reported to Council on 23rd October 2019. The original analysis, supporting the earlier version of the Borough Local Plan, was set out in the borough's Infrastructure Delivery Plan², and specifically in the *Assessment of need for additional education infrastructure*³. Following work with the planning policy team over the summer, no major change to our strategy is thought necessary, but the analysis will now be fully updated in time for spring 2020.

Options assessment and feasibility works programme

2.14 In November 2017, the Royal Borough's Cabinet approved a programme of feasibility works to examine the capacity for expansion on all of the state school sites in the borough. This work, which follows on from a desktop exercise, will help ensure that the borough can bring forward specific proposals for consultation and implementation in a timely fashion as the new houses in the emerging Borough Local Plan are built.

² [*Infrastructure Delivery Plan*](#), The Royal Borough of Windsor and Maidenhead, January 2018.

³ [*Assessment of need for additional education infrastructure*](#), The Royal Borough of Windsor and Maidenhead, January 2018.

- 2.15 The options assessment and feasibility works programme covers:
- Initial design work for a range of deliverable expansion options on each school site.
 - Some site survey and design work to assist with bringing schemes forward for prioritisation.
- 2.16 Consultants have been commissioned to carry out this work in partnership with officers and schools. The initial design work is being carried out in batches, with ten schools in each, prioritised mainly so that schools in areas with a more urgent likely need (e.g. Maidenhead primary) are completed first.
- 2.17 The work includes consideration of various options for each school, including extensions, partial and full rebuilds for more efficient use of sites and purchase of adjacent land. Varying increases in pupil numbers are also being considered. So far, some schools have several options, whilst others have only one or two.
- 2.18 The work has been carried out in six batches of ten schools, and is expected to complete by the end of 2019. It is proposed that the outcome of this work is reported to Cabinet in March 2020.
- 2.19 Further work is now planned to carry out some supporting survey work - e.g. ecology surveys, drainage and topographical surveys - and additional design, where essential to assess the viability of an option.

Prioritisation of options

- 2.20 The Royal Borough already has a prioritisation model for the expansion of secondary schools, as last reported to cabinet in May 2018 as part of the decision making process for the expansion of St Peter's CE Middle School. It is proposed that this is now amended and applied to primary schools. The model will, as with the secondaries, prioritise expansion at schools on the basis of:
- Ofsted inspection judgements.
 - School attainment.
 - Oversubscription on places.
 - Inclusion.
 - Cost/value for money.
 - Geographical need (so new places are provided where they are needed).
 - Consultant's comparison score.
- 2.21 The school expansions feasibility studies are scoring options on the basis of deliverability, educational impact, disruption, planning/highways issues and value for money. It is proposed that this scoring is incorporated into the borough's prioritisation model.
- 2.22 This prioritisation model, and its outcomes, will be reported to Cabinet in March 2020.

Traffic, parking and highways

- 2.23 A number of options for school expansion are likely to be undeliverable due to concerns about congestion around the school sites.

- 2.24 It is proposed, therefore, that appropriate steps be taken to develop costed options for reducing the traffic congestion in the borough arising from travel to and from school. This should seek to encompass best practice from other local authority areas.

Special Educational Needs

- 2.25 The Infrastructure Delivery Plan for the Borough Local Plan (BLP) highlights the likely need for additional Special Educational Needs school provision in the borough. The BLP includes provision for education facilities within the land allocated for development to the west of Windsor (Housing Allocation reference AL21 and AL22), and it is currently proposed that this should be for a new special school.
- 2.26 The Royal Borough was not, unfortunately, successful in its bid to the DfE for funding for a new special free school on the west of Windsor site as part of the 'Wave 13' free schools programme. It is, however, likely that there will be future opportunities to bid for capital funding for this. In considering future need for Special Educational Needs provision, the borough will also need to take into account new provision potentially opening, both in the borough and in neighbouring local authorities.

Options

Table 3: Options arising from this report.

Option	Comments
The outcome of the borough's school expansion feasibility programme be reported to Cabinet in March 2020, and that this should include a prioritisation matrix of options for the provision of new school places. Recommended	This will brief Cabinet on options for providing new school places to meet the potential demand arising from the new housing in the Borough Local Plan. The borough will then be able to respond more quickly to increasing demand when it is identified.
Specific options be brought to Cabinet for consideration in March 2020 for new school places in: <ul style="list-style-type: none"> • Maidenhead primary schools. • Windsor upper schools Recommended	This will enable Cabinet to consider specific options for public consultation, in relation to its statutory duty to provide sufficient school places to meet demand.

3. KEY IMPLICATIONS

Table 4: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
There are no key implications arising from this report.					

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising directly from this report, as there are no specific school place decisions.

Basic Need Grant

- 4.2 In June 2018 the Education, Skills and Funding Agency (ESFA) confirmed the Royal Borough's Basic Need grant for 2020/21 (financial year) would be £0. This grant is the money given by the government by local authorities to enable them to provide new school places to meet demand. In September 2019, the government wrote to local authorities informing that there would be no announcement in relation to Basic Need in 2019 for the 2021/22 financial year. It is assumed that the allocation for that financial year will be announced following the Spending Review in 2020. The £0 allocation follows on from grants of £1,500,874 and £1,572,213 for the 2018/19 and 2019/20 financial years respectively.
- 4.3 The borough has received a total allocation of £30,772,890 Basic Need grant between 2011/12 and 2020/21 (including Targeted Basic Need). In that period, the borough has spent £57,256,152 on new school places. The difference of £26,483,262 has been funded by S106, other DfE grants (e.g. LCVAP), school funds and the council's capital programme.
- 4.4 The borough has examined the methodology for the grants allocated for the periods 2015/16 to 2021/22, and has concluded that, over that period, the Basic Need grant is significantly less than the amount required because:
- The grant does not cover sixth form places.
 - The grant assumes a 2% surplus. The borough's policy is for 5% surplus places, and applying this to the government methodology would have provided another £4.8m.
 - The grant does not cover the re-provision of existing places and other abnormal elements of schemes.
 - Places funded by S106 or the Community Infrastructure Levy are deducted from the Basic Need Grant.
 - Places provided by free schools are deducted from the Basic Need Grant.
- 4.5 The borough will now be writing to the Department of Education setting out its concerns about the funding allocation. If a response is received in time, this will be reported to Cabinet in the March 2020 report on options for providing new school places.

Value for money

- 4.6 The government continues to seek improvements in value for money by driving down school delivery costs and seeking to improve the efficiency and effectiveness of local authorities in providing new school places. According to the government's [Local Authority School Places Scorecards 2018](#), the borough continues to provide value for money compared to national figures. Between 2015/16 and 2017/18, the average cost of each new school place in the Royal Borough was:
- £8,804, compared to £16,596 nationally for primary places.
 - £16,637, compared to £22,738 nationally for secondary places.

- 4.7 These school projects included in the borough figures are not particularly representative, however, as three of the four primary school schemes were single classroom extensions. They did not, therefore, generally have the costs of ancillary spaces (e.g. toilets, circulation space, halls, additional parking) that would be associated with a full expansion.
- 4.8 The single secondary project in the borough figures involved a significant amount of internal remodelling, rather than new build. It is likely that the secondary cost per place will increase in future scorecards as the latest expansions at Charters School, Cox Green School, Dedworth Middle School and Furze Platt Senior School are included. This is shown in Table 5, which sets out the costs, and cost per place, of recent and ongoing school expansions. The costs of the ongoing projects may change.

Table 5: Cost of recent school expansion projects

Project	Total cost	Cost per place	National cost per place	Difference
Charters School	£4,508,189	£21,468	£22,738	-£1,270
Cox Green	£5,800,000	£28,571	£22,738	+£1,632
Dedworth Middle	£4,913,750	£20,474	£22,738	-£2,264
Furze Platt Senior	£9,049,499	£23,814	£22,738	-£2,286
Newlands Girls'	£905,170	£24,464	£22,738	-£1,186
St Peter's CE Middle	£2,700,000	£22,500	£22,738	-£0,238

5. LEGAL IMPLICATIONS

- 5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area. This is set out in the Education Act 1996, Section 14, subsections 1 and 2. The borough receives the 'Basic Need' grant from the government for this purpose, which can be spent on new school places at all types of school (Academy (including free schools), Community, Voluntary Aided and Voluntary Controlled).
- 5.2 There is no legal duty to provide any particular level of surplus places.

6. RISK MANAGEMENT

Table 6: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Accuracy of pupil projections, with the risk that actual demand is significantly different to that expected.	HIGH	<p>Annual production of pupil projections to take account of the latest information, adjusting proposed actions as necessary.</p> <p>Inclusion of a surplus of places in planning, to provide capacity in the system in case projections are lower than actual demand.</p>	LOW

7. POTENTIAL IMPACTS

- 7.1 There are currently no implications arising from the recommendations in this report with regards to staffing/workforce, sustainability, Equalities, Human Rights and community cohesion, accommodation, property or assets.

8. CONSULTATION

- 8.1 None.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 It is proposed that Cabinet will consider two further reports, in March 2020, setting out the outcome of the school expansions feasibility programme (including a prioritisation matrix) and on options for new school places to meet demand in Maidenhead primary schools and Windsor upper schools.

10. APPENDICES

Contained in paper copies

- Appendix A: Approved school expansion programme.

Electronic only

- Appendix B: Map showing areas of growth in primary demand.
- Appendix C: Comparison of accuracy of school projections.

11. BACKGROUND DOCUMENTS

- *Letter from Lord Agnew, DfE, 30th May 2018.*
- *Letter from Lord Agnew, DfE, 23rd September 2019.*
- *Local Authority School Places Scorecards 2018, DfE, 27th June 2019.*
- *School Capacity Survey 2019, Royal Borough of Windsor and Maidenhead, July 2019.*
- *Assessment of need for additional education infrastructure, The Royal Borough of Windsor and Maidenhead, January 2018.*

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr S Carroll	Lead Member/ Principal Member/Deputy Lead Member	24/10/2019	25/10/2019
Duncan Sharkey	Managing Director	28/10/2019	07/11/2019
Kevin McDaniel	Director of Children's Services	22/10/2019	22/10/2019
Russell O'Keefe	Strategic Director	28/10/2019	07/11/2019
Andy Jeffs	Strategic Director	28/10/2019	29/10/2019

Name of consultee	Post held	Date sent	Commented & returned
Terry Neaves	Section 151 Officer	28/10/2019	07/11/2019
Nikki Craig	Head of HR and Corporate Projects	28/10/2019	30/10/2019
Louisa Dean	Communications	28/10/2019	07/11/2019
	Other e.g. external		

REPORT HISTORY

Decision type: For information	Urgency item? No	To Follow item? Not applicable.
Report Author: Ben Wright, Education Planning Officer, 01628 796572		

Appendix A: Approved school expansion programme

Table A1: Approved school expansion programme sets out the current approved expansion programme.

Table A1: Approved school expansion programme

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>		<i>f</i>
Area	School	Current PAN	Proposed PAN post expansion	Increase on current PAN		First year of increase (Sept.)
				No.	FE*	
Secondary Phase 1						
Ascot	Charters School	240	270	+30	+1.0	2017
Maidenhead	Cox Green School	176	206	+30	+1.0	2017
	Furze Platt Senior School	193	223	+30	+1.0	2017
Windsor	Dedworth Middle School	120	150	+30	+1.0	2017
	The Windsor Boys' School	230	260	+30	+1.0	2017
	Windsor Girls' School	178	208	+30	+1.0	2017
Ascot Primary						
Ascot	Cheapside CE Primary	16	30	+14	+0.5	2017
Secondary Phase 2						
Maidenhead	Furze Platt Senior School	193	253	+60	+2.0	2018
Windsor	Dedworth Middle School	120	180	+60	+1.0	2018
Secondary Phase 3						
Windsor	St Peter's CE Middle	60	90	+30	+1.0	2019

*FE means Form of Entry. 1 FE = one class of 30 children per year group.

A further 6 places per year group have also been added at Newlands' Girls School. This scheme, funded largely by S106 contributions, was not part of the formal secondary expansion programme but nevertheless increased the number of places available.

These schemes are proceeding as follows:

- Cheapside completed.
- The Windsor Boys' School completed.
- Windsor Girls School completed.
- Charters School completed.
- Cox Green School completed.
- Newlands Girls' School completed.
- Dedworth Middle School completion due Autumn 2018.
- Furze Platt Senior School completion due Summer 2020.
- St Peter's CE Middle School planning application approved.

Report Title:	Q1-Q2 Performance Report
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Cllr Rayner, Lead Member for HR, IT, Legal Services (including Performance Management) and Windsor
Meeting and Date:	Cabinet, 28 November 2019
Responsible Officer(s):	Hilary Hall, Director of Adults, Health and Commissioning
Wards affected:	All

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REPORT SUMMARY

1. On 27 June 2019 Cabinet resolved to delegate authority to Executive Directors in conjunction with Lead Members to amend and confirm the Strategic Performance Management Framework for 2019/20. The revised framework has 43 different measures aligned to the Council Plan 2017-21 (Appendix A).
2. Performance is reported to relevant Overview and Scrutiny Panels each quarter to enable oversight of the framework as a whole and an ongoing performance dialogue. There are 22 measures that have been identified as being of particular strategic importance and these are reported to Cabinet bi-annually (Appendix B).

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Endorses the 2019/20 Strategic Performance Framework in Appendix A.**
- ii) **Endorses the 2019/20 Q2 Performance Report in Appendix B.**
- iii) **Requests relevant Lead Members, Directors and Heads of Service to maintain focus on improving performance.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Table 1: Options arising from this report

Option	Comments
Endorse the evolution of the performance management framework, focused on embedding a performance culture within the council and measuring delivery of the council's six strategic priorities. This is the recommended option	The council's focus on continuous performance improvement provides residents and the council with more timely, accurate and relevant information; evolving the council's performance management framework using performance information and business intelligence ensures it reflects the council's ongoing priorities.

Option	Comments
Failure to use performance information to understand the council, improve and maintain performance of council services and develop reporting to members and residents.	Without using the information available to the council to better understand its activity, it is not possible to make informed decisions and is more difficult to seek continuous improvement and understand delivery against the council's strategic priorities.

- 2.1 On 27 June 2019 Cabinet resolved to delegate authority to Executive Directors in conjunction with Lead Members to amend and confirm the Strategic Performance Management Framework for 2019/20 (Appendix A).
- 2.2 The revised framework has 43 different measures aligned to the strategic objectives in the Council Plan 2017-21 and performance is reported to relevant Overview and Scrutiny Panels each quarter alongside related business intelligence and available benchmarking data to enable oversight of the framework as a whole and an ongoing performance dialogue.
- 2.3 There are 22 measures that have been identified in the framework as being of particular strategic importance and these are reported to Cabinet at the end of quarters two and four. These measures are identified in Appendix A by a (✓).
- 2.4 Appendix B sets out the Q2 Performance for all 22 measures and related business intelligence. It shows that:
- 17 of the 22 measures met or exceeded target,
 - 3 measures fell just short of target, although still within the tolerance for the measure,
 - 1 measure was out of tolerance and requires improvement,
 - 1 measure will not be reported until Q3.

3. KEY IMPLICATIONS

- 3.1 The key implications of this report are set out in table 2.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The council is on target to deliver all six strategic priorities.	< 100% priorities on target	100% of priorities on target			31 March 2020

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications arising from the recommendations.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from the recommendations.

6. RISK MANAGEMENT

- 6.1 The risks and their control are set out in table 3.

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Poor performance management practices in place resulting in lack of progress towards the council's agreed strategic priorities and objectives.	HIGH	Robust performance management within services to embed a performance management culture and effective and timely reporting.	LOW

7. POTENTIAL IMPACTS

- 7.1 Equalities. There are no Equality Impact Assessments required for this report.
- 7.2 Climate change/sustainability. There is no impact on climate change / sustainability.
- 7.3 Data Protection/GDPR. There are no Privacy Impact Assessments required for this report.

8. CONSULTATION

- 8.1 Ongoing performance of measures within the Strategic Performance Management Framework, alongside relevant business intelligence, is regularly reported to the council's four Overview and Scrutiny Panels. Comments from the Panels are reported to Lead Members and Heads of Service as part of an ongoing performance dialogue.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately. The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
Ongoing	Comments from Members will be reviewed by Lead Members and Heads of Service.
March 2020	Q3 Performance Reports available for relevant Overview and Scrutiny Panels.

10. APPENDICES

10.1 This report is supported by two appendices:

- Appendix A: 2019/20 Strategic Performance Framework.
- Appendix B: Q2 2019/20 PMF Report.

11. BACKGROUND DOCUMENTS

11.1 This report is supported by one background document:

- Council Plan 2017-21:
https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr S Rayner	Lead Member for HR, IT, Legal Services (including Performance Management) and Windsor	28/10/19	28/10/19
Duncan Sharkey	Managing Director	22/10/19	
Russell O'Keefe	Executive Director	22/10/19	18/11/19
David Scott	Head of Communities	22/10/19	29/10/19
Jenifer Jackson	Head of Planning	22/10/19	
Tracy Hendren	Head of Housing	22/10/19	01/11/19
Nikki Craig	Head of HR, Corporate Projects and ICT	22/10/19	22/10/19
Louise Freeth	Head of Revenues, Benefits, Libraries and Residents	22/10/19	29/10/19
Ruth Watkins	Deputy S151 Officer	22/10/19	
Hilary Hall	Director Adults, Commissioning and Health	18/10/19	30/10/19
Ben Smith	Head of Commissioning – Infrastructure	22/10/19	29/10/19
Lynne Lidster	Head of Commissioning – People	18/10/19	21/10/19
Louisa Dean	Communications and Marketing Manager	22/10/19	
Kevin McDaniel	Director of Children's Services	22/10/19	30/10/19
Andy Jeffs	Executive Director	22/10/19	22/10/19
Karen Shepherd	Head of Governance	22/10/19	22/10/19
Elaine Browne	Head of Law	22/10/19	

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? No
Report Author: Rachel Kinniburgh, Strategy Officer, 01628 796370		

Appendix A: 2019/20 STRATEGIC FRAMEWORK

Note: where available, benchmarking data will be included in all reports.

Measure	O&S Panel	PMF 2019/20	Target
Healthy, skilled and independent residents			
No. permanent admissions to care for those aged 65+yrs	Adults, Children and Health	✓	≤ 210 year-end
Delayed transfers of care rate (per 100,000 pop.) attributable to RBWM	Adults, Children and Health	✓	≤ 1.5
Percentage of rehabilitation clients still at home 91 days after discharge from hospital	Adults, Children and Health	✓	≥ 87.5%
No. carers supported by dedicated services directly commissioned by RBWM	Adults, Children and Health	✓	≥ 606 year-end
Percentage of care-leavers in education, employment or training	Adults, Children and Health	✓	≥ 50%
Percentage of eligible children receiving a 6-8 week review within eight weeks of birth	Adults, Children and Health	✓	≥ 70%
Percentage of borough schools rated by Ofsted as good or outstanding	Adults, Children and Health		≥ 86%
Percentage of long-term cases reviewed in the last 12 months	Adults, Children and Health		≥ 85%
Percentage of current carers assessed or reviewed in last 12 months	Adults, Children and Health		≥ 60%
Percentage of successful treatment completions (alcohol)	Adults, Children and Health		Target is the national average, which is calculated each quarter
Percentage of successful treatment completions (opiates)	Adults, Children and Health		
Percentage of successful treatment completions (non-opiates)	Adults, Children and Health		
Safe and vibrant communities			
Percentage of adult safeguarding service users reporting satisfaction	Adults, Children and Health	✓	≥ 80%
Percentage of children subject to a Child Protection Plan for two years or more on ceasing	Adults, Children and Health	✓	≤ 3.5%
Percentage of re-referrals to children's social care within 12 months	Adults, Children and Health	✓	≤ 20%
Percentage of Education, Health and Care Plans completed on time	Adults, Children and Health		100%
No. attendances at leisure centres	Communities		≥ 1,915,000 year-end
No. visits (physical and virtual) to museums	Communities		≥ 65,000 year-end

Measure	O&S Panel	PMF 2019/20	Target
No. visits (physical and virtual) to libraries	Communities		≥ 800,000 year-end
No. library issues	Communities		≥ 625,000 year-end
Growing economy, affordable housing			
No. households where prevention duty has been ended successfully	Infrastructure	✓	≥ 15
No. homeless households in temporary accommodation	Infrastructure	✓	≤ 130 year-end
Footfall in Maidenhead town centre	Infrastructure		≥ 6,350,000 year-end
Footfall in Windsor town centre	Infrastructure		≥ 8,050,000 year-end
Attractive and well-connected borough			
Performance of the Tivoli contract	Communities	✓	≥ 92
Percentage of household waste sent for reuse, recycling	Communities	✓	≥ 45%
Percentage of Major planning applications processed in time	Infrastructure	✓	≥ 65%
Percentage of Minor planning applications processed in time	Infrastructure	✓	≥ 70%
Percentage of "Other" planning applications processed in time	Infrastructure		≥ 85%
Percentage of potholes repaired within 24 hours	Infrastructure	✓	100%
No. fly-tipping instances across Borough	Communities		≤ 623 year-end
An excellent customer experience			
Percentage of calls answered within 60 seconds	Corporate	✓	≥ 80%
Percentage of calls abandoned after 5 seconds	Corporate	✓	≤ 4%
Average number of days to process new claims (Housing Benefits)	Corporate	✓	≤ 12
Average number of days to process change circumstances (Housing Benefits)	Corporate	✓	≤ 5
No. visits (physical and virtual) to libraries	Corporate		≥ 800,000 year-end
Percentage of residents confirming that they feel informed about the council	Corporate		≥ 49%
No. digital customer interactions	Corporate		≥ 83,000 year-end
No. "My Account" users (running total)	Corporate		≥ 40,474 year-end
Well-managed resources delivering value for money			
Percentage collection rate for Council Tax	Corporate	✓	≥ 98.5% year-end

Measure	O&S Panel	PMF 2019/20	Target
Percentage collection rate for Non Domestic Rates (Business Rates)	Corporate	✓	≥ 98.3% year end
Council Tax level comparative with the average unitary Band D (£)	Corporate		≤ £1431.00
Percentage of residents expressing satisfaction with services	Corporate		≥ 61%
No. digital customer interactions	Corporate		≥ 83,000 year-end
Percentage voluntary turnover (YTD)	Corporate		≤ 12.9% year-end

Performance Management Framework (PMF)

Half-yearly Performance Report 2019-20 (April – September 2019)

Date prepared: 1 October 2019 (v1)

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**Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)**

1. Executive Summary

1.1 The Cabinet has oversight of the council's Performance Management Framework (PMF) which encompasses 22 performance measures and relevant business intelligence relating to the Council Plan 2017-21.

1.2 As at 1 October 2019 performance of all PMF measures can be summarised as:

Q2 RAG Status	No.	Measure
Red (Needs improvement)	1	<ul style="list-style-type: none"> • Tivoli Contract: Consolidated performance score
Amber (Near target)	3	<ul style="list-style-type: none"> • Delayed transfers of care rate (per 100,000 pop.) attributable to RBWM • No. households where prevention duty has ended successfully • Percentage collection rate for Non Domestic Rates (Business Rates)
Green (Succeeding or achieved)	17	<ul style="list-style-type: none"> • No. permanent admissions to care for those aged 65+yrs • Percentage of rehabilitation clients still at home 91 days after discharge from hospital • Percentage safeguarding service-user satisfaction • No. carers supported by dedicated services directly commissioned by RBWM • Percentage of eligible children receiving a 6-8wk review within 8wks of birth • Percentage of care-leavers in education, employment or training • Percentage of children subject to a Child Protection Plan for 2+yrs on ceasing • Percentage of re-referrals to CSC within 12mths • No. homeless households in temporary accommodation • Percentage household waste sent for reuse, recycling • Percentage of Major planning applications processed in time • Percentage of Minor planning applications processed in time • Average number of days to process new claims (Housing Benefits) • Average number of days to process change circumstances (Housing Benefits) • Percentage collection rate for Council Tax • Percentage of calls answered within 60 seconds • Percentage of calls abandoned after 5 seconds
Unavailable until Q3	1	<ul style="list-style-type: none"> • Percentage of potholes repaired within 24hrs *new measure definition, reporting not available until Q3*
Total	22	

Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)

- 1.3 Commentary is provided for all measures in deviation from target (either Red or Amber) year-to-date, and where key information supports understanding of the measure.

2. Key activities and milestones achieved

The 22 performance measures give an indication of performance in relation to specific activities of the council but do not capture the full range of activity in which it is engaged. This section, therefore, gives a brief overview of key activities and milestones achieved by the council in the first half of the year.

Item	Achievements and key milestones (April – September)
Healthy, skilled and independent residents	
Integrated Care System	Three new Primary Care Networks – networks of GP practices – were approved, based on Maidenhead, Windsor and Ascot. The new Networks will take on a number of new responsibilities to improve delivery of integrated health services to residents.
Commissioning	Brill House opened in May, replacing the provision at Mokattam. In addition to accommodation for the six residents with learning disabilities previously at Mokattam, Brill House offers an additional five flats for people with learning disabilities to support independent living.
Safe and vibrant communities	
New safeguarding arrangements	New safeguarding arrangements, replacing the Local Safeguarding Children Board and Safeguarding Adults Board, were developed and published following extensive consultation with partners. The new arrangements were implemented from September 2019.
CCTV upgrade	All original community network cameras were upgraded and connected to the new digital network. Revised BT circuit connections are awaited on a number of sites where the wi-fi network has proved unreliable or impossible. New sites are going live on a phased basis as new connections become available from BT. Control Room refurbish completed in February 2019, has provided replacement back up power and standby electrical generator for the wider site to support emergency operations.
Climate Change	Council approved a motion in June declaring a climate emergency. A cross-party working group has been established to agree a strategy for the borough to become carbon neutral by 2050. Work has started and will continue to develop the actions plans to support the strategy.
Community and leisure	<i>Braywick Leisure Centre:</i> Works are progressing very well with the building on target to be watertight by December; large plant and equipment has been installed and internal wiring and duct work commenced. Rendering and tiling of the pool area has commenced and internal walls built. The new operator for the centre will be appointed by the end of October so programming and opening event planning can commence in earnest.

Item	Achievements and key milestones (April – September)
	<i>Battlemead Common:</i> This new public open space was opened in August 2019. The 110 acre site, adjacent to the River Thames, between Maidenhead and Cookham, includes a new footpath link to the Thames Path and will be managed for informal public access and nature conservation. A 'Friends of Battlemead Common' stakeholder group has been established to advise the Council on future management of the site to balance access and conservation aspects.
Heathrow Airport Expansion	The council agreed to continue to support the cross-council judicial review and subsequent appeal of the Government's Airports National Policy Statement on Heathrow expansion due to ongoing concerns over many issues including noise respite and air quality. The case was heard in the High Court between 17 and 23 October, with a verdict expected before the end of the year. In parallel, the council have agreed to enter into a series of bilateral meetings with the airport to negotiate (if a new runway is approved) how best to mitigate or compensate local residents. These have commenced, with sessions on surface access, socio-economics and noise all scheduled before the end of 2019.
Growing economy, affordable housing	
Borough Local Plan	Proposed changes to the submitted Borough Local Plan were approved by Members at Full Council in October for consultation.
Maidenhead Regeneration and Infrastructure	York Road development, known as The Watermark, continues on site at pace. The site will deliver 88 of the 229 new homes built as affordable homes in partnership with Countryside and Housing Solutions. The range of property types and ownership options are being targeted at people that live, work or were born in the Royal Borough. St Clouds Way: the second Council regeneration project, will see additional public consultation in late autumn, with a view to submitting a planning application early in 2020. This site will deliver 30% affordable housing. Maidenhead Vision: JTP Architects have been appointed to assist with the ongoing branding and vision for Maidenhead Town Centre. The initial branding work for "Make Maidenhead" will continue, to demonstrate the vision for the town and will involve substantial public engagement and consultation.
Attractive and well-connected borough	
Mobilisation of new Waste Contract	Mobilisation of the new waste and recycling collection contract is complete and the new contract with Serco commenced on 30 September. The contract covers all waste recycling, food and green waste collections, management of the household waste and recycling centre and waste transfer station on Vicus Way.
Highways	Following Cabinet agreement in May, the new policy to fix reported potholes over 40mm deep on roads and over 25mm deep on footways within 24 hours (regardless of which

**Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)**

Item	Achievements and key milestones (April – September)
	category of adopted Highway they are located on) commenced in September. Previously 24 hour repairs only applied to high speed/strategic routes and town centre locations. Weekly data collected since the scheme began reflects a positive start.
An excellent customer experience	
Communications Strategy	The updated Communications Strategy 2019-2023 was approved by Cabinet in August. The strategy will support the overall strategic direction of the council's communications over the next four years, providing key messages for staff, councillors and stakeholders following the six key priorities of the Council Plan.
Complaints and Compliments Annual Report	The Annual Complaints and Compliments Report 2018/19 was published, covering all services provided by the council. The report acknowledges that timeliness in responding to stage 1 complaints has improved for the council, and there has been an overall increase in the number of compliments. Overall the number of complaints has reduced.
Well-managed resources delivering value for money	
Annual Report of Commissioned Services	The second Annual Report on commissioned services was published, including progress to date against 2018-2020 priorities.

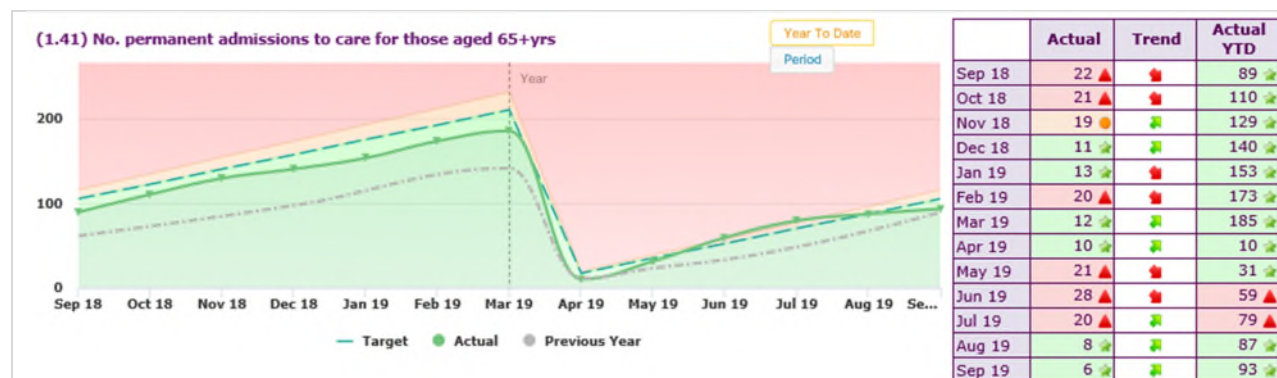
Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)

3. PMF Performance Summary Report (YTD)



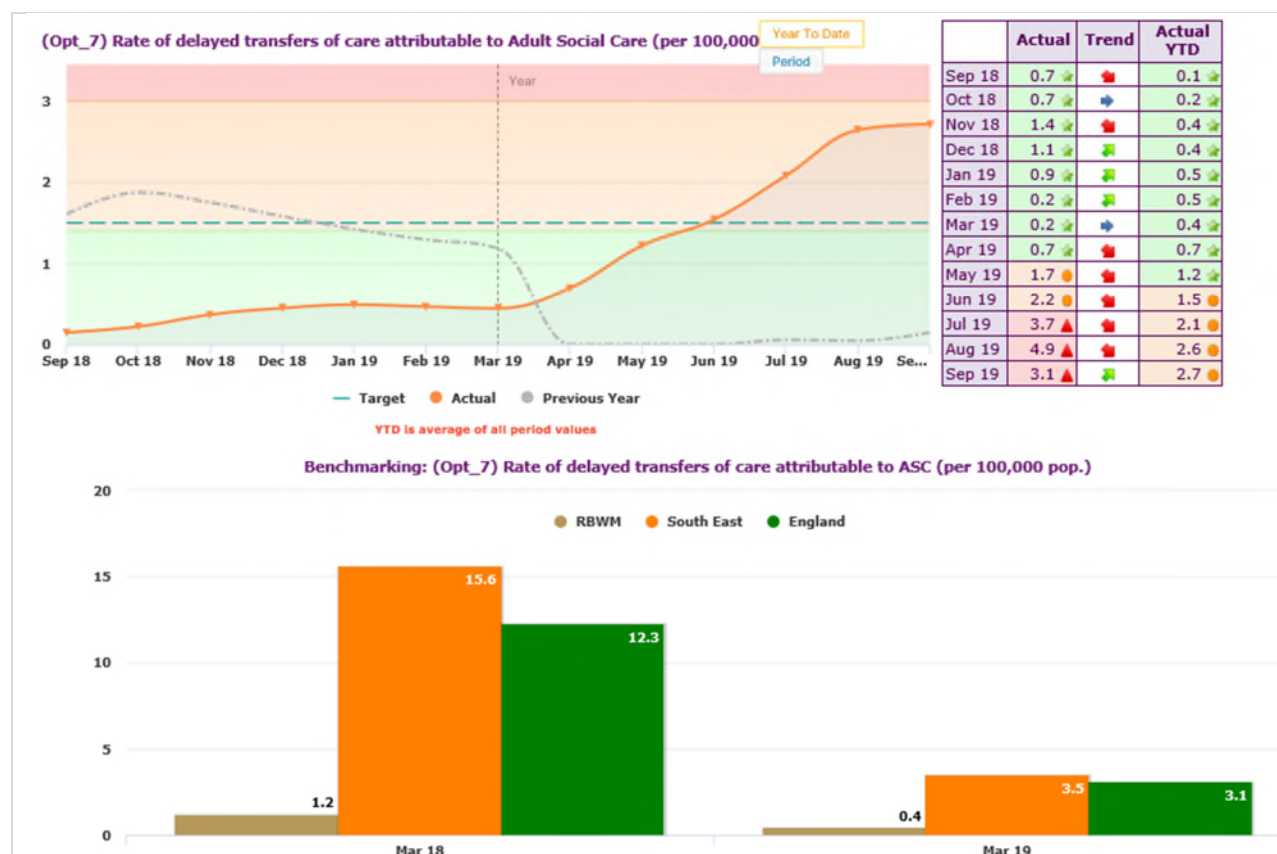
4. Healthy, skilled and independent residents: Detailed Trends and Commentary

4.1 Adult services



Q2 Commentary

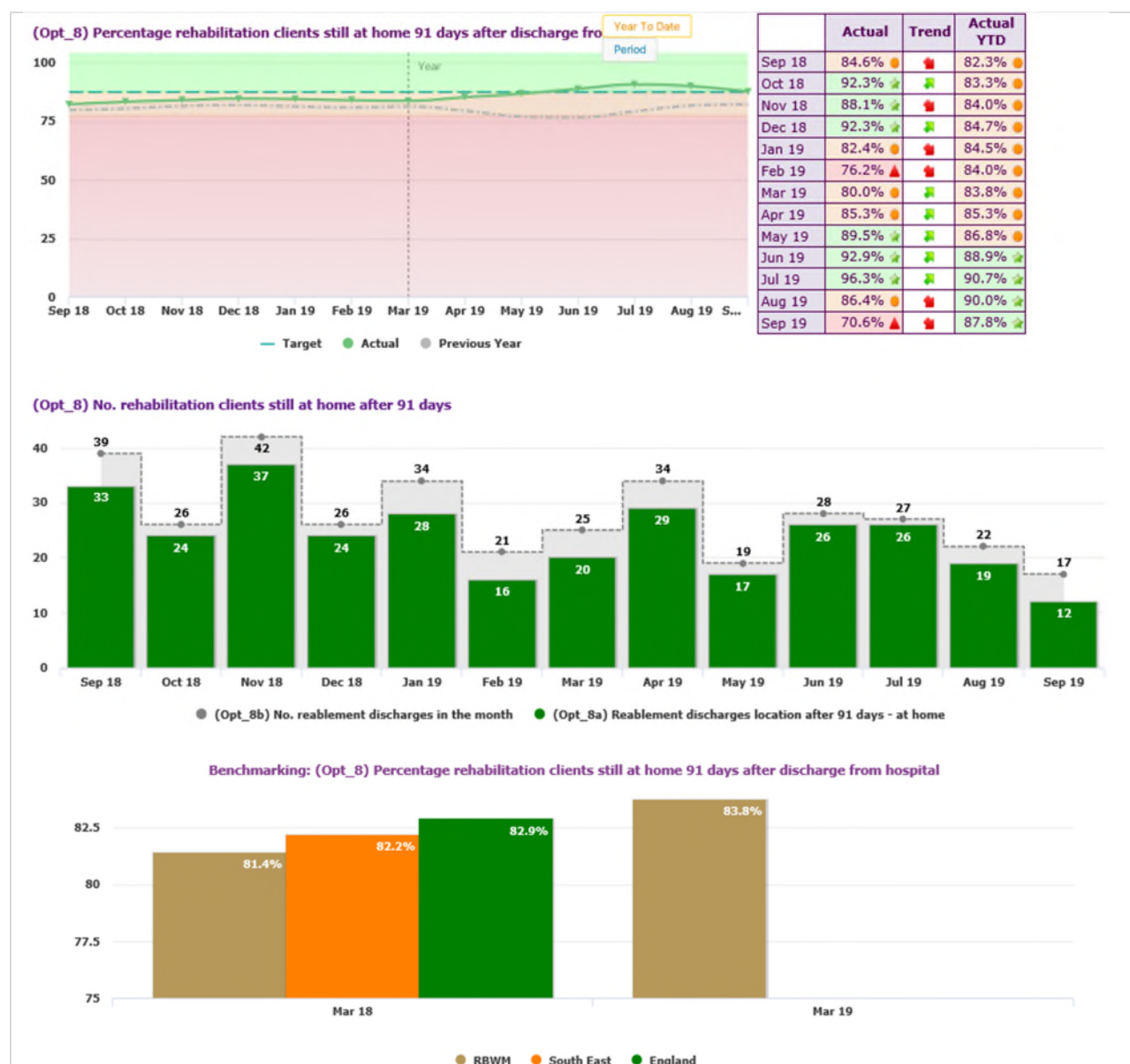
Permanent admissions to care for older people has been lower than in previous years; however, it is expected to go up over the winter period. The focus on prevention and keeping people living in their own homes is having a positive impact on admissions to care although when they are subsequently assessed as needing care, their needs are higher and more complex.



Q2 Commentary

The number of delayed transfers of care attributable to adult social care has increased significantly during the current year largely due to lack of capacity within homecare. This increase has been mirrored across the South East and nationally. New providers are being sourced which will impact positively on this measure.

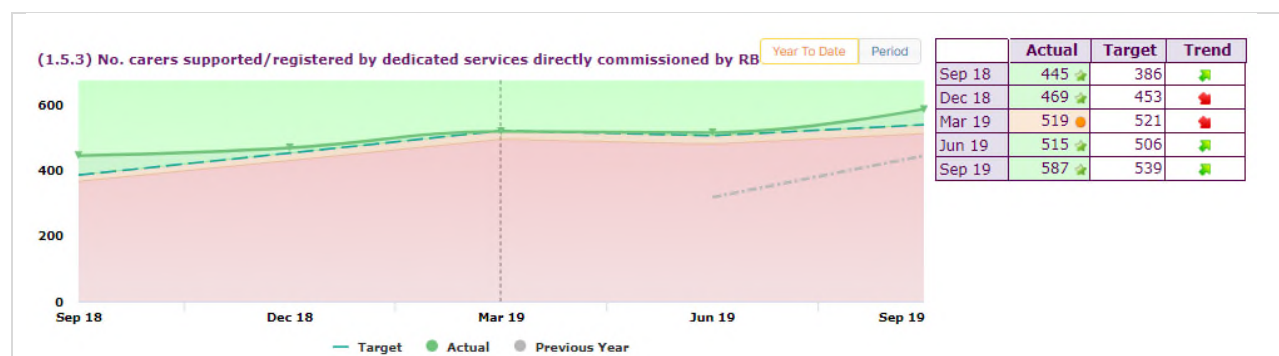
Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)



Q2 Commentary

Performance in this area remains good despite outcomes being significantly influenced by the complexity of need and frailty of the cohort receiving a service.

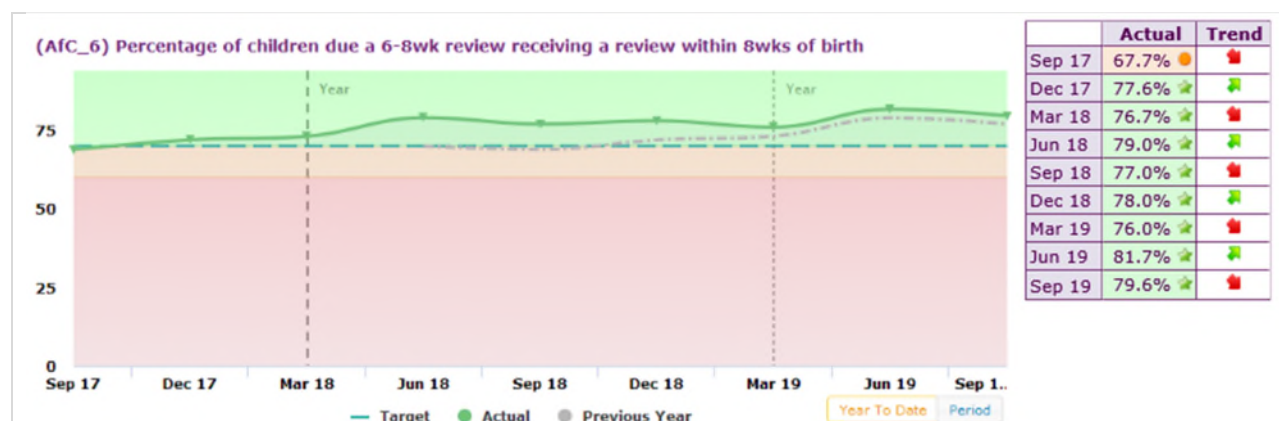
4.2 Carers



Q2 Commentary

This measure reports the number of carers identified and registered, and support refers to appropriate services, events and opportunities. The total figure of 587 is above target. The total figure of 587 is made up of the number of in-borough young carers that have received support (including attending events) from RBWM (91, above target of 71) and the number of adult carers identified and registered who are referred to appropriate services, events and opportunities (496, above target of 468).

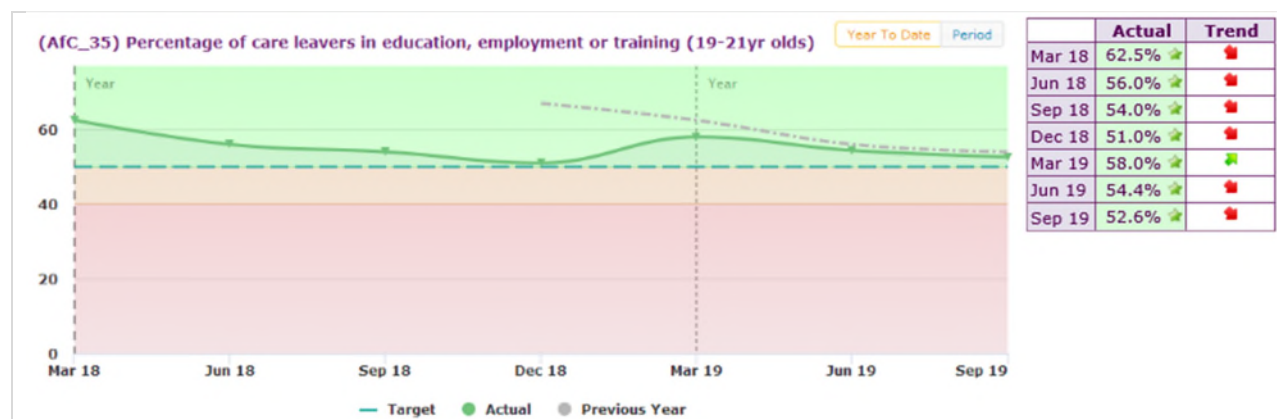
4.3 Children's services



Q2 Commentary

Provisional data: This measure reports the timeliness of health reviews within eight weeks of birth. Provisional data available shows performance for Q2 (79.6%) above target (70%) although in comparison to Q1 there is a slight seasonal fall during the summer as a result of staff availability. All families are offered the checks and all vulnerable children are seen.

Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)

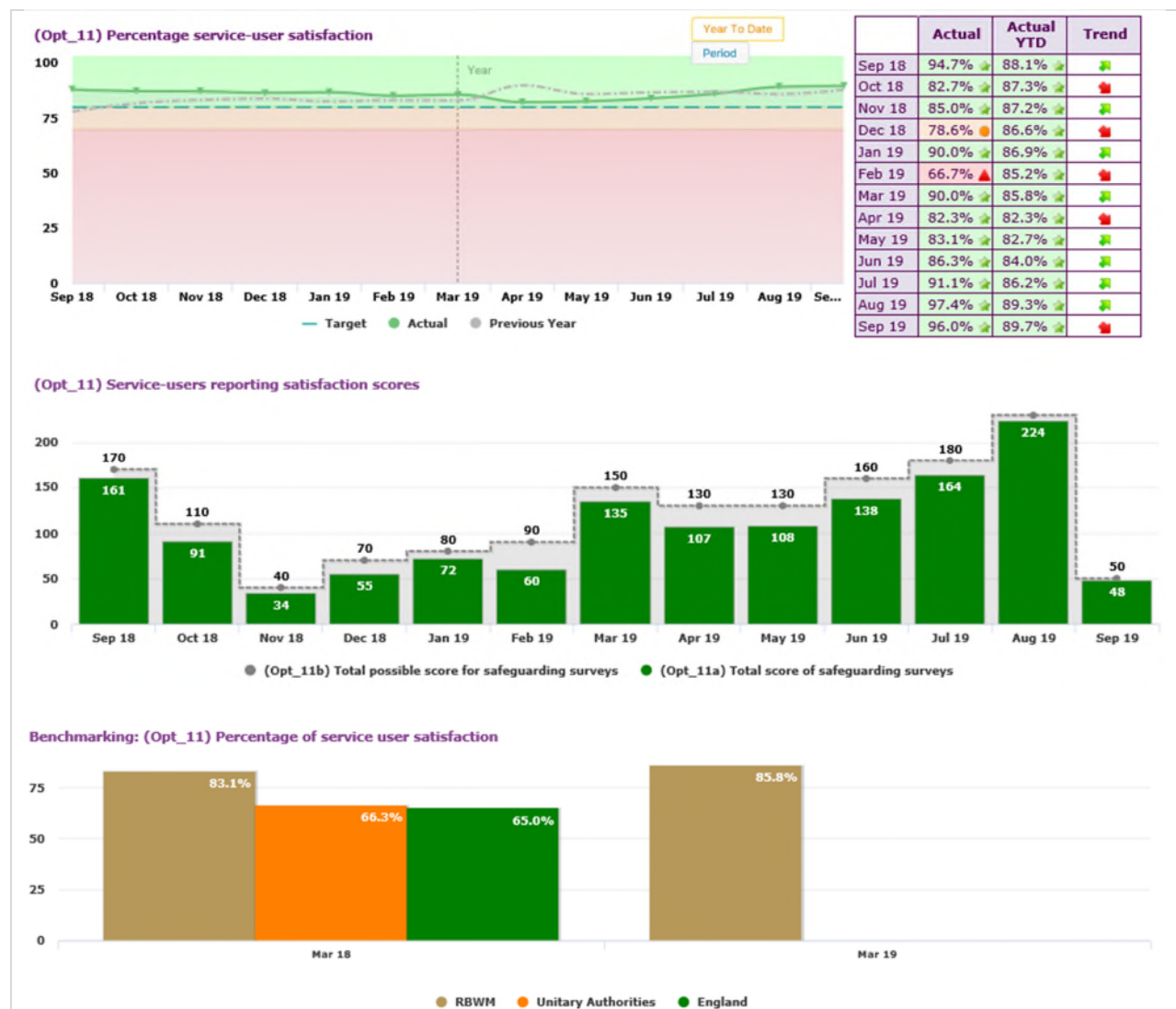


Q2 Commentary

Performance for Q2 (52.6%) is above target (50%) and relates to 30/57 care-leavers aged 19-21 years old in education, employment or training. In comparison to Q1 there is a seasonal dip as some care-leavers transition from education into the world of work. The Leaving Care Team actively engaged with apprenticeship work with two care-leavers due to start apprenticeships at the council in Q3. The council is performing favourably in comparison to the national average (51%).

5. Safe and vibrant communities: Detailed Trends and Commentary

5.1 Adult services



Q2 Commentary

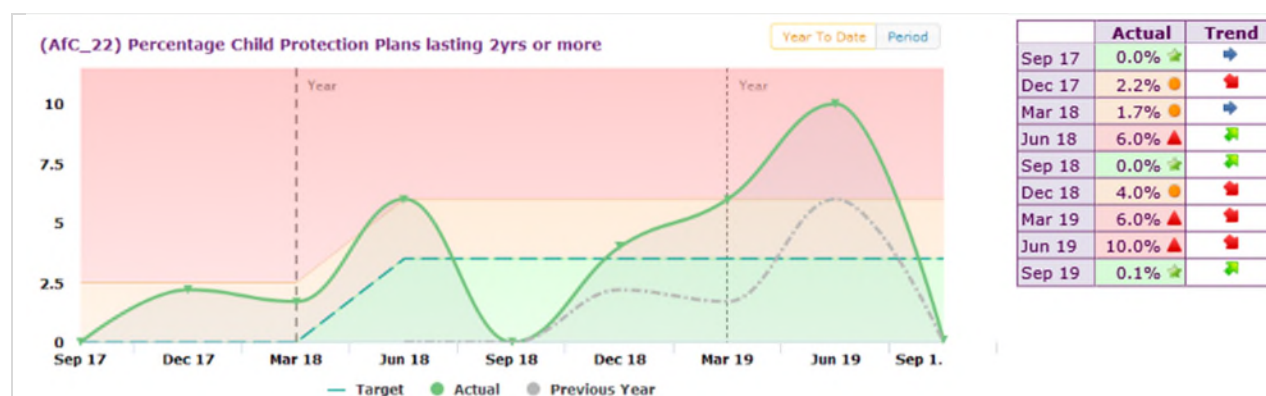
This measures the satisfaction of residents at the end of a safeguarding investigation and process. Overall satisfaction rates remain high.

5.2 Children's services



Q2 Commentary

This data is per child and performance for Q2 (19.5%) is on target (20%) and below the national average of 23%. Following a low re-referral rate in the summer months, there was a significant increase in September, in the main driven by three large families being referred again.

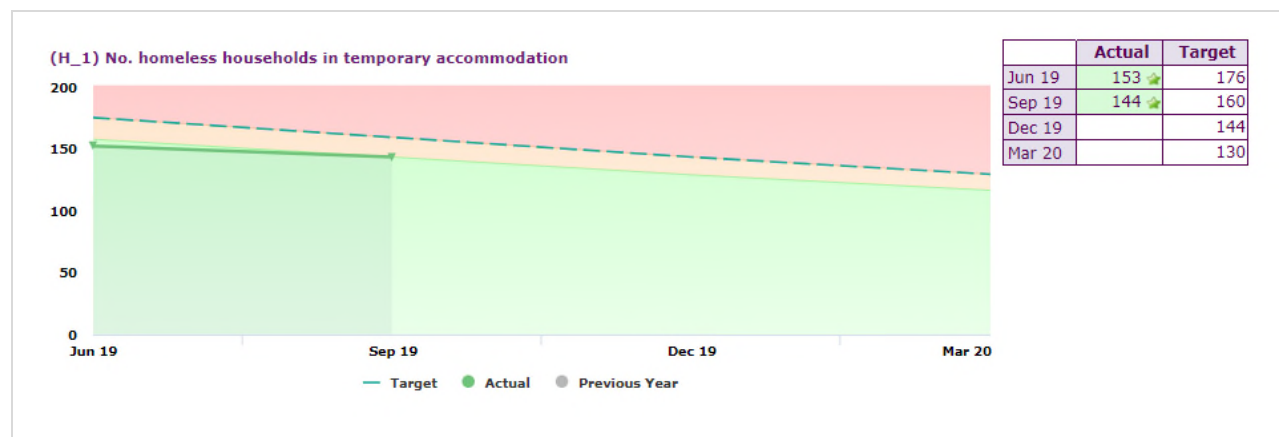


Q2 Commentary

Performance for Q2 (0.1%) relates to 3/54 child protection plans lasting two years or more, and is performing well against target (3.5%). Practice changes means that operational managers are now reviewing the long term options for young people on child protection plans at 10 and 15 months. Whilst generally most plans would finish by 15 months, there are times when it is right for the children and their families for a plan to continue.

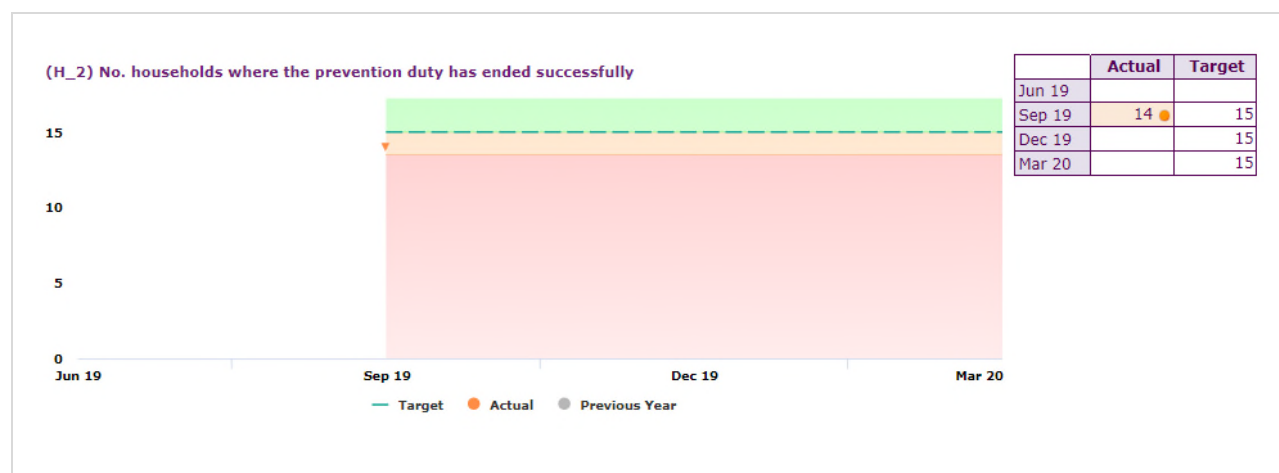
6. Growing economy, affordable housing: Detailed Trends and Commentary

6.1 Housing



Q2 Commentary

This measure reports the total number of households in temporary accommodation as at the close of each quarter. Whereas previously this measure was configured for bi-annual reporting, the targets for this measure have been reviewed and adjusted to set a challenging aim of achieving a 10% reduction each quarter, and resulting in a year-end target to have fewer than 130 homeless households in temporary accommodation. This measure is on target for Q2 (144 against a target of 160).



Q2 Commentary

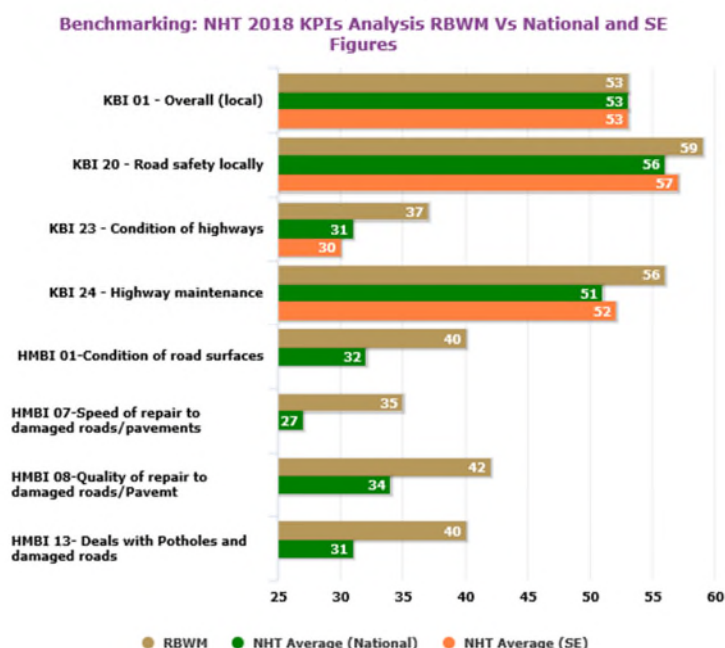
This measure has been reviewed and a new methodology and target agreed to bring council strategic reporting in line with government statutory returns. Up to Q1 2019/20 the council reported the number of homelessness preventions through council advice and activity, and this counted the number of first approaches within each quarter. For Q1 2019/20 performance was on target (33 against a target of 25, over target by 8). From Q2 2019/20 onwards the measure reports the number of households where a prevention duty has ended successfully. In view of this change of methodology, all data prior to Q2 2019/20 has been removed from the above chart. Q2 performance is off-target by 1 however within tolerance for the period.

7. Attractive and well-connected borough: Detailed Trends and Commentary

7.1 Highways

(tbc) Percentage of dangerous potholes on the public highway fixed within 24hrs

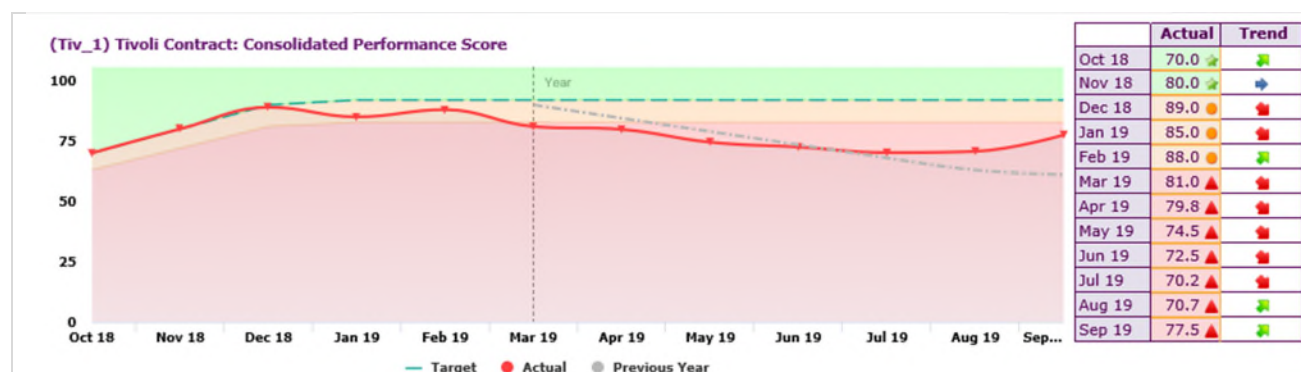
Row	Measure	National Rank	SE Rank
1	KBI 01 - Overall (local)	46/113	6/16
2	KBI 20 - Road safety locally	17/113	3/16
3	KBI 23 - Condition of highways	18/113	4/16
4	KBI 24 - Highway maintenance	7/113	3/16
5	HMBI 01-Condition of road surfaces	15/113	
6	HMBI 07-Speed of repair to damaged roads/pavements	10/113	
7	HMBI 08-Quality of repair to damaged roads/Pavement	11/113	
8	HMBI 13- Deals with Potholes and damaged roads	8/113	



Q2 Commentary

In May 2019, Cabinet approved a revision to the highways contract to enable every carriageway pothole over 40mm, or footway defect over 25mm to be repaired within 24 working hours regardless of the category of road, and at an additional annual cost of £450,000. The “fix all dangerous potholes on the public highway within 24 hours” initiative commenced on 2 September 2019. Weekly data has been collected and shows that as at 11 October, 100% of all potholes meeting the criteria, in all council maintained roads, have been fixed within these new timescales.

7.2 Parks and open spaces



Q2 Commentary

Provisional data: Figures for August and September are provisionally assessed and subject to review and agreement between the Royal Borough and Tivoli.

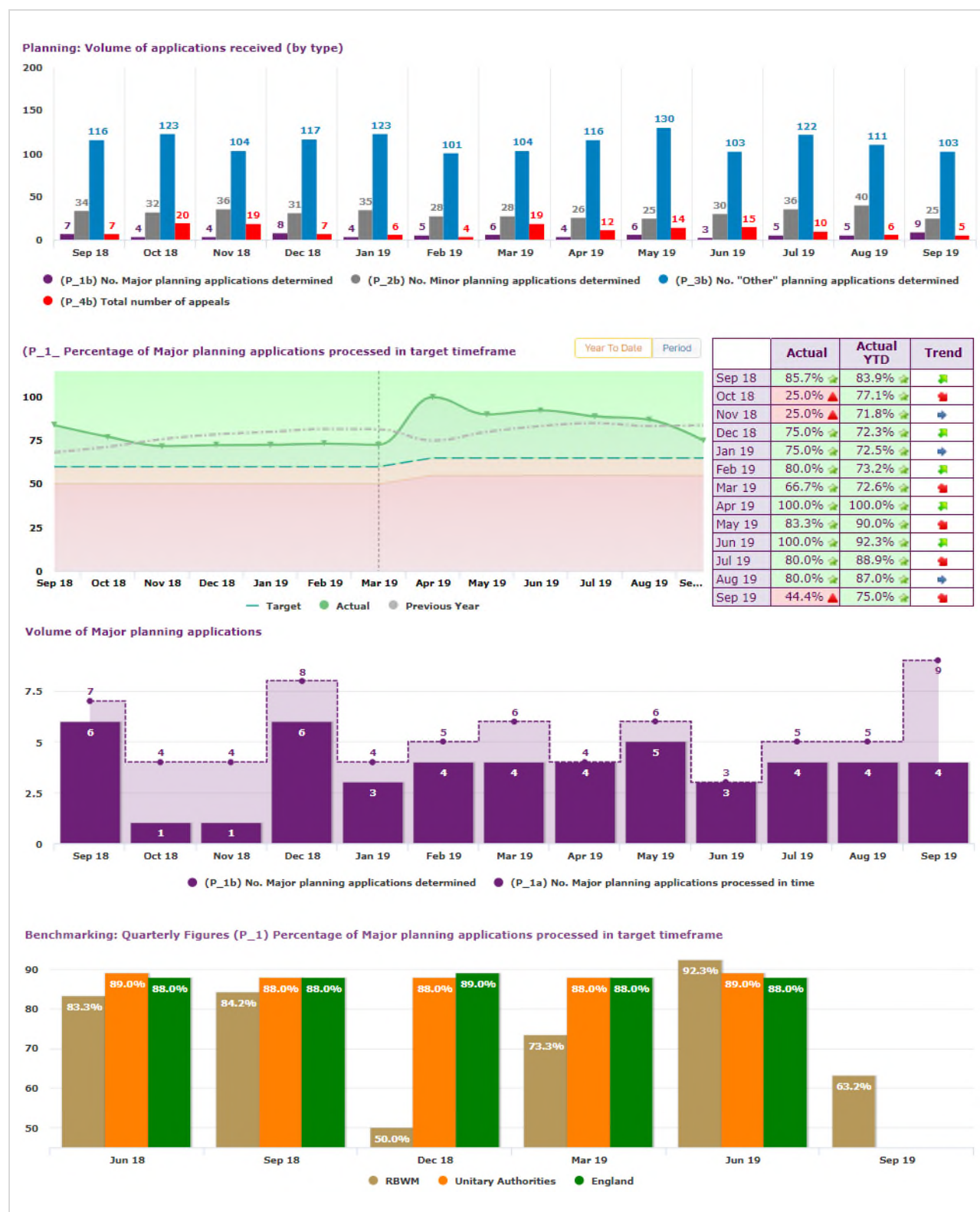
Performance levels for Q2 remain below the contract standard. This is recognised by both parties and an improvement plan is in place seeking to deliver improved, and sustained improvement which rectify the four primary concerns highlighted during this period (ie. management and supervision of the contract; planning and implementation of agreed works schedule; maintenance of the aviaries at Ray Mill Island and inspection and maintenance of

Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)

play areas). Assurance and commitment to delivery of the improvement plan from 'Tivoli' is secure and tangible improvements are in place, including:

- New senior management team and supervisor in place (Regional and Area Director replaced)
- Resources increased
- Introduction of electronic management system (on a phased basis) to track works completion
- Joint branding introduced on vehicles; new high-vis dual branded jackets ordered and micro-site proposal received
- Sub-contractor engaged to complete works on flail routes

7.3 Planning



Q2 Commentary

The target for this measure has been increased from 60% to 65% for 2019/20 in order to challenge performance. Performance for the year up to the end of Q2 is well above target at 75% (a total of 24 / 32 applications processed in time) and a comparison with the same period in 2018/19 (83.9%) shows a decrease of 8.9%. Performance for Q2 (Jul-Sep) currently stands at 63.2% (12 / 19 applications processed in time), just short of target for the quarter.

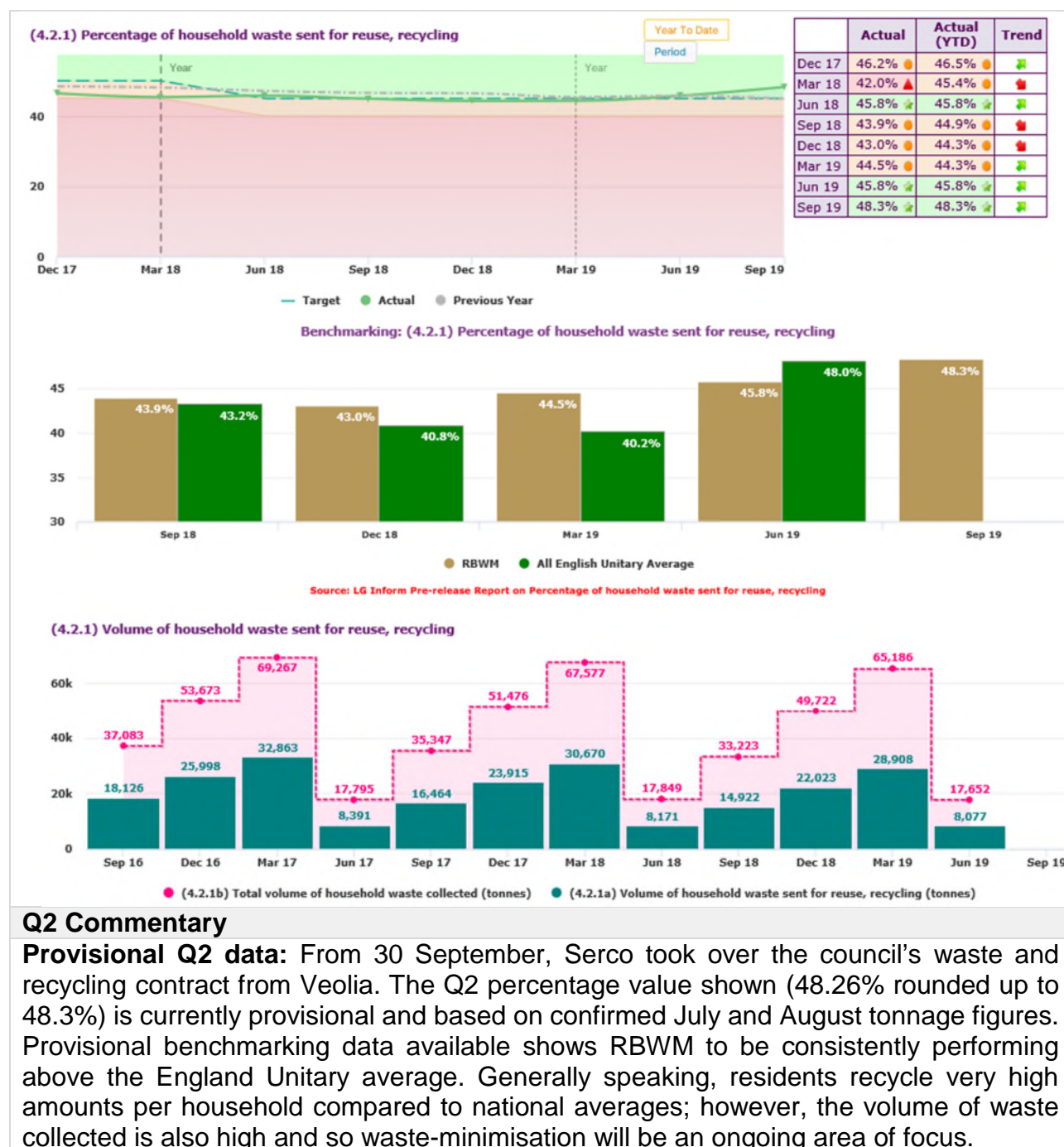
Cabinet PMF: Q1-Q2 2019-20 Performance Report (1 October 2019)



Q2 Commentary

The target for this measure has been increased from 65% to 70% for 2019/20 in order to challenge performance. Performance for the year up to the end of Q2 is above target at 77.5% (a total of 141 / 182 applications processed in time); however, a comparison with the same period in 2018/19 (85.3%) shows a decrease of 7.8%. Performance for Q2 (Jul-Sep) currently stands at 82.2% (83 / 101 applications processed in time), above target for the quarter.

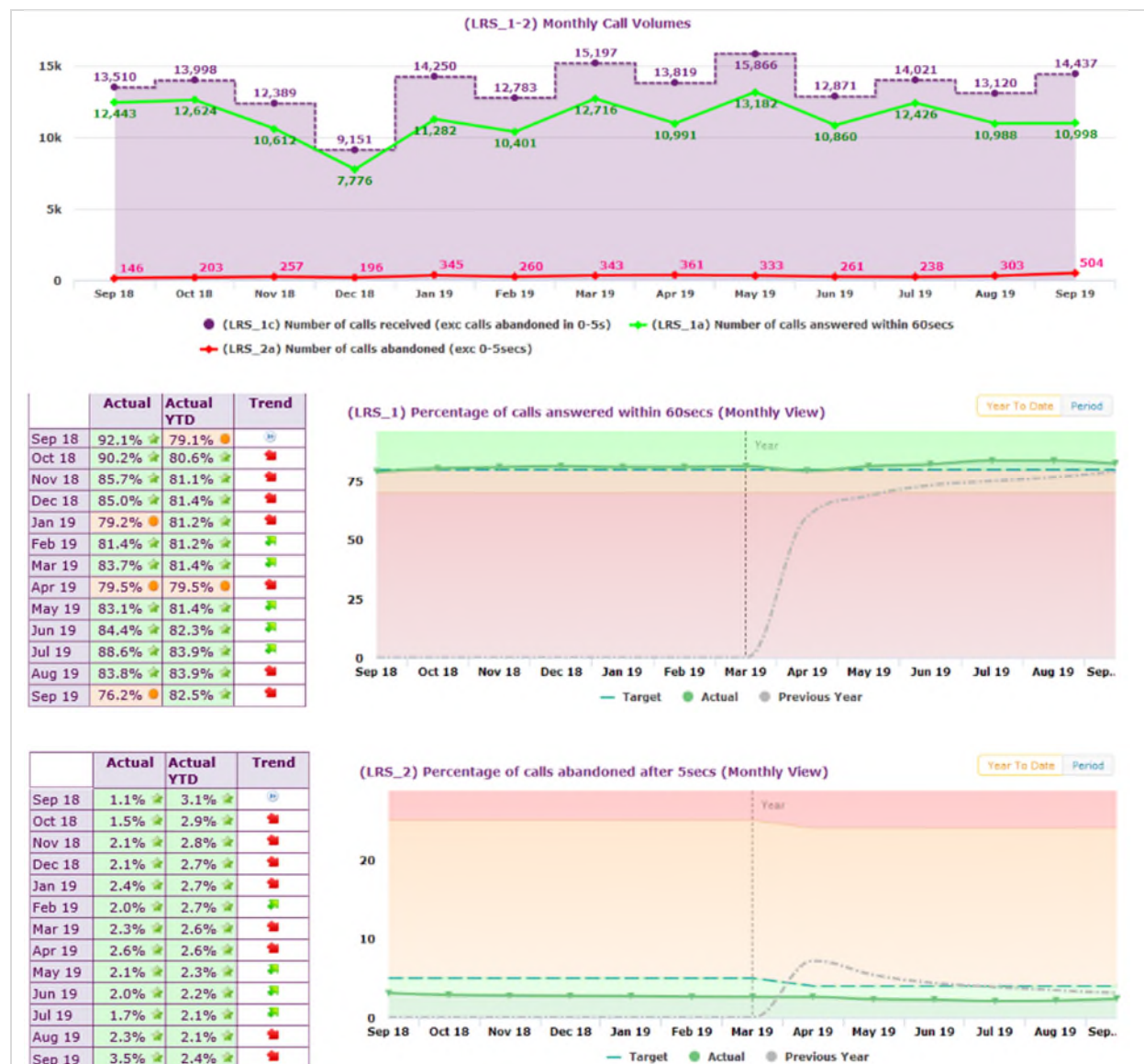
7.4 Waste and recycling



Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)

8. An excellent customer experience: Detailed Trends and Commentary

8.1 Customer and business services

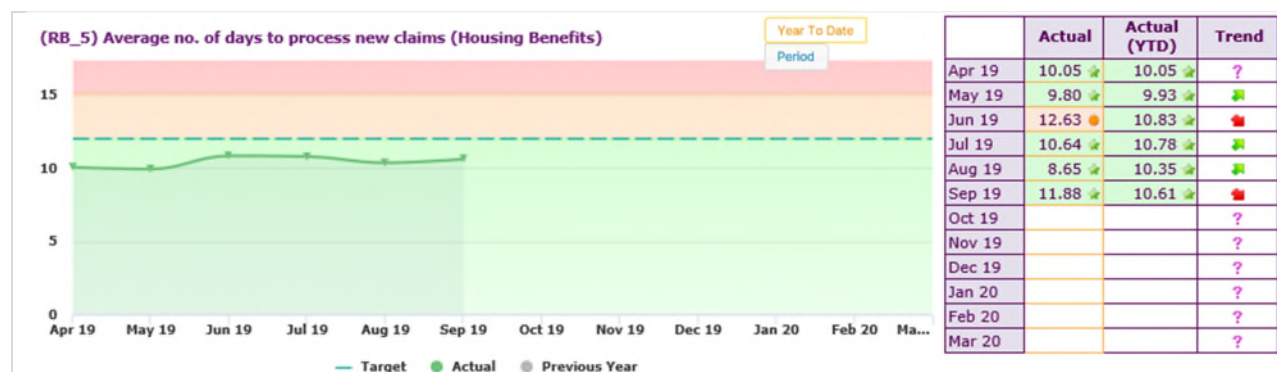


Q2 Commentary

Call performance remains consistently on target and by the end of Q2, year-to-date performance stands at 82.5% (69,445 / 84,134) of calls answered within 60 seconds against a target of 80% and 2.4% (2,000 / 84,134) of calls abandoned after five seconds against a target of 4%.

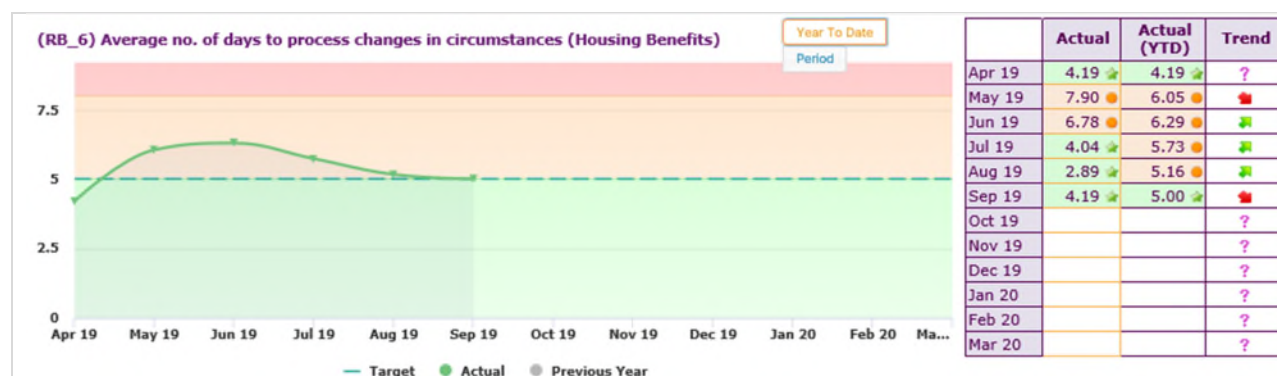
The first week of September saw a high volume of calls received relating to school transport at the start of term and also council tax, and whilst the percentage of calls answered within 60 seconds fell below target for the month at 76.2%, this did not affect the overall year-to-date position.

Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)



Q2 Commentary

This is new measure for the 2019/20 strategic framework. The year-to-date figure reported shows the average of all monthly period values. Whilst performance in June 2019 was off-target, year-to-date performance remains consistently within target (12.00).

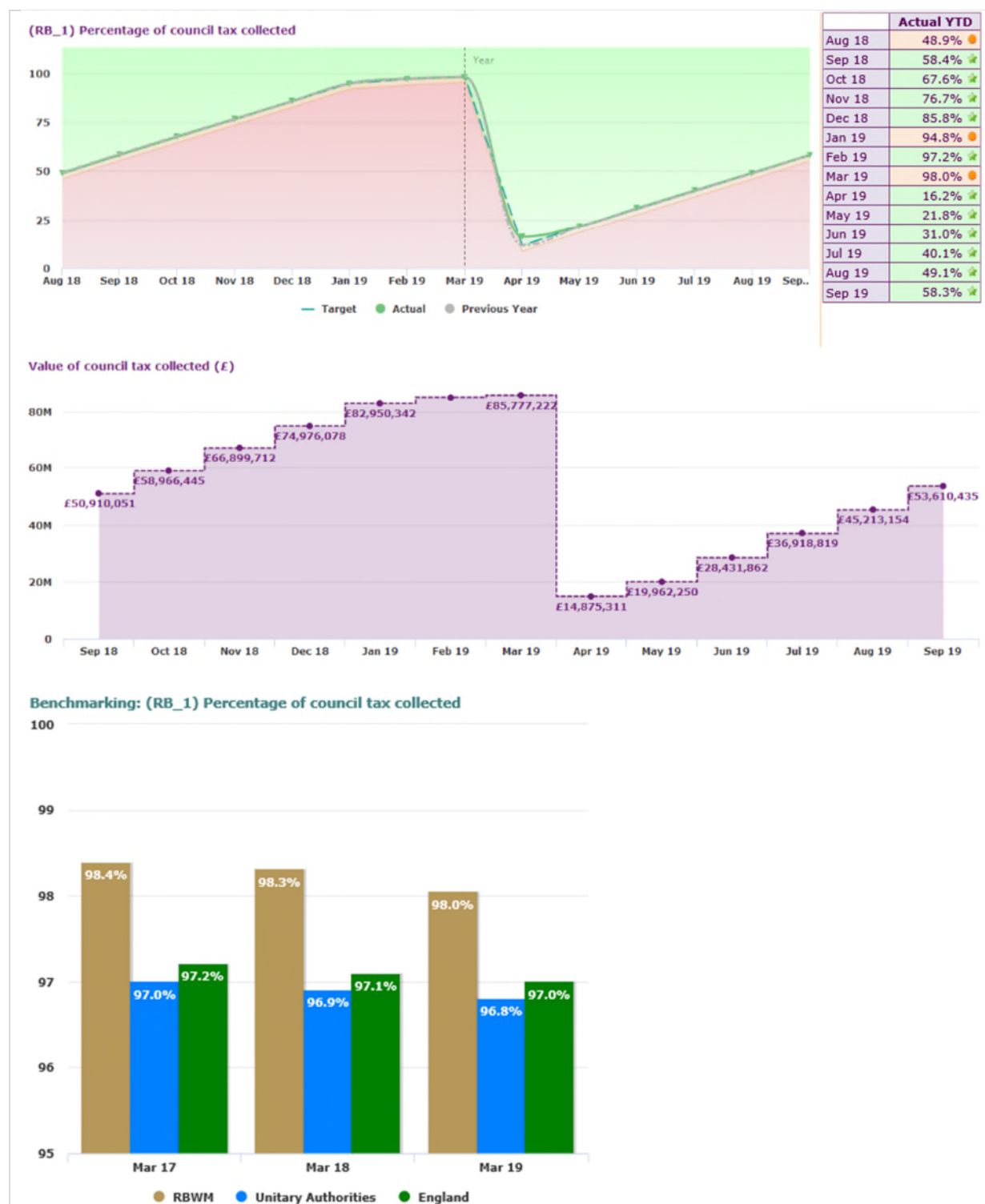


Q2 Commentary

This is new measure for the 2019/20 strategic framework. The year-to-date figure reported shows the average of all monthly period values. Performance dipped in Q1 on account of two vacancies within the Benefit Assessment team, which represents a reduction of 40% capacity. Senior staff have supported the assessment process and reviewed all high statistics while recruitment is considered. Year-to-date performance as at the close of Q2 (Apr-Sep) is on target (5:00 against a target of 5:00).

9. Well-managed resources delivering value for money: Detailed Trends and Commentary

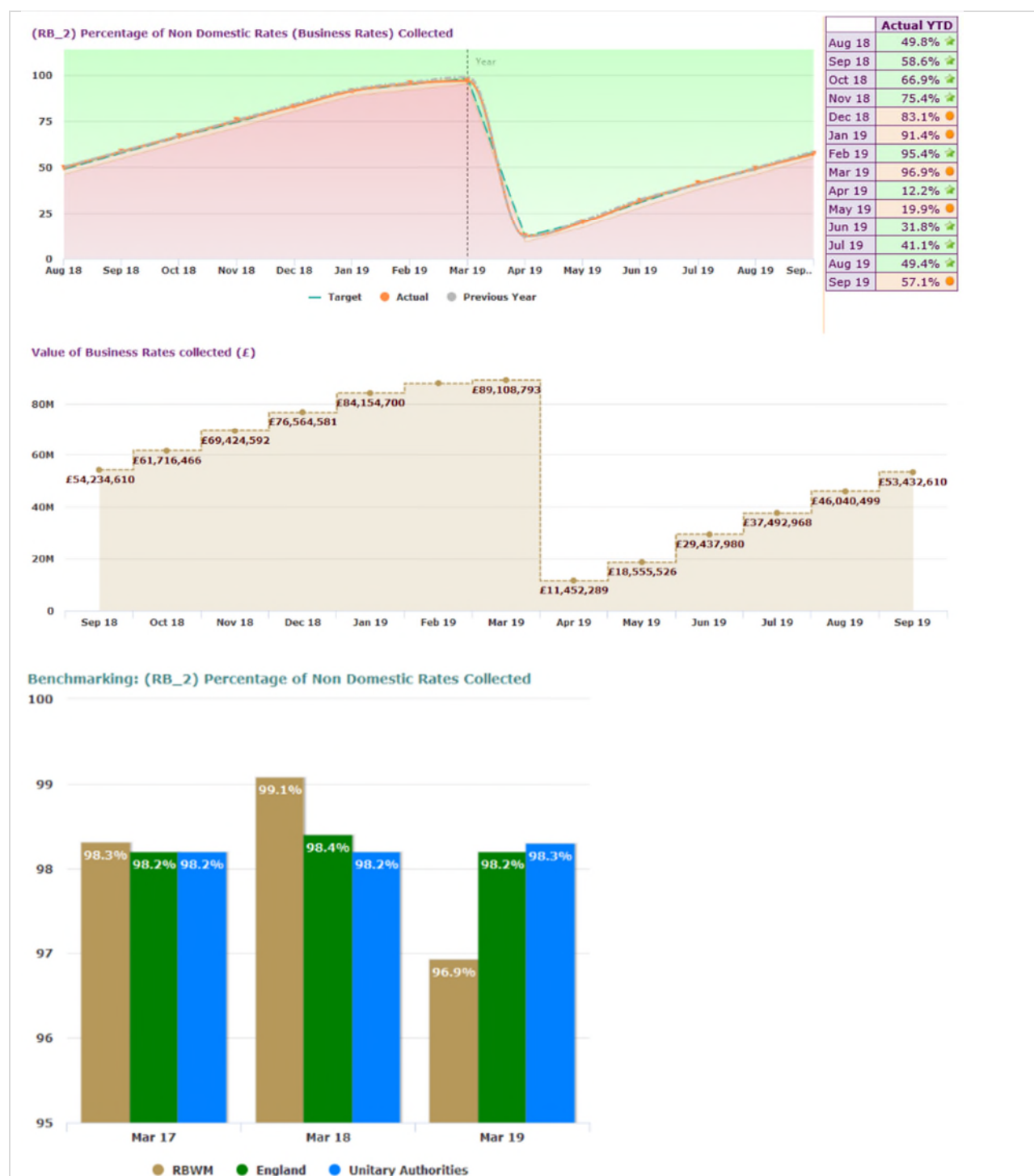
9.1 Finance



Q2 Commentary

Performance of this measure remains on target (58.3% against a target of (58.2%) and available benchmarking data shows RBWM performance to be consistently higher than Unitary Authorities and England in 2017/18 and 2018/19.

Cabinet PMF:
Q1-Q2 2019-20 Performance Report (1 October 2019)



Q2 Commentary

Performance of this measure up to the end of Q2 (Apr-Sep) stands at 57.1%, just short of target (58%) by 0.9% but within tolerance. Fluctuation in business rate income throughout the year is normal and all 2019/20 monthly targets were re-profiled with reference to trends across 2017/18 and 2018/19. For 2019/20 the net collectible debt for September 2019 has increased by £982,200 compared to September 2018, and as at the close of Q2 2019/20 a total of £5.4m has been collected in comparison to £5.3m at the close of Q2 in 2018/19. The service currently has one FTE dedicated to business rates and so capacity can impact the performance of this measure; however, council tax staff provide cover wherever appropriate to ensure that performance does not fall below tolerance.

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Report Title:	School Admission Arrangements and Co-ordinated Admissions Scheme 2021/22
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Carroll, Lead Member for Adult Social Care, Children Services, Health and Mental Health
Meeting and Date:	Cabinet - 28 November 2019
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools.
2. The School Admissions Code 2014 ("the Code") requires the borough to consult on the arrangements where significant changes are proposed and determine the arrangements for 2021/22 by 28 February 2020. The admissions authority is proposing two significant changes requiring consultation: a) amending the oversubscription criteria to introduce an 'attending a linked infant school' priority for junior schools, and a 'children of a staff member' priority for all schools; and b) a reduction in the Published Admission Number (PAN) for Courthouse Junior School from 105 to 90.
3. This report seeks approval to consult on the Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools, see Appendix 1, including the proposed changes. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the public consultation.
4. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2020. This report recommends a revision to the co-ordinated admissions scheme to ensure it is compatible with the schemes adopted by neighbouring authorities regarding the management of waiting lists for higher preferred schools. It is proposed that following the initial allocation of school places, applicants will automatically be added to the waiting list for any higher preferred school.
5. This report seeks approval to consult with other admission authorities and local authorities on the Royal Borough of Windsor and Maidenhead Co-ordinated Admissions Scheme, see Appendix 2, including the proposed change. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the consultation.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) approves public consultation on the RBWM Admission Arrangements for 2021/22 set out at Appendix 1.**
- ii) delegates authority to the Director for Children's Services in consultation with the Lead Member, to approve and thereby determine the revised admissions arrangements by the 28 February 2020 deadline.**
- iii) approves consultation on the RBWM Co-ordinated Admissions scheme for 2021/22 set out at Appendix 2.**
- iv) delegates authority to the Director for Children's Services in consultation with the Lead Member, to approve and thereby determine the revised coordination scheme by the 1 January 2020 deadline.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Admission arrangements 2021/22

- 2.1** The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2021/22 by 28 February 2020.
- 2.2** Voluntary aided schools, academies and free schools are responsible for determining their own admission arrangements.
- 2.3** The admissions arrangements include the process for applying for a school place, the criteria for allocating places if a school is over-subscribed, and a list of how many places per year group are available at each school (Published Admission Number (PAN)).
- 2.4** In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. If there are significant changes to the borough's arrangements a consultation lasting for a minimum of six weeks must take place between 1 October and 31 January in the determination year.
- 2.5** Admissions into the infant and junior schools in the borough are treated as separate transfer groups. Currently some priority is given within the oversubscription arrangements to children attending a formally linked school: Furze Platt Junior is linked with Furze Platt Infant; All Saints CE Junior is linked with Burchetts Green CE Infant and Boyne Hill CE Infant; and Courthouse Junior is linked with Alwyn Infant.
- 2.6** Following consultation with parents and carers on the strategic direction of the school, the governing bodies of Furze Platt Infant and Furze Platt Junior made the decision to form the Furze Platt Primary Federation (FPPF), effective from 1 September 2019. The federation means that the two schools continue to

exist separately with their own budgets and individual Ofsted inspections, with one board of governors and one executive Headteacher responsible for leading both schools.

- 2.7 The governing body of the FPPF have requested an amendment to the existing admission arrangements to give higher priority for admission into the junior schools for children attending the infant school. This will mean that the children will remain within the federation for both key stages of their primary education in line with the primary school model.
- 2.8 The FPPF have also requested that some priority be applied to children of staff members of the school to support the recruitment and retention of staff.
- 2.9 Section of 1.39 of the Code allows for priority to be given where the member of staff has a) been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 2.10 The linked infant and junior schools have historically served the children living within their designated area, with the large majority transferring from the infant school to the linked junior school in Year 3 (Table 1).

Table 1: Percentage of children transferring from an infant school to the priority linked junior school in Year 3

Linked infant and junior school	September 2019 entry	September 2018 entry
Boyne Hill Infant & Burchetts Green Infant pupils transferring to All Saints Junior	82.8%	84%
Alywn Infant pupils transferring to Courthouse Junior	83.8%	97.4%
Furze Platt Infant transferring to Furze Platt Junior	93.3%	90%

- 2.11 It is proposed to introduce a priority for attending a linked infant school to the oversubscription criteria for all junior schools to retain consistency with the allocation of Year 3 places on transfer into a junior school
- 2.12 It is proposed to introduce the staff priority into all the community and voluntary controlled schools to support schools with the recruitment and retention of staff.
- 2.13 Applying these proposed changes to all community and voluntary controlled schools as relevant will ensure the arrangements remain fair, clear and objective (Table 2).

Table 2: Summary of the existing and proposed oversubscription criteria for community and voluntary controlled schools

A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. Once children with EHC plans have been allocated, remaining places will be allocated in the following descending order of priority:		
	Current	Proposed
1	Looked after or previously looked after children	Looked after or previously looked after children
2	Children with a significant social or medical need	Children with a significant social or medical need
3	Children living in the designated area with a sibling attending the school	Children attending a linked infant school (junior schools only)
4	Children living in the designated area	Children living in the designated area with a sibling attending the school
5	Children with a sibling attending the school	Children living in the designated area
6	Children who attend an infant school that is formally linked with the junior school	Children with a sibling attending the school
7	Children whose parents choose the school on denominational grounds (voluntary controlled schools only)	Children of a staff member
8	All other children	Children whose parents choose the school on denominational grounds (voluntary controlled schools only)
9	Not applicable	All other children

- 2.14 The current PAN for Courthouse School is 105 pupils in each of the four year groups. In discussion with the Headteacher and Governors of Courthouse Junior School, it is proposed to reduce the published admission number for the school from 105 to 90 from the September 2021 intake year, and seek an immediate variation of the same with the Office of the School adjudicator for September 2020 entry.
- 2.15 The reason for the reduction in numbers is to reflect the current PAN for Alwyn Infant School, the linked infant school, and to allow the senior leadership team

to organise teaching into classes of 30 in order to provide the appropriate level of support and challenge to the children in the school.

- 2.16 Section 1.42 of the Code allows the PAN to be increased again to meet any future school place demand when necessary without the need for further consultation or building changes.

Co-ordinated admissions scheme

- 2.17 The Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2020.
- 2.18 The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.19 The Code requires that the co-ordinated admissions scheme is written with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other. If there are significant changes to the borough's co-ordinated admissions scheme, the local authority must consult with, other admission authorities in the area and other local authorities it determines.
- 2.20 Many schools have more children wanting to attend than there are places available and the admissions authority must maintain a waiting list for unsuccessful applicants until at least 31 December of the transfer year. Each waiting list is ranked according to the school's published oversubscription criteria, and the admissions authority re-allocates places to pupils from the list in strict order. Section 2.14 of the Code covers the management of waiting lists.
- 2.21 Under the current scheme applicants are given the opportunity to request that a child be placed on a waiting list for a higher preferred school for which a place was not allocated, and this option is requested by the large majority of applicants each year. It is proposed that following the initial allocation on National Offer Day, the children will automatically be added to waiting list, and the applicants given the option to request removal from the list.
- 2.22 The proposed change is compatible with the scheme adopted by the neighbouring local authorities, who have determined that this is the most appropriate way to manage waiting lists. This will standardise the practice for applicants, and reduce the number of contacts with the Customer Contact Centre and Admissions team.

Options

Table 1: Options arising from this report

Option	Comments
Recommended option Approve the recommendation to publicly consult on the Admission Arrangements 2021/22, including the proposed changes, see Appendix 1.	The admission arrangements will be determined within the statutory framework.
Do not approve the recommendation to consult on the admission arrangements	The local authority will be in breach of the statutory framework set out in the Code.
Recommended option Delegate authority to Director of Children's Services in consultation with the Lead Member, to approve the revised arrangements arising from the public consultation, and thereby determine, the admission arrangements	The admission arrangements will be determined within the statutory framework.
Do not approve the recommendation to delegate authority to determine the admission arrangements	Consultation and approval need to be completed by 28 February 2020 to determine the admission arrangements within the statutory framework.
Recommended option Approve the recommendation to consult with other admissions authorities and local authorities as determined on the Co-ordinated Admissions Scheme 2021/22, including the proposed changes, see Appendix 2.	The coordination scheme will be determined within the statutory framework.
Do not approve the recommendation to consult on the Co-ordinated Admissions Scheme.	The local authority will be in breach of the statutory framework set out in the Code.
Recommended option Delegate authority to the Director of Children's Services in consultation with the Lead Member, to approve the revised scheme arising from the consultation, and thereby determine, the co-ordinated scheme.	The co-ordinated scheme will be determined within the statutory framework.
Do not approve the recommendation to delegate authority to determine the co-ordinated scheme.	Consultation and approval need to be completed by 1 January 2020 to determine the coordination scheme

Option	Comments
	within the statutory framework.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The admission arrangements for 2021/22 are determined on time.	Not determined by 28 February 2020.	Determined by 28 February 2020.	N/A	N/A	28 February 2020
The co-ordinated admissions scheme for 2021/22 is determined on time.	Not determined by 1 January 2020.	Determined by 1 January 2020.	N/A	N/A	1 January 2020.

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications.

5. LEGAL IMPLICATIONS

5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.

5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

6. RISK MANAGEMENT

6.1 None.

7. POTENTIAL IMPACTS

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

8. CONSULTATION

- 8.1 The borough is required to publicly consult on any proposed changes to its admissions arrangements for the 2021/22 intake for a minimum 6 week period between 1st October 2019 and 31st January 2020. It is proposed that the consultation will run from early December 2019 to mid-January 2020.
- 8.2 The borough is required to consult with other admission authorities in the area and any local authorities it determines, where a significant change has been proposed to the coordination scheme. It is proposed that this consultation will take place in December 2019.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately.

Table 3: Implementation timetable

Date	Details
1 January 2020	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2021/22.
28 February 2020	The statutory deadline for determining the admission arrangements for 2021/22.

10. APPENDICES

- 10.1 This report is supported by two appendices:
- Appendix 1: Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled Schools
 - Appendix 2: Co-ordinated admissions scheme for Royal Borough of the Windsor and Maidenhead maintained schools

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by three background documents:
- School Admissions Code, DfE December 2014
 - School Standards and Framework Act 1998
 - School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Carroll	Lead Member for Adult Social Care, Children Services and Health	07/11/19	07/11/19
Duncan Sharkey	Managing Director	19/11/19	
Russell O'Keefe	Executive Director	19/11/19	
Andy Jeffs	Executive Director	19/11/19	
Ruth Watkins	Deputy S151 Officer	19/11/19	
Elaine Browne	Head of Law	19/11/19	
Mary Severin	Monitoring Officer	19/11/19	
Nikki Craig	Head of HR, Corporate Projects and ICT	19/11/19	
Louisa Dean	Communications	19/11/19	
Kevin McDaniel	Director of Children's Services	31/10/19	31/10/19
Hilary Hall	Director Adults, Commissioning and Health	19/11/19	
Karen Shepherd	Head of Governance	19/11/19	19/11/19

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? N/A
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550		

Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools

For September 2021 entry

Determined on XX

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Introduction

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond

This document sets out the local authority's admission arrangements for entry to schools in September 2021.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

Other admitting authorities within RBWM

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Holyport College	FS
Bisham CE Primary School	A	Knowl Hill Primary	A
Braywick Court School	FS	Lowbrook Academy	A
Burchetts Green Infants	A	Newlands Girls' School	A
Charters School	A	St Edmund Campion Catholic	A
Cheapside CE Primary	VA	St Edwards Catholic First	VA
Churchmead CE Secondary	VA	St Edwards RF Middle	VA
Clewer Green CE	A*	St Francis Catholic Primary	A
Cookham Dean CE Primary	VA	St Lukes Primary School	A
Cox Green	A	St Marys Catholic Primary	A
Datchet St Marys CE Primary	A	St Michaels CE Primary	VA
Dedworth Green First	A	St Peters CE Middle	A
Dedworth Middle	A	The Royal	VA
Desborough College	A	The Windsor Boys' School	A
Eton Porny CE First	A	Trevelyan Middle	A
Furze Platt Senior	A	Trinity St Stephen CE First	VA
Holy Trinity CE Primary (Sunningdale)	VA	White Waltham CE Academy	A
Holyport CE Primary	A	Windsor Girls' School	A

A - Academy

Key: VA - Voluntary Aided school

FS - Free school

* currently scheduled to convert to academy status by April 2020

Schools that become academies after 3 January 2020 must process applications in line with the arrangements published in this paper for admissions in September 2021. They will then be expected to determine their own arrangements for entry in September 2022.

Section 1: Admission policy for primary age schools from 1 September 2020 (primary, first, infant and junior Schools)

- 1.1 These arrangements relate to the community (C) or voluntary controlled (VC) within the local authority.

Alexander First School	C	Homer First School	C
All Saints CE Junior School	VC	Kings Court First School	C
Alwyn Infant School	C	Larchfield Primary School	C
Boyne Hill CE Infant School	VC	Oakfield First School	C
Braywood CE First School	VC	Oldfield Primary School	C
Cookham Rise Primary School	C	Riverside Primary School	C
Courthouse Junior School	C	South Ascot Primary School	C
Eton Wick CE First School	VC	The Queen Anne CE First School	VC
Furze Platt Infant School	C	Waltham St Lawrence Primary School	C
Furze Platt Junior School	C	Wessex Primary School	C
Hilltop First School	C	Woodlands Park Primary School	C
Holy Trinity CE Primary School (Cookham)	VC	Wraysbury Primary School	C

- 1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 6 of this document.
- 1.3 Where a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria set out at 1.19 and 1.20 below.

Children with an Education, Health and Care (EHC) Plan

- 1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

Tiebreaker

- 1.6 If a school does not have places for all the children in a particular criterion, the borough prioritises those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

Multiple births or children with birth dates in the same academic year

- 1.7 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN

the authority will admit above the PAN in order to allocate all siblings to the same school.

Primary school entry point

- 1.8 Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.
- 1.9 Parents who feel their children are not ready to begin school full time in the September following their 4th birthday have the option for their child to either:
- Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 1.38-1.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5th birthday; or
 - Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5th birthday;
 - Start school directly in Year 1 if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 1.10 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

Children educated outside of their chronological academic year group

- 1.11 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and cannot be made online.
- 1.12 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August is admitted into a reception class in the September following their fifth birthday instead of entering year 1.

- 1.13 Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- The needs of the child and the possible impact on the child of entering Year 1 without having first attended the reception class;
 - In the case of children born prematurely, the fact that the child may have naturally fallen into the lower age group if born on the expected date;
 - Whether delayed social, emotional or physical development is adversely affecting the child's readiness for school;
 - Relevant research into the outcomes of summer-born and premature children.
- 1.14 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 1.15 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

Appeals

- 1.16 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 1.17 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors. Appeal deadline dates may differ for own admission authority schools.

1.18 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

1.19 Oversubscription criteria for admission into a primary or first school

Once children with EHC plans have been allocated, remaining places will be allocated in the following descending order of priority:

1. Children in care¹. This category includes a child in care or a child who was previously in care but immediately after being in care became adopted² or subject to a child arrangements order³ or special guardianship order⁴
2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. For junior schools only - Children attending a priority linked infant school (note 3)
4. Children who live in the 'designated area' of the school (note 1) and who have a sibling who attends this school (note 2)
5. Children who live in the 'designated area' of the school (note 1)
6. Children who have a sibling who attends the school (note 2)
7. Children of a member of staff (note 4)
8. For Voluntary Controlled schools only - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
9. Children whose parents have any other reason for their preference

¹ Children in care are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² All children adopted from local authority care.

³ Under the terms of the Children Act 1989.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Notes relating to oversubscription criteria for community and voluntary controlled primary age schools

- 1.20 Note 1 – Designated Areas. Maps of the current designated areas may be viewed on the RBWM website, www.rbwm.gov.uk. Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.
- 1.21 Note 2 – Sibling Criterion. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term ‘sibling’ includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described in criterion 6 of the oversubscription criteria.
- 1.22 Note 3 – Infant and Junior linked school priority. Furze Platt Junior is formally linked with Furze Platt Infant (Furze Platt Primary Federation); All Saints CE Junior is formally linked with Burchetts Green CE Infant and Boyne Hill CE Infant; Courthouse Junior is formally linked with Alwyn Infant.
- 1.23 Note 4 - Children of a member of staff. Priority will be given where the member of staff has a) been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. A SIF must be completed and returned to the Local authority at the time of application.

Section 2: Admission policy for secondary age schools from 1 September 2021 (Secondary, Middle and Upper Schools)

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

Section 3: Admission policy for in-year entry for 2021/22 (Year Reception to Year 11)

- 3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round.
- 3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for community and voluntary controlled schools, and the schools themselves for voluntary aided schools, free schools and academies (own admission authority schools).
- 3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available a suitable form for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.
- 3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area, and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.
- 3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

The application process for RBWM community and voluntary Controlled schools

- 3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.
- 3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.
- 3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.
- 3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.
- 3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will

automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 of the admission arrangements.

- 3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, available on the RBWM website.
- 3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and voluntary controlled schools must not do so save by specific request or direction of the authority. Voluntary aided schools, free schools and academies are expected to notify the local authority if they do so.

Section 4: Admission policy for sixth form entry in September 2021

- 4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. The Local Authority has no jurisdiction over sixth form admissions.

Section 5: Further Information

Social or medical criterion

- 5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.
- 5.2 To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.
- 5.3 Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.
- 5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.
- 5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.
- 5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.
- 5.7 The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively

their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.

- 5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

Children in care (and previously in care)

- 5.9 When an application outside of the normal admissions round or in-year application is received to admit a child in care or a child previously in care¹, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or other exceptional circumstances exists rendering the school unsuitable.

- 5.10 The local authority has the power to direct a school to admit a child in care where Key Stage 1 classes are already at the maximum size² to comply with the infant class size legislation.

Denominational criterion

- 5.11 For voluntary controlled schools, the published admissions criteria provide priority to those applying under denominational grounds. Where applicants believe they should be considered under this criterion they must complete a Supplementary Information Form (SIF) if making an online application or the relevant section of the paper Common Application Form.
- 5.12 To be considered under this criterion, at least one of the parents/carers of the child concerned must regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist churches (e.g. Baptist, Methodist, United Reformed) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

¹ a 'child in care' or a child who was previously in care but immediately after this became subject to an adoption, child arrangements, or special guardianship order.

² children in care are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

- 5.13 It will be necessary for the form to be signed by their local clergy for verification before the form is submitted.
- 5.14 In the event of there being more applicants than places available in this category, RBWM's standard tiebreakers will be applied.
- 5.15 A copy of the wording of the paper common application form is provided below.

CONFIRMATION OF CHURCH ATTENDANCE			
I confirm that I am the parent /carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year prior to the published closing date for school admissions of 15 January 2021.			
Signed:		Print Name:	
To the vicar/priest/minister: Can you confirm that, to the best of your knowledge, the applicant's statement is true?			YES
			NO
Signed:		Print Name:	
Church:			
Date:			

Section 6: Published admission numbers of schools

School Name			2015	2016	2017	2018	2019	2020	2021
Alexander First School			30	30	30	30	30	30	30
All Saints CE Junior School			90	90	90	90	90	90	90
Altwood CE Secondary School			150	150	150	150	150	150	150
Alwyn Infant and Nursery School			101	101	101	90	90	90	90
Bisham CE Primary School			16	16	30	30	30	30	30
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60
Braywick Court School			30	30	30	30	30	30	30
Braywood CE First School			30	30	30	30	30	30	30
Burchetts Green CE Infants School			20	20	25	25	25	25	25
Charters School			240	240	270	270	270	270	270
Cheapside CE Primary School			16	16	30	30	30	30	30
Churchmead School			140	140	140	110	110	110	110
Clewer Green CE School			60	60	60	60	60	60	60
Cookham Dean CE Primary School			26	27	27	27	27	27	27
Cookham Rise Primary School			30	30	30	30	30	30	30
Courthouse Junior School			105	105	105	105	105	105	90
Cox Green School			176	176	206	206	206	206	206
Datchet St Mary's Academy			30	30	30	30	30	30	30
Dedworth Green First School			30	30	30	30	30	30	30
Dedworth Middle School			120	120	150	180	180	180	180
Desborough College			189	189	189	189	189	189	189
Eton Porny CE First School			30	30	30	30	30	30	30
Eton Wick CE First School			30	30	30	30	30	30	30
Furze Platt Infant School			90	90	90	90	90	90	90
Furze Platt Junior School			90	90	90	90	90	90	90
Furze Platt Senior School			193	193	223	223	223	253	253
Hilltop First School			45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham			30	30	30	30	30	30	30
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30
Holyport CE Primary School			60	60	60	60	60	30	30
Holyport College	Year 7 entry	Day places	22	26	26	26	26	52	52
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	26	26	26	26	26	26
		Boarding places	36	18	18	18	18	18	18
Homer First School			45	45	45	45	45	45	45
Kings Court First School			45	45	45	45	45	45	45
Knowl Hill CE Primary School			13	30	30	30	30	30	30
Larchfield Primary and Nursery School			30	30	30	30	30	30	30
Lowbrook Academy			30	30	30	30	30	30	30
Newlands Girls School			186	186	192	192	192	192	192
Oakfield First School			60	60	60	60	60	60	60
Oldfield Primary School			60	60	60	60	60	60	60
Riverside Primary School			60	60	60	60	60	60	60
South Ascot Village Primary School			30	30	30	30	30	30	30
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60
St Edward's Catholic First School			60	60	60	60	60	60	60
St Edward's Royal Free Ecumenical Middle School			120	120	120	120	120	120	120
St Francis Catholic Primary School			30	30	30	30	30	30	30

St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	60	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	260	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	22	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	208	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

Section 7: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

Admission Criteria – the rules used to prioritise the order in which children are offered school places.

Appeals – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Designated Area – sometimes known as the 'catchment area', this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school's designated area, although this is never a guarantee of a school place.

Education, Health and Care Plans - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

Home Address – this is a child's habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property

must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

Joint Custody Arrangements – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

Oversubscribed – when there are more applications than places, the school is said to be oversubscribed.

Parent – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

Preference – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

Service Families – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

Sibling – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

Co-ordinated Admissions scheme for Royal Borough of Windsor and Maidenhead maintained schools

For September 2021 entry

Determined on XX

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Section 1: RBWM co-ordinated scheme (2021/22 academic year)

- 1.1 The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.
- 1.2 The scheme complies with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.
- 1.3 Table 1 sets out the normal applicable birth date range for children eligible to transfer school in September 2021.

Table 1

Academic year of entry	Applicable birth date range *	School type
Primary age schools		
Year Reception entry	01/09/2016 – 31/08/2017	Primary, First or Infant school
Year 3 entry	01/09/2013 – 31/08/2014	Junior school
Secondary age schools		
Year 5 entry	01/09/2011 – 31/08/2012	Middle school
Year 7 entry	01/09/2009 – 31/08/2010	Secondary school
Year 9 entry	01/09/2007 – 31/08/2008	Upper school
* Children taught outside of their chronological age range may need to apply at alternative times.		

- 1.4 Admitting authorities for voluntary aided schools, free schools and academies within RBWM are expected to agree to this scheme and abide by the principles of it, with the exception of free schools who may, if necessary, be outside the co-ordinated process for the first year they open.
- 1.5 The scheme will be implemented in line with the timetables set out on page 20.
- 1.6 This scheme does not cover applications outside of the normal admissions round. These are considered as in-year admissions.

Guidance information

- 1.7 The authority actively provides guidance information to residents, targeting those who are due to apply for school places during the normal admissions round. Residents are identified using data from local schools. Neighbouring Authorities also provide, and are supplied with, lists of pupils attending a 'non-home authority' school in order that potential applicants can be identified. The relevant webpages provide comprehensive information on the application process and timeline.

- 1.8 A separate composite prospectus, which provides information on the admissions process, is published each year for both admissions to primary age schools and secondary age schools. These are available online and in hard copy on request.

Application process

- 1.9 The application process for RBWM residents opens on the following dates:

Primary Age Schools	11 November 2020
Secondary Age Schools	9 September 2020

Applications are made online, with a paper Common Application Form (CAF) available if it is not possible to make an online application. Applications must be submitted to a resident's home local authority; applications from residents living in another authority will be discarded. Where both an online and a paper application are submitted, the application dated most recently will take precedence.

- 1.10 Applications invite parents to express up to six preferences for schools. Parents must list any school to which they wish to apply within these six preferences which are relevant to the transfer group for which they are applying. This includes any state school within England, not just those within RBWM. However this does not include independent schools. Legislation requires local authorities to run an equal weighting system meaning that all preferences must be considered independently of one another. The rank of a school in the preference list has no bearing on the priority with which applicants are awarded places. Priority can only be determined using the relevant published admission criteria for a school. Only when multiple offers of school places can be made will the order of preference be taken into account to ensure applicants receive one offer of the highest preferred school possible.

- 1.11 Completed applications must be submitted to the local authority by the following national closing dates:

Primary Age Schools	15 January 2021
Secondary Age Schools	31 October 2020

- 1.12 It is inevitable that not all applicants requiring a school transfer will be able to submit an application by the national closing date. In exceptional circumstances, where evidence is provided to show that factors outside the applicants control mean the application could not have been made by the closing date, the authority will consider late submissions as 'on time' if they are received by the following extended deadline dates:

Primary Age Schools	29 January 2021
Secondary Age Schools	16 November 2020

Applications with no exceptional reason for applying after the closing date, or received after the extended deadline date, will be considered as late applications.

- 1.13 Any Supplementary Information Form (SIF) required as part of the application process should be completed and returned to the relevant admitting authority by the published closing date. These forms will contain only the additional information required by an admitting authority to determine an applicant's admission criterion. These forms can be obtained from the relevant school.
- 1.14 Where separated parents or carers of a child each submit a separate application for different schools the processing of these applications may be severely delayed. Parents or carers should attempt to resolve matters between themselves and inform the authority in writing of which application should be processed. It is not appropriate for the authority to become involved in private disputes. The authority does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the authority to take a decision. Where this is the case the authority will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

Allocation process

- 1.15 Following the relevant closing date, application forms will be processed and co-ordination of preferences will commence. Local authorities within England will exchange data highlighting residents applying for out of authority schools.
- 1.16 When this data has been exchanged, the local authority will provide other admitting authorities within RBWM with a list of applicants who have listed their school as a preference. Admitting authorities will assess pupils in line with their published admissions policy and will return the list to the local authority in rank order. The local authority will assess those applicants listing schools for which RBWM is the admitting authority or where an own admission authority school has made the decision to buy back admissions validation as a traded service.
- 1.17 Local authorities within England will exchange data confirming whether places at local schools can be offered or not to residents who live outside of their authority.
- 1.18 The home local authority will consider all preferences with an equal weighting and will provide one offer of a school place. Where it is possible to offer places at multiple preferred schools, only one offer will be made, which will be for the school ranked highest in the parent's preference list.
- 1.19 Where it has not been possible to offer a place at a preferred school, the authority will, where possible, offer residents a place at an alternative school. The authority will aim to offer a place at the nearest school with a vacancy. The nearest school will be measured in a straight line from the home address. This process will only occur once places have been allocated to applicants who listed those schools

on their application. Where a school is identified as the alternative school for more pupils than there are places available, then the published oversubscription criteria will be applied in order to determine priority.

- 1.20 The deadlines the authority will be working to with regards to each stage of the allocation process are defined in table 2.

Table 2

	Secondary age Schools	Primary age Schools
Exchange preference data with other LA's	27/11/2020	15/02/2021
Provide preference lists to other admitting authorities within RBWM	16/12/2020	26/02/2021
Receive ranked lists from other admitting authorities within RBWM	11/01/2021	19/03/2021
Exchange offer data with other LA's	25/01/2021 to 15/02/2021	24/03/2021 to 02/04/2021
Finalise Allocations	19/02/2021	09/04/2021
National Offer Date	01/03/2021	16/04/2021

National offer date

- 1.21 Applicants who made applications before the closing date will be notified of the outcome of their application on the following offer dates:

Secondary Age Schools 1 March 2021
Primary Age Schools 16 April 2021

Applicants who made an e-application can log into their account on Offer Day to see the outcome of their application. They will also receive an automated email detailing the next steps to accept or refuse the offer, and request to be added to any waiting list. Applicants who applied using the paper common application form will be sent a letter with the outcome of their application, via email where possible, or by first class post, posted on the respective offer date.

- 1.22 In the case of voluntary aided schools, free schools and academies the offer is made by RBWM on behalf of the governing body. For schools outside the authority, offers are made on behalf of the relevant admitting authority.
- 1.23 Shortly after offer day, all schools within the local authority will be sent details of the children allocated places at their school.
- 1.24 For those not offered a preferred school, the letter will confirm the reasons why the application was unsuccessful. It will also advise applicants of their right of appeal and to whom this appeal should be addressed.
- 1.25 Parents/carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made to RBWM via the authority's website, by email or by post by the following dates:

Secondary Age Schools 15 March 2021
Primary Age Schools 30 April 2021

Applicants will be automatically added to the waiting list for higher schools than the one offered and will be advised to notify the Admissions team in writing if they do not want their child to be included on the waiting list. Waiting lists for oversubscribed schools are operated by the admitting authority. Applicants are prioritised according to the schools published oversubscription criteria and each added child will require the list to be ranked again in line with the published oversubscription criteria. For RBWM community and voluntary controlled schools, the authority will maintain waiting lists until 31 August in the academic year of entry.

- 1.26 In line with the Admissions Code, failure to accept the place could result in the offer of a school place being withdrawn. If a place is refused, the parent/carer must inform the 'home' authority which school the child will be attending, or how they intend to educate their child.

Late applications and late changes of preferences

- 1.27 Any application or change of preference received after the national closing date, or the extended deadline date for those applicants who have an exceptional reason for not applying on time, will be considered as late. The online application system closes on the relevant national deadline date and any application after this time must be made on a paper application form.
- 1.28 Details of late applicants for schools outside of the local authority will be forwarded to relevant admitting authorities as soon as they are received. It will be for that admitting authority to process these in line within their published co-ordinated scheme.
- 1.29 Late applications for schools within RBWM will be added to the waiting list(s) in order of the oversubscription criteria, following the first round of allocations and before further offers are made.
- 1.30 The home local authority will write to the applicant informing them of the outcome following the further offer of places. As with on-time applications, parents/carers will be asked to respond to the offer of a school place to indicate if they wish to accept or decline the place offered. Responses must be made by email or by post no later than the date stipulated in their offer letter. Late applicants will automatically remain on the waiting list for any higher preferred school(s) for which a place was not allocated.
- 1.31 Late applications are always considered and every effort will be made to allocate a place at the preferred school. Where it is not possible to offer a place at a preferred school, the local authority will, where possible, offer residents a place at the nearest school with a vacancy as measured in a straight line from the home address.

Further offer of places

- 1.32 Following receipt of parental responses and the addition of late applications, the authority will re-allocate places to pupils on waiting lists where places have been declined and vacancies exist (the beginning of April for secondary applications, and the end of May for primary applications). Vacancies exist when the number of pupils allocated at a school drops below the published admission number. Academies, voluntary-aided and free schools who have not bought back into the RBWM validation service are responsible for allocating places from the waiting list, but the offer must be communicated to the applicant via the local authority to ensure that only one valid offer is held at any given time.
- 1.33 When an offer for a higher preferred school is made from the waiting list, any previous offer at a lower ranked preference will be automatically withdrawn.
- 1.34 The co-ordinated admissions scheme closes on the 31 August prior to pupils commencing schools in September. Any application which is made after this date will be considered as an 'in-year' application and should be made in line with the in-year admissions process.

Co-ordination timetable for September 2021 entry

Table 3

Primary, first, infant and junior school admissions	
Date	Action
October 2020	Guidance information on the admissions process will be sent out to RBWM early years settings, children centres, GP surgeries and libraries. Parents with children currently in an infant school setting will be contacted via the school.
11 November 2020	Online system opens for primary, junior and first school applications
15 January 2021	Closing date for applications
29 January 2021	Extended deadline date for exceptional applications which were received after the closing date
15 February 2021	Information exchanged with other local authorities
26 February 2021	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
19 March 2021	Other RBWM admitting authorities to advise LA of application rankings
2 April 2021	Finish co-ordination with other local authorities
16 April 2021	National Offer Day Advise schools of initial allocations
17 April 2021	Processing of late applications begins
30 April 2021	Parents accept or decline offers
24 May 2021	Offer letter to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be heard in the main round
Summer Term 2021	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard
Secondary, middle and upper school admissions	
Date	Action
September 2020	Admission into Secondary School booklet published online. Information letters sent out to parents via schools
9 September 2020	Online system opens for secondary, middle and upper applications
31 October 2020	Closing date for applications
16 November 2020	Extended deadline date for exceptional applications which received after the closing date
27 November 2020	Information exchanged with other local authorities
16 December 2020	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
11 January 2021	Other RBWM admitting authorities to advise LA of application rankings
15 February 2021	Finish co-ordination with other local authorities
1 March 2021	National Offer Day Advise schools of initial allocations
2 March 2021	Processing of late applications begins
15 March 2021	Deadline for parents to accept or decline offers
5 April 2021	Offer letters to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be heard in the main round
Summer Term 2021	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard

Section 2: Published admission numbers of schools

Table 4

School Name			2015	2016	2017	2018	2019	2020	2021
Alexander First School			30	30	30	30	30	30	30
All Saints CE Junior School			90	90	90	90	90	90	90
Altwood CE Secondary School			150	150	150	150	150	150	150
Alwyn Infant and Nursery School			101	101	101	90	90	90	90
Bisham CE Primary School			16	16	30	30	30	30	30
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60
Braywick Court School			30	30	30	30	30	30	30
Braywood CE First School			30	30	30	30	30	30	30
Burchetts Green CE Infants School			20	20	25	25	25	25	25
Charters School			240	240	270	270	270	270	270
Cheapside CE Primary School			16	16	30	30	30	30	30
Churchmead School			140	140	140	110	110	110	110
Clewes Green CE School			60	60	60	60	60	60	60
Cookham Dean CE Primary School			26	27	27	27	27	27	27
Cookham Rise Primary School			30	30	30	30	30	30	30
Courthouse Junior School			105	105	105	105	105	105	90
Cox Green School			176	176	206	206	206	206	206
Datchet St Mary's Academy			30	30	30	30	30	30	30
Dedworth Green First School			30	30	30	30	30	30	30
Dedworth Middle School			120	120	150	180	180	180	180
Desborough College			189	189	189	189	189	189	189
Eton Porney CE First School			30	30	30	30	30	30	30
Eton Wick CE First School			30	30	30	30	30	30	30
Furze Platt Infant School			90	90	90	90	90	90	90
Furze Platt Junior School			90	90	90	90	90	90	90
Furze Platt Senior School			193	193	223	223	223	253	253
Hilltop First School			45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham			30	30	30	30	30	30	30
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30
Holyport CE Primary School			60	60	60	60	60	30	30
Holyport College	Year 7 entry	Day places	22	26	26	26	26	52	52
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	26	26	26	26	26	26
		Boarding places	36	18	18	18	18	18	18
Homer First School			45	45	45	45	45	45	45
Kings Court First School			45	45	45	45	45	45	45
Knowl Hill CE Primary School			13	30	30	30	30	30	30
Larchfield Primary and Nursery School			30	30	30	30	30	30	30
Lowbrook Academy			30	30	30	30	30	30	30
Newlands Girls School			186	186	192	192	192	192	192
Oakfield First School			60	60	60	60	60	60	60
Oldfield Primary School			60	60	60	60	60	60	60
Riverside Primary School			60	60	60	60	60	60	60
South Ascot Village Primary School			30	30	30	30	30	30	30
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60
St Edward's Catholic First School			60	60	60	60	60	60	60
St Edward's Royal Free Ecumenical Middle School			120	120	120	120	120	120	120
St Francis Catholic Primary School			30	30	30	30	30	30	30
St Luke's CE Primary School			45	45	45	45	45	45	45

St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	60	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	260	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	22	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	208	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

Section 7: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority.

Academies and free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

Admission criteria – the rules used to prioritise the order in which children are offered school places.

Appeals – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

Normal admissions round - The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on the respective National Offer Day

Oversubscribed – when there are more applications than places, the school is said to be oversubscribed.

Parent – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

Preference – this is a school to which a parent/carer wishes to send their child. Parents cannot choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for free schools and academies is set by the Department for Education.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

Report Title:	Financial Update
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Hilton, Lead Member for Finance and Ascot
Meeting and Date:	Cabinet – 28 November 2019
Responsible Officer(s):	Terry Neaves, Section 151 Officer
Wards affected:	All

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REPORT SUMMARY

- 1 This report sets out the Council's forecast outturn for 2019-20 based on spending and commitments at the end of September 2019, month six of the financial year. An in-year overspend of £3,610,000 is projected, an improved position of £569,000 since October 2019. This is subject to further change during the year particularly from service pressures.
- 2 If the underlying service pressures are not addressed in 2019/20 they will continue into future years and will have an impact on the Council's medium term financial planning assumptions, requiring further savings to be identified and delivered.
- 3 The council's net budget is £92,773,000. If the overspend is not reduced general fund reserves would reduce to £6,561,000, which is only slightly above the minimum level set at Council of £5,810,000 (6.26% of net budget) in February 2019. If the current year underspend is not addressed or mitigated by further savings, there is a risk that reserves will fall below their minimum level in 2020/21
- 4 Any reduction below the minimum level of reserves would need to be replenished in future years and place further pressure on delivering savings in future years.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and endorses the actions proposed:

- i) The council's projected outturn position for 2019-20 and the mitigations proposed;
- ii) The budget movements since the previous month;
- iii) The projected spend on the capital programme; and
- iv) The projected borrowing for the remainder of the financial year.
- v) Approves Capital programme slippage and variances as detailed in Appendix E.
- vi)

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 Cabinet are required to note the council's financial position.

3. KEY IMPLICATIONS

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,810,000	£5,810,000 to £6,000,000	£6,000,001 to £16,900,000	> 16,900,000	31 May 2020

- 3.1. Given the projected overspend, officers will be identifying further mitigations to reduce the overspend, although at this stage it would be unrealistic to assume that this level of overspend will be mitigated fully by the year end.

4. FINANCIAL DETAILS / VALUE FOR MONEY

Council projected outturn 2019/20

- 4.1. The Council is projecting an over-spend of £3,610,000 on service budgets at the end of the financial year as set out in the table below:

Table 2: Estimated Outturn position

Directorate	Net budget	Projected Variance
	£000	£000
Managing Director		
Adult Social Care	33,924	693
Childrens Services	21,980	1,421
Commissioning – Communities	12,348	685
Net cost of MD other services	6,688	279
Sub-Total	74,940	3,078
Executive Director – Communities	7,290	551
Executive Director – Place	121	(19)
Total Service Expenditure	82,351	3,610
Non service expenditure	12,121	0
Total	94,472	3,610

Managing Director's Directorate Projected Variance £3,078,000 overspend

- 4.2. The Managing Director's Directorate includes a significant number of demand led services, notably adult social care, children's services and parking. Increasing demand and rising costs associated with both adult and children's services are also being reported by authorities across the country and the need for sustainable funding regimes, particularly for adult social care, has been recognised by Government for some time.

Adult Social Care £693,000 overspend

- 4.3. The main reasons for the reduction are gaining more clarity on the liability for Continuing Health Care (CHC) cases under review and a re-assessment of the expectation of additional high cost placements arising in the remainder of the financial year. These reduce the forecast overspend by £450,000 and £223,000 respectively.
- 4.4. Adult social care services are delivered to residents through Optalis, a jointly owned company with Wokingham Borough Council. There are currently just over 2,000 people receiving services in the borough; the majority are older people and those with physical disabilities, as well as 320 people who have learning disabilities and difficulties and 250 people with mental health challenges. Whilst the number of older people being supported in residential and nursing care has stayed broadly similar over the last 12 months, the number of people being supported to live at home has increased. As people are living longer, the cost of placements and the associated complexity of need is adding to the pressure on the budget.
- 4.5. For people with learning disabilities and those with mental health challenges, pressures have arisen from the lack of suitable accommodation, particularly supported living accommodation which results in the placement of people in more expensive residential accommodation.
- 4.6. The main areas of pressure, domiciliary care and placements, both have recovery plans that were put in place in July. There is evidence that these are having an impact and over recent months the costs of providing care to older people have levelled off. The recovery plan includes providing more support from occupational therapists, increasing the use of equipment to enable people to be more independent, ensuring that all people who have the potential to become more independent receive a re-ablement service and commissioning a meals-at-home service.
- 4.7. Work continues with Optalis to address all areas of the budget, and to determine the impact of current service provision and forecast demand on the budget requirement for future years.

Major Variances

	£'000	£'000
Care for older people at home	622	
Care for older people in residential & nursing homes	860	
Care for people with a learning disability	652	
Care for people with mental health problems	307	
Direct cost of care services sub-total		2,441
Increase income from contributions towards cost		(859)
Net additional cost of Adult Social Care Services		1,582
Mitigations – staffing, preventative & other services		(514)
Net Adult Social Care service		1,068
Additional cost from review of continuing health care	300	
Additional Income from Better Care Fund	(675)	
		(375)
Forecast variance for year		693

- 4.8. An explanation of the variances is set out below and a comparison of variances to the forecast outturn reported to October Cabinet by service is attached as appendix H.

Provision of Adult Social Care Services £1,582,000

- An increase in the number of placements for adults with a learning disability, together with an associated increase in costs has resulted in additional expenditure. This is largely due to the lack of supported living accommodation within the borough resulting in increased use of out of borough placements. Taking into account estimated future demand, the projected costs to the end of the year are £652,000.
- Increased support costs for adults with mental health problems has resulted in additional costs. Again, this is largely due to lack of appropriate accommodation provision within the borough resulting in costly spot placements out of borough. The forecast overspend to year end is £307,000.
- Nursing placements, particularly for nursing dementia, are increasing significantly as people are living longer but with greater frailty and complexity of need. The forecast overspend to year end is £761,000.
- £99,000 pressure on residential and nursing care block contracts has resulted in additional costs of care due to provider price rises above that assumed.
- There is a £622,000 pressure due to supporting an additional 40 older people at home.
- A number of the additional people receiving care contribute to the cost. This is projected to achieve an additional £859,000 of income which will be used to offset the costs of care identified above.

Mitigations - Staffing, preventative & other services (£514,000)

- A total of £374,000 from reductions in staffing costs and savings on contracts.
- Further savings include a new contractual arrangement for providing some additional services to people with a learning disability in supported living accommodation that will reduce costs by an estimated £50,000, a saving of £30,000 from the equipment contract and £60,000 from the re-ablement service provided by Optalis.

Continuing Healthcare and Better Care Fund (£375,000)

- 4.9. The costs of caring for people with high health and social care needs often exceed £2,000 per week and can exceed £4,000. Social care authorities may apply for Continuing Healthcare (CHC) funding, which if granted will reduce the costs they incur. Equally, the Clinical Commissioning Group (CCG) can also review current recipients of CHC funding and if it is agreed that their needs have reduced and they are no longer eligible for CHC funding, this will add to the costs of social care authorities.

- Due to delays in undertaking reviews, there are currently a relatively high number underway. Given this and the associated high costs of care, the financial impact on the council is currently estimated at a maximum of £300,000.
- In recognition of the difficulties that arise from such uncertainty, the CCG has agreed to fund transitional arrangements to offset some of the additional cost incurred by the Council in this financial year. These transitional arrangements include a sum of £300,000 which is currently held in the jointly controlled Better Care Fund. Additional CHC costs this year are forecast to be contained within the transitional funding available.
- An additional £375,000 has been allocated from the Better Care Fund to contribute towards the costs of adult social care, which together with the £300,000 allocated to offset the impact of the CHC reviews gives a total of £675,000.

4.10. Work is ongoing to determine the ongoing impact of the budget pressures reported above and to what extent the mitigations can be applied to these.

Children's Services £1,421,000 forecast overspend

4.11. The Children's Services overspend has remained unchanged to the previously reported position of £1,421,000. The table below sets out the material variances.

	£000	£000
Increased costs for placements	133	
Cost of interim staff for operational management	165	
Under achieved youth service income	50	
Increased central AfC Business Support	117	
Legal costs arising from complex court cases	90	
Risks relating to the ongoing funding from Continuing Health Care	50	
Identified Pressures		605
Transformation of Early Years and Youth Services delayed	320	
Shortfall in planned saving in the placement budget	360	
Non-Delivery of Savings Plans		680
Reduction in the Intensive Family Support Grant	78	
In-house Fostering Backdated payment	30	
Joint Legal Team	28	
Retained Services		<u>136</u>
Net Overspend		1,421

4.12. The £300,000 for demographic growth for Children's Services approved as part of the 2019/20 Commissioning budget has now been added to the AfC contract to cover the additional costs. The variances below represent growth beyond this amount.

Identified Pressures £605,000

- Increased costs for placements, in particular relating to the requirement to place one young person in secure accommodation at a weekly cost of £7,400. Based on the latest indicative timescales the projected incremental cost for 2019/20 being £92,000; total pressure on the placements budget is £133,000.
- The incremental cost of interim staff employed for operational management to deal with increased caseloads and OFSTED readiness for the inspection anticipated this autumn is £165,000.
- Under achieved youth service income due to reduced opportunities for rental of 4 Marlow road, £50,000.
- Increased central AfC Business Support and overhead costs to deliver the contract with the Council, £117,000.
- Legal costs arising from complex court cases which was expected to reduce after quarter one. However, the latest indication is that activity levels have remained constant leading to a forecast £90,000 overspend for the year.
- There are potential risks relating to the ongoing funding from Continuing Health Care the impact is an estimated reduction in funding for 2019/20 of £50,000.

Non-Delivery of Savings Plans £680,000

- The planned transformation of Early Years and Youth Services to provide a first 1,000 days service and youth offer has been delayed. The implementation of a new delivery model is now being planned for full delivery in 2020/21 this has led to not achieving budgeted savings of £320,000 in 2019/20.
- Commissioning - improved financial management of placements, planned saving £460,000, 6% of the total placement budget. The ability to deliver improved management of existing care placements to reduce the cost and scale of packages for young people already in the care of the Borough has been limited; projected saving to be delivered £100,000, resulting in a projected savings shortfall of £360,000.

4.13. Children's Services – Retained £136,000

Material variances are set out below:

- Reduction in the Intensive Family Support Grant due to lower numbers of eligible families being identified as “turned around” than the full, 100%, national target, £78,000.
- In-house Fostering backdated payment £30,000.
- Joint Legal Team materially higher cost in final period of 2018/19 not assumed in providing for 2018/19 liabilities, £28,000.

4.14. Dedicated Schools Grant

4.15. The Dedicated Schools Grant underspend has remained unchanged to the previously reported position of £26,000.

4.16. AfC Contract – Dedicated Schools Grant - £26,000 underspend

There are no material variances.

4.17. Dedicated Schools Grant – Retained - £5,000 overspend

Material variances are set out below:

- Early Years Block Private, Voluntary & Independent Nurseries clawback settlement 2018/19 (£435,000)
- High Needs Block £426,000 including Top Up funding £300,000, Outreach Services £76,000 and additional place funding of £40,000 reflecting indicative pupil numbers
- Others net £14,000.

4.18. Dedicated Schools Grant Risks

There are potential risks relating to the Dedicated Schools Grant including those set out below:

- High Needs Block savings target of £700,000 is built into the budget. In previous years cost saving strategies towards delivering against this target included: holding 0% inflation increases on providers, successful negotiation of rates for new high cost placements, developing a more robust tribunal process and the continuous implementation of a more collaborative and inclusive approach within schools to retain pupils with special educational needs. These strategies will continue into 2019/20 and currently are expected to deliver similar savings to previous years. Potential risk identified £200,000. The expectation is these risks will be mitigated within the Dedicated Schools Grant 2019/20.

4.19. Grant Income

The grant income has reduced by £21,000 to match the favourable movement within the AfC Contract - Dedicated Schools Grant & Dedicated Schools Grant Retained. The net underspend will be a credit against the Dedicated Schools Grant reserve.

The Council will be working with Achieving for Children to help them to put their savings plans back on track and identifying mitigating savings. Progress will be reported to Cabinet as part of the monthly financial update.

4.20. Commissioning - Communities £685,000

	£000	£000
Under achievement of parking fees and penalty charge income	400	
Property costs for Hines Meadow car park	76	
Operational costs across the parking estate	14	
Reduction in burial income	60	
Increased energy costs	213	
One-off savings in the waste budget	(78)	
Net Overspend		685

4.21. The remit for this service area includes a wide range of customer facing services, namely highways; waste; parking; flooding; transport; parks and countryside. In addition to operational delivery, the service is responsible for the delivery contracts with VolkerHighways (highways maintenance), Project Centre (highways design), Tivoli (grounds maintenance) and NSL (parking enforcement). The forecast overspends in this area relate to:

- Parking £400,000 relating to under achievement of parking fees and penalty charge notice income,
- £76,000 relates to property costs for Hines Meadow car park which were not forecast
- £14,000 for operational costs across the parking estate.
- Parks & Open spaces. There has been a recent trend towards people preferring cremation options over burials resulting in a potential reduction in income of £60,000.
- Although the LED programme for street lighting has been delivered, the overall saving expected has not yet been achieved due to changes in fixed and variable costs applied by the energy market resulting in an estimated £213,000 of budget pressure at year end.
- In terms of mitigations, one-off savings of £78,000 in the waste budget will reduce the overall pressure back to £685,000. Additional efficiencies across all contracts are being sought with partners.

4.22. Other MD Services £227,000

	£000	£000
Non-achievement of the tourism saving	61	
Communications and Marketing	127	
Shortfall in Land Charges income	50	
Audit fees	23	
Minor variances totalling	(34)	
Net Overspend		227

Material variances are set out below:

- £61,000 has already been declared in terms of overspend relating to the non-achievement of the tourism saving assumed in the budget.
- There is a further £127,000 pressure in Communications and Marketing as a result of correcting the historical treatment of accruals in tourism, the potential underachievement of income for the Guildhall and non-achievement of staffing reductions in the communications team. Actions are in place to mitigate the pressure, particularly in relation to the Guildhall and tourism; however, these actions are unlikely to mitigate the full amount.
- A shortfall of £50,000 in Land Charges income is being reported due to an increase in personal searches in place of official searches, and the decrease in volume of property sales within the borough.
- £23,000 overspend on audit fees due to the auditors carrying out more work than initially planned.
- Other minor variances totalling (£34,000).

4.23. Communities Directorate projected overspend £551,000

	£000	£000
Revenues and Benefits	150	
Communities, Enforcement and Partnerships	167	
Library & Resident Services	8	
IT	<u>226</u>	
Net Overspend		551

4.24. The estimated overspend of £551,000 is an increase of £116,000 on that previously reported to Cabinet in September. A breakdown of the projected overspends are detailed below:

4.25. Revenues and Benefits – an estimated overspend of £150,000 is being reported as a result of a reduction in outstanding Housing Benefit Overpayments, and therefore Housing Benefit Overpayment debtors. This is an improvement of £50,000 on what was previously reported and is due to continued work by the Benefits team on minimise the remaining overspend.

4.26. Communities, Enforcement and Partnerships – An estimated net overspend of £167,000 is being reported, a net of £338,000 of pressures and £171,000 of mitigations. This is an increase of £8,000 on what was previously reported to Cabinet.

This includes the following pressures:

	£000	£000
Annual cost of BT networks for CCTV, and control room staffing cost,	85	
Historic savings targets which cannot be met and which were not written out in the 2019/20 budget	126	

build,	
Staffing costs relating to implementation of structural changes	17
Community Safety Partnership	28
Unachievable fixed penalty income	5
Reduced income from taxi licensing	30
Costs of burial of the dead under our statutory duty	10
Income from reduced levels of printing re-charges	15
One-off additional cost for the secure disposal of confidential waste	8
Unachievable income for Licensing	12
Fees on Flexible Home Improvement Loans	2
Total Pressures	338

4.27. These pressures are mitigated by the following underspends:

	£000	£000
Environmental Protection Salaries	(13)	
Community Safety salaries	(31)	
Community Warden salaries	(17)	
Spend relating to contaminated land	(5)	
Lower out of hours professional fees	(2)	
Lower salaries for Trading Standards	(17)	
Lower salaries for Commercial & Residential Services	(55)	
Recovery of Housing Standards legal fees	(19)	
Recharges for Energy & Efficiency	(4)	
Reduced spend in Food & Hygiene safety	(3)	
Reduced spend in Head of Communities, Enforcement & Partnerships	(5)	
Total Mitigations		(171)
Net Overspend		167

4.28. Library & Resident Services – An estimated overspend of £8,000 is now being reported. This is made up of a net £3,000 pressure in libraries, a £5,000 underspend in Museums, Arts and Local Studies, and an estimated overspend in Registrars of £10,000 due to unachievable income due to a change in legislation.

4.29. IT – An estimated overspend of £226,000 is now being reported. This is an increase of £116,000 on that reported on in October 2019. This additional pressure is made up of software licence, support charges and cloud hosting charges which have historically been incorrectly charged to capital.

Place Directorate projected underspend £19,000

4.30. This underspend relates to a number of minor underspends but does not take account of the potential cost of a planning appeal that has been upgraded from a hearing to an

inquiry and dates imposed on us by the Inspectorate for October 2019. The pressure will be confirmed when the total costs are known.

Council Tax and Business rates Collection Performance

- 4.31. The majority of Council spending relies on collecting Council Tax and Business Rates, the Council's budgeted share of these two precepts is £88m in 2019/20. Collection rates are therefore closely monitored and are both above the targets set for this point in the year.
- 4.32. At the end of October 2019 58.28% of Council Tax had been collected and the target collection of 58.20%. Business rate collection was 57.09% against a target of 58.00%. The overall target for 2019/20 is 98.3%.

Revenue budget movements

- 4.33. Any movements to the revenue budget are monitored and reported to Cabinet each month, a full analysis is set out in appendix B of this report. There are no changes since October to the net service budget of £82,351,000.
- 4.34. Since the budget was approved the total movements are £1,196,000, some of which are ongoing, £605,000 has been transferred from the General Fund Reserve.

Revenue Reserve

- 4.35. At 31.03.19 the Council had general reserves of £7,778,000 and earmarked reserves of £5,825,000 those set aside for a specific purpose. Together, as a proportion of the Council's net revenue budget these are a measure of the Council's financial resilience. Its ability to withstand unforeseen events. In comparison to other Unitary Council's the Royal Borough's overall level of reserves is one of the lowest.
- 4.36. Given the level of uncertainty over future funding and increasing pressures other Councils have been increasing reserve levels and this Council was planning to do this in 2019/20 by increasing its reserves by £3,458,000 to £11,236,000 using the estimated surplus from business rates in 2018/19 c/fwd.
- 4.37. If the current £3,610,000 overspend is not addressed, together with £605,000 transfers agreed by Cabinet for one-off items in-year and a £460,000 provision for redundancy it is projected the general fund reserve will reduce to £6,561,000, £751,000 above the minimum level approved by Council.

General Fund Reserve Projection at 31.03.20

	£000
Opening Balance 01.04.19	7,778
One-Off contribution to reserves	<u>3,458</u>
	11,236
Approved transfers from General Reserve in year	(605)
Projected Year-End Deficit at Month six	(3,610)
Year-End Redundancy Provision	<u>(460)</u>
Current Projected Balance at 31.03.20	<u>6,561</u>

- 4.38. The projected year end level of reserves gives the Council little flexibility to absorb further unforeseen service pressures or events.

Medium Term Financial Strategy

- 4.39. The Council has a medium term financial plan (MTFP) to 2022/23 when it had assumed that if £4,155,000 of savings required in 2020/21 were achieved no further reductions would be required in the period if Council tax increased by 2.99% each year.
- 4.40. The MTFP assumptions are under review and are being extended to 2024/25 to provide a more long term view of Council finances. This will be set out more clearly in the budget strategy for the Council, which will explain the financial risks that the council faces and the uncertainty that it needs to manage. At this stage it is estimated that the council will need to deliver further savings in future years.

Borrowing projection

- 4.41. Throughout the year the Council's borrowing levels are updated based on cash-flow and spending on the capital programme. Currently the Council is borrowing temporarily pending anticipated capital receipts in future years and short-term interest rates remaining low currently total borrowing is anticipated to increase to £166,624,000 in September 2020, the increased borrowing costs have been factored into the MTFP. A full breakdown of the estimated is set out in Appendix C.

Capital Programme

- 4.41. The approved 2019-20 capital estimate is £82,876,000, see table 4. The projected outturn for the financial year is £72,332,000, see table 5 for capital programme status, with further information in Appendices D - G. No further budget has been added to the capital programme this month. Cabinet is recommended to approve the variances and slippage as detailed in Appendix E.

Table 4: Capital outturn

	Exp.	Inc.	Net
	£000	£000	£000
Approved estimate	82,876	(17,306)	65,570
Variances identified	(601)	80	(521)
Slippage to 2020-21	(9,943)	2,645	(7,298)
Projected Outturn 2019-20	72,332	(14,581)	57,751

Table 5: Capital programme status

	October 2019
Number of schemes in programme	291
Yet to start	15%
In progress	48%
Completed	15%
Ongoing programmes e.g. Disabled Facilities Grant	22%
Devolved formula capital grant schemes budgets devolved to	0%

- 4.42 Currently some £2m of project related spending has been identified to be capitalised within the capital programme. Of this spending some £113,000 may be chargeable to the revenue account. This will be kept under review.

5 LEGAL IMPLICATIONS

- 5.1. In producing and reviewing this report the council is meeting its legal obligations to monitor its financial position.

6 RISK MANAGEMENT

- 6.1. The increase in projected variance will require additional mitigation to reduce it during the financial year.

7 POTENTIAL IMPACTS

- 7.1. Equalities – none
- 7.2. Climate change/sustainability – none
- 7.3. Data Protection/GDPR -none

8 CONSULTATION

- 8.1 None.

9 TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: immediately.

10 APPENDICES

- 10.1 This report is supported by six appendices:

- Appendix A Revenue Monitoring Statement
- Appendix B Revenue movement statement
- Appendix C Borrowing forecast
- Appendix D Capital budget summary
- Appendix E Capital monitoring report
- Appendix F Major capital scheme progress
- Appendix G Capital budget movements
- Appendix H Adult care variance analysis

11 BACKGROUND DOCUMENTS

- 11.1 This report is supported by one background document:

- Budget Report to Council February 2019.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Hilton	Lead Member for Finance and Ascot		
Duncan Sharkey	Managing Director	25/10/2019	
Russell O'Keefe	Executive Director	25/10/2019	28/10/2019
Andy Jeffs	Executive Director	25/10/2019	28/10/2019
Terry Neaves	Interim Section 151 Officer	25/10/2019	
Kevin McDaniel	Director of Children's services	25/10/2019	
Nikki Craig	Head of HR and Corporate Projects	25/10/2019	28/10/2019
Louisa Dean	Communications	25/10/2019	
Hilary Hall	Deputy Director of Commissioning and Strategy(DASS)	25/10/2019	28/10/2019

REPORT HISTORY

Decision type: For information	Urgency item? No	To Follow item? No
Report Author: Ruth Watkins, Chief Accountant and Deputy s151 officer.		

Revenue Monitoring Statement 2019/20 for November 2019 Cabinet

Original Budget	SUMMARY	Revised Budget	Projected Variance
£000		£000	£000
398	Management	806	(10)
466	Communications & Marketing	475	188
1,293	Human Resources	1,201	0
1,898	Law & Governance	1,907	50
2,101	Commissioning & Support	2,016	28
9,826	Commissioning - Communities	10,332	685
24,526	AfC Contract - Children's Services	24,526	1,285
11,140	AfC Contract - Dedicated Schools Grant	11,140	(26)
(2,546)	Children's Services - Retained	(2,546)	136
53,293	Dedicated Schools Grant - Retained	52,717	5
29,199	Adult Social Care - Optalis Contract	29,137	1,601
16,335	Adult Social Care - Spend	16,470	326
(11,725)	Adult Social Care - Income	(11,792)	(1,234)
12,728	Better Care Fund	13,287	0
4,659	Public Health	4,659	0
(80,585)	Grant Income	(80,570)	21
1,143	Finance	1,175	23
74,149	Total Managing Director's Directorate	74,940	3,078
141	Executive Director of Communities	187	0
830	Revenues & Benefits	902	150
1,327	Communities, Enforcement & Partnerships	1,681	167
3,150	Library & Resident Services	3,200	8
1,351	ICT	1,320	226
6,799	Total Communities Directorate	7,290	551
365	Executive Director of Place	275	11
1,086	Housing	1,087	122
1,302	Planning Service	1,332	(120)
(2,546)	Property Service	(2,573)	(32)
207	Total Place Directorate	121	(19)
81,155	TOTAL EXPENDITURE	82,351	3,610

Revenue Monitoring Statement 2019/20 for November 2019 Cabinet

Original Budget	SUMMARY	Revised Budget	Projected Variance
£000		£000	£000
81,155	Total Service Expenditure	82,351	3,610
3,458	Contribution to / (from) Reserves	3,458	0
4,017	Pensions deficit recovery	4,017	0
300	Pay reward	5	0
	Transfer from Provision for Redundancy	(296)	0
159	Environment Agency levy	159	0
	Variance on Business Rates income	0	0
4,778	Capital Financing inc Interest Receipts	4,778	0
93,867	NET REQUIREMENTS	94,472	3,610
(1,094)	Less - Special Expenses	(1,094)	0
0	Transfer to / (from) balances	(605)	(3,610)
92,773	GROSS COUNCIL TAX REQUIREMENT	92,773	0
	General Fund		
	Opening Balance	7,778	10,631
	Contribution to / (from) Reserves	3,458	
	Transfers to / (from) balances	(605)	(3,610)
		<u>10,631</u>	<u>7,021</u>
	Estimated year end redundancy provision		(460)
	Projected General Fund outturn		<u>6,561</u>

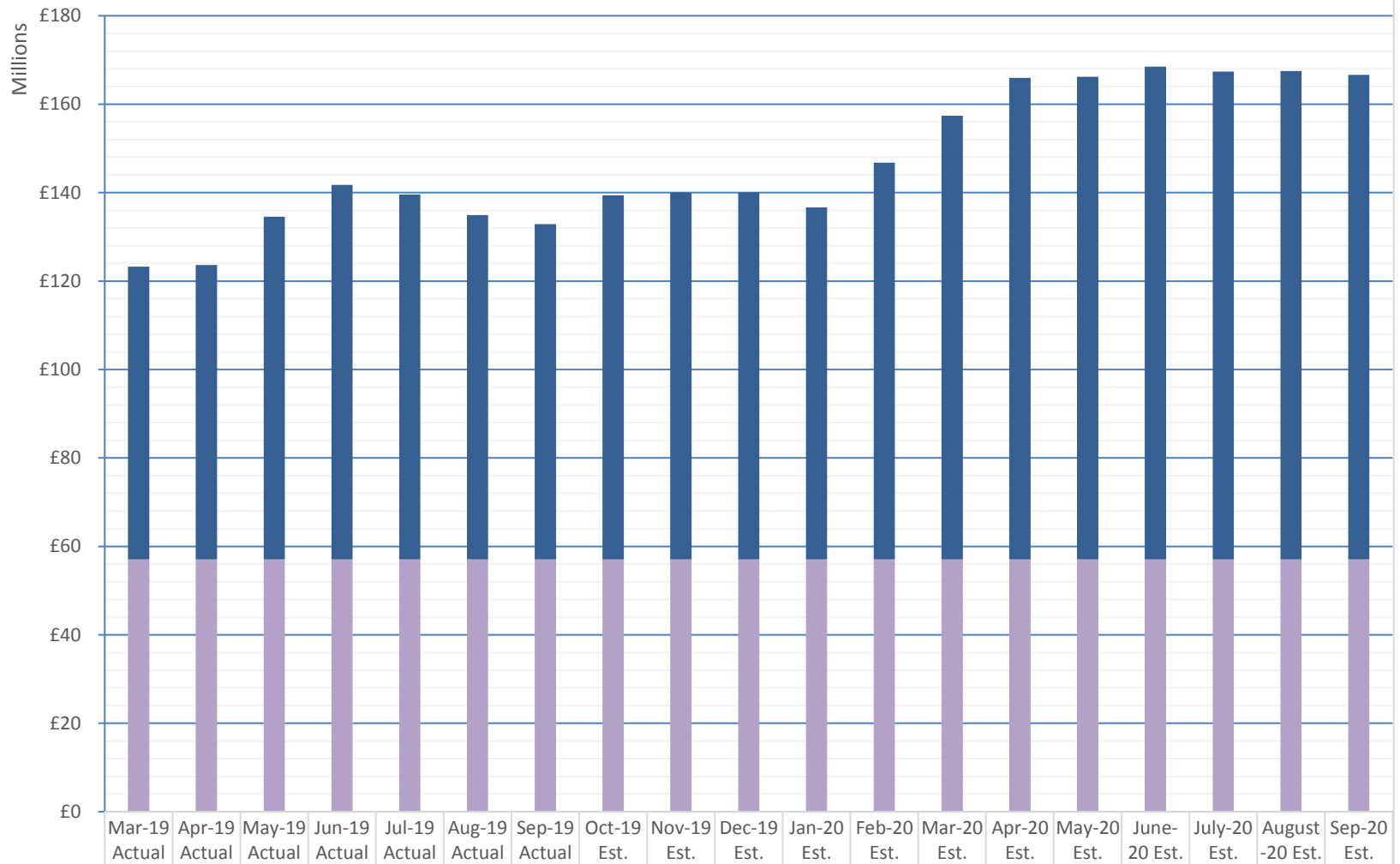
Appendix B

Revenue Monitoring Statement 2019/20						
		Funded by the General Fund (1)	Funded by Provision (2)	Included in the original budget (3)	Total	Approval
		£'000	£'000	£'000	£'000	
	Original Budget				81,155	
1	Advantage card updates	17			17	CLT 6th March 2019
2	Reading development officer	17			17	CLT 6th March 2019
3	Waste mobilisation	100			100	Feb 2019 Cabinet
4	Pay Reward			298	298	Feb 2019 Cabinet
5	Severance		203		203	March 2019 Cabinet
6	24 hour pot holes	365			365	May 2019 Cabinet
7	Heathrow Judicial Review	74			74	July 2019 Cabinet
8	Severance		90		90	March 2019 Cabinet
9	Make Maidenhead marketing strategy	32			32	June 2019 Cabinet
	Changes Approved	605	293	298	1,196	
	Approved Estimate Nov 2019 Cabinet				82,351	

NOTES

- 1 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve.
Transactions in column 1 are funded by the General Fund.
- 2 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 2 are redundancy costs funded by the provision for redundancy.
- 3 Transactions in column 3 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year.
An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.

Borrowing Forecast @ 24-10-19



■ Short term borrowing £'000	66,192	66,604	77,507	84,718	82,524	77,884	75,862	82,344	82,976	83,045	79,621	89,726	100,346	108,921	109,152	111,477	110,316	110,430	109,574
■ Long term borrowing £'000	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049	57,049
Total borrowing £'000	123,241	123,653	134,557	141,767	139,574	134,933	132,911	139,393	140,026	140,095	136,671	146,775	157,395	165,971	166,201	168,527	167,365	167,480	166,624

Portfolio Summary

65,570

Capital Monitoring Report - Projected Outturn 2019/20

At 31 October 2019, the revised budget stood at £82.876m

	Exp	Inc	Net
	£'000	£'000	£'000
Revised Budget	82,876	(17,306)	65,570
Variances identified	(601)	80	(521)
Slippage to 2020/21	(9,943)	2,645	(7,298)
Projected Outturn 2019/20	72,332	(14,581)	57,751

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £72.332m

Variances to report this month are as follows.

Property			
CI42	Windsor Coach Park, Alexandra Gardens, Riverside–F.S.	(55)	0 (55) Budget no longer required
CI58	Maidenhead Station-Development Site Negotiations	(30)	0 (30) Budget no longer required
CX34	Cox Green CC Parking (Consultation & Design)	(20)	0 (20) Budget no longer required
CM23	54-56 Queen Street, Maidenhead	(18)	0 (18) Budget no longer required
CX20	Ross Road - repairs & redecoration 2014-15	(16)	0 (16) Budget no longer required
Revenues & Benefits			
CN98	Delivery of Debt Enforcement	(69)	0 (69) Budget no longer required
Schools - Non Devolved			
CSEX	Schools - Feasibility/Survey Costs	(21)	0 (21) Budget no longer required
CSHP	Wraysbury school - Staffroom Extension	(9)	0 (9) Budget no longer required
CSJU	Wessex Primary Boiler Replacement	(39)	0 (39) Revised Business Case
Human Resources			
CK90	AfC Phones & Signage	(15)	0 (15) Budget no longer required
Law and Governance			
CC96	ICT Hardware	(20)	0 (20) Budget no longer required
Library & Resident Services			
CC22	Del Diff - Digitisation of Historic Registers	(49)	0 (49) Budget no longer required
CLB9	Windsor Riverside Revival	(10)	0 (10) Budget no longer required
CZ95	RBWM Improvements	(3)	0 (3) Budget no longer required
CLE7	Ascot Library - Installation of Security System	(5)	0 (5) Budget no longer required
CLF2	Agents to Work From Home	(12)	0 (12) Budget no longer required
Communities, Enforcement & Partnerships			
CY07	Challenge Prize Scheme	(3)	0 (3) Budget no longer required
CY12	Social Enterprise Grant	(36)	0 (36) Budget no longer required
CT52	Disabled Facilities Grant	(80)	80 0 Adult social care waiting lists and staff shortages has caused a lack of work to be processed by panel and housing team.
Commissioning - Communities			
CD78	PAVE Dedworth	(41)	0 (41) Budget no longer required
Green Spaces & Parks			
CV30	Play Areas - Replacement Equipment	(50)	0 (50) Budget no longer required
		(601)	80 (521)

Slippage is reported as follows

Communities, Enforcement & Partnerships			
CV42	Braywick Park-New 3G Pitch to Compliment L.C.	(100)	100 0 Delay in Design Specification
CV43	Braywick Park-Sports Pitch Improvements	(100)	100 0 Delay in Design Specification
Property			
CX43	Affordable Housing schemes	(5,113)	0 (5,113) Programme of works now scheduled 2020-21 & 2021-22
Commissioning - Communities			
CC62	Maidenhead Missing Links (LEP Match Funded)	(1,500)	873 (627) LEP Scheme works likely to be completed in 2020/21
CC89	Elizabeth Bridge	(300)	0 (300) Elizabeth Bridge works likely to be completed in 2020/21
CD13	Bridge Assessments	(30)	0 (30) Delays in works to be completed in 2020/21
CD42	Maidenhead Station Interchange & Car Park	(1,000)	112 (888) LEP Scheme works likely to be completed in 2020/21
CF09	Maidenhead Local Plan Site Works	(1,800)	1,460 (340) LEP Scheme works likely to be completed in 2020/21
		(9,943)	2,645 (7,298)

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	44	15%
In Progress	139	48%
Completed	43	15%
Ongoing Programmes e.g., Disabled Facilities Grant	64	22%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	291	100%

Major Capital Scheme Progress																		
	CAPITAL SCHEME	TOTAL SCHEME VALUE	2019/20			APPROVED SLIPPAGE			TOTAL BUDGET			PROJECTIONS		PROJECT STATUS				
Project			APPROVED ESTIMATE			FROM PRIOR YEARS			2019/20			2019/20 Projected Variance Underspend as negative	2020/21 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On- site	Ongoing Annual Programme	Expected Completion
			Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate							
		£'000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
Communities Directorate																		
	Communities, Enforcement & Partnerships																	
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	(80)	0					
CZ18	Braywick Leisure Centre	36,386	10,000	0	10,000	(325)	0	(325)	9,675	0	9,675	0	0					
Place Directorate																		
	Property																	
CI29	Broadway Car Park & Central House Scheme	35,313	4,664	0	4,664	0	0	0	4,664	0	4,664	0	0					
	Non Schools																	
CT61	AfC Case Management System	460	460	0	460	0	0	0	460	0	460	0	0					
	Schools – Non Devolved																	
CSJX	St Peters Middle	2,700	2,700	(39)	2,661	0	0	0	2,700	(39)	2,661	0	0					
CSJR	Works to explore expansions for all Schools	500	500	0	500	475	0	475	975	0	975	0	0					
	Commissioning – Communities																	
CF05	Waste Vehicles	4,500	4,500	0	4,500	0	0	0	4,500	0	4,500	0	0					
CD42	Maidenhead Station Interchange & Car Park	4,500	3,050	(2,442)	608	280	0	280	3,330	(2,442)	888	0	1,000					
CF09	Maidenhead Local Plan Site Works	2,165	2,165	(1,765)	400	(60)	0	(60)	2,105	(1,765)	340	0	0					
CD12	Roads Resurfacing–Transport Asset & Safety	1,900	1,900	(1,750)	150	0	0	0	1,900	(1,750)	150	0	0					
CC62	Maidenhead Missing Links (LEP Match Funded)	2,151	1,418	(891)	527	610	(510)	100	2,028	(1,401)	627	0	1,500					
CC89	Elizabeth Bridge	850	850	(50)	800	0	0	0	850	(50)	800	0	300					

Capital Programme Movements 2019/20

	Expenditure £'000	Income £'000	Net £'000
Original Budget 2019/20	30,363	(10,817)	19,546
Budget changes - June Financial Update			-
Slippage in from 2018/19	33,777	(6,136)	27,641
Local Highways Fund. Cabinet 31 January 2019	965	-	965
Tinkers Lane Depot - Site management updates CLT 6 March 2019	125	-	125
Victoria Street MSCP Measures to reduce incidents of overnight ASB CLT 6 March 2019	12	-	12
Brill House Additional Costs CLT 2 April 2019	35	(35)	-
Budget changes - July Financial Update			-
Braywick Leisure Centre budget drawdown - Council September 2017	10,000	-	10,000
Ascot United Football Pitch project release of S106 funds 3G Floodlit All Weather Pitch. CLT 9 April 2019	90	(90)	-
Pocket parks grant - Cabinet 27 June 2019	75	(75)	-
Pothole Action Fund - DfT Grant - Cabinet 27 June 2019	121	(121)	-
Budget changes - August Financial Update			-
Reprovision of Squash in Windsor - TVAC. CLT 19 December 2018	20	(20)	-
Additional parking for Windsor grant reconciliation adjustment	7	(7)	-
Budget changes - September Financial Update			-
Supplementary budget - Members Participatory Budgets for Local Projects (£750 each) Cabinet 25 July 2019	31	-	31
Final budget drawdown - Broadway Car Park £8.15m Council approval 23 September 2014	4,726	-	4,726
Supplementary budget Oaks Leisure Centre - Cabinet 27 June 2019	100	-	100
Budget changes - October Financial Update			-
Fire Compartmentalisation Maintained Schools - Cabinet 27 June 2019	465	-	465
Make Maidenhead Website Build - Cabinet 27 June 2019	10	-	10
Affordable Key Worker Housing - Budget Drawdown of £7.059m - Council 25 September 2018	1,955	-	1,955
No further budget changes for November financial update	-	-	-
Roundings	(1)	(5)	(6)
Revised Budget 2019/20	82,876	(17,306)	65,570

Summary of current year forecast spend against budget

	Care Group / Service	Annual Budget	October Cabinet Variance	Current Variance	Current Variance
		£'000	£'000	£'000	%
	Older People				
	Homecare spend	4,085	631	622	15%
	Homecare income	(942)	(249)	(249)	(26%)
	Residential & Nursing care block	7,515	151	99	1%
*	Residential & Nursing care - spot	6,862	751	761	11%
	Income from charges excl homecare	(5,678)	(572)	(546)	(10%)
*	STS & R	2,148	(25)	(25)	(1%)
*	Care Teams & other services	5,342	(67)	(72)	(1%)
	Older People Total	19,332	620	590	3%
	Learning Disability				
	Residential & Nursing SL block	3,484	(87)	(91)	(3%)
*	Residential & Nursing care - spot	6,566	(24)	(10)	0%
*	Supported Living (SL)	2,588	828	753	29%
*	Care Teams & other services	4,058	86	8	0%
	Income from charges	(2,021)	(38)	(62)	(3%)
	Learning Disability Total	14,675	765	598	4%
	Other				
*	Mental Health Teams & services	3,458	408	307	9%
	Mental Health Income	(430)	(2)	(2)	0%
	Preventative Services	1,386	(304)	(304)	(22%)
*	QA, DOLS, Management & Support	2,432	(132)	(121)	(5%)
	Better Care Fund Income	(6,929)	(675)	(675)	10%
	Provision for CHC loss		750	300	
	"Other" Total	(83)	45	(495)	
	Total Adult Social Care net budget	33,924	1,430	693	2%
		=====	=====	=====	
	Summary				
	RBWM Expenditure budgets	16,470	1,141	626	4%
	RBWM Income budgets	(16,000)	(1,536)	(1,534)	(10%)
*	Optalis Contract total	33,454	1,825	1,601	5%
		=====	=====	=====	
	Total Adult Social Care net budget	33,924	1,430	693	2%

* denotes budget lines that form part of the Optalis contract.

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Report Title:	Draft Datchet Design Guide Supplementary Planning Document – Regulation 13 Consultation
Contains Confidential or Exempt Information?	NO – Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning and Maidenhead
Meeting and Date:	Cabinet - 28 th November 2019
Responsible Officer(s):	Russell O’Keefe, Executive Director (Place) James Carpenter, Interim Head of Planning
Wards affected:	Datchet

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REPORT SUMMARY

1. The National Planning Policy Framework (NPPF) 2019 identifies the creation of high quality buildings and places as being part fundamental of what the planning and development process should achieve.
2. The draft Datchet Design Guide Supplementary Planning Document has been prepared in collaboration with the Datchet Neighbourhood Planning Group (constituted by the Parish Council), to provide specific design guidance to support decision making on development applications within the Datchet area.
3. This report seeks approval to publish the draft Datchet Design Guide for public consultation in January 2020.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- (i) Approves the publication of the draft Datchet Design Guide Supplementary Planning Document for public consultation, and
- (ii) Gives the Executive Director (Place) delegated authority to approve minor changes to the draft Datchet Design Guide Supplementary Planning Document, in consultation with the Lead Member for Planning and Maidenhead, prior to its publication.

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 The Council Plan 2017-2021 has a vision of building a borough for everyone with opportunities for all and has identified priorities of creating:

- Attractive and well connected borough;
- Healthy skilled and independent residents;
- Safe and vibrant communities;

- Growing economy, affordable housing.
- 2.2 The NPPF states at para 124 that *“The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this.”*
 - 2.3 Para 125 states that *“Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area’s defining characteristics. Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development.”*
 - 2.4 The NPPF, in seeking to provide maximum clarity about design expectations at an early stage, states at Para 126 that Design Guides *“provide a framework for creating distinctive places, with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified.”*
 - 2.5 The ambitions set out in the Council Plan for the achievement of high quality development are also reflected in the design policies set out in the Council’s adopted, and emerging development plans. These policies set out broad or generalised direction of what high quality design means for this Borough. However, they do not provide locally specific guidance.
 - 2.6 The production of this area specific Design Guide will provide clear, detailed and specific design guidance to support Council decision making on planning applications for development in Datchet.
 - 2.7 The Design Guide has been prepared by Consultants working with The Council and Datchets Neighbourhood Planning Group. The documents purpose is to secure high quality development in Datchet. It is not a mechanism or vehicle for restricting or limiting growth at Datchet.
 - 2.8 This is important to note that the Datchet Neighbourhood Plan is still in its very early stages of development.

Table 1: Options considered

Option	Comments
Not progress a Design Guide SPD for Datchet and instead rely upon existing national and local planning policies and guidance in decision making and not progress the SPD.	The Council could decide to not adopt a Design Guide SPD for Datchet, quite reasonably relying instead on national and local policies, including the Borough Wide Design Guide.

Option	Comments
<p>This is not the recommended option.</p>	<p>However the NPPF encourages authorities to provide clarity at a local level as to the type of development and design that could be considered acceptable.</p> <p>The Datchet Design Guide is a daughter document of the Borough Wide Design Guide and provides a further level of granularity and detail to that overarching Design Guide.</p> <p>Given the investiture of time and resource to date this would not represent a best value option.</p>
<p>Not publish the draft Datchet Design Guide SPD for consultation until after the adoption of the Local Plan.</p> <p>This is not the recommended option.</p>	<p>Arguably the Datchet Design Guide SPD is premature in the context of both the emerging Local Plan, and the Neighbourhood Plan. With which this SPD should have conformity to avoid abortive work or the need to rewrite.</p> <p>Notwithstanding that, the question of adoption of a SPD is a matter for Cabinet/Full Council.</p> <p>Officers consider that the Design Guide will add value to the Development Management process, irrespective of the status of the Local Plan and will be a useful tool to enable Datchet to secure good design.</p>
<p>Publish the draft Datchet Design Guide SPD for consultation.</p> <p>This is the recommended option.</p>	<p>National planning policy requires the Council to provide maximum clarity at an early stage about their design expectations.</p> <p>Progressing the preparation of the Datchet Design Guide will ensure that this clarity is provided for both applicants and residents engaging in the Development Management process in Datchet.</p>

3. KEY IMPLICATIONS

3.1 The draft Datchet Design Guide SPD can be seen in Annexe 1 of this report.

- 3.2 The next stage in the preparation of the Draft Datchet Design Guide Supplementary Planning Document “SPD” will be the publication of the consultation draft (under Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended).
- 3.3 A final Datchet Design Guide will be prepared taking into account the responses from the Regulation 13 consultation. This final document will then be brought to Members in April 2020 for adoption.

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The production of the Datchet Design Guide is being funded through Planning Delivery Fund Design Quality funding (capital funding) secured from Ministry for Housing, Communities and Local Government (“MHCLG”). Funding not spent or used for the specific purpose in the bid has to be returned to MHCLG. RBWM has borne the additional cost of the internal staff resource for preparation of the document from its plan making budget.

5. LEGAL IMPLICATIONS

- 5.1 There is no legal requirement to have a specific Design Guide for Datchet. Once adopted as an SPD, the document would form part of the adopted development plan for the Datchet area. At this point it would become a material planning consideration to be considered as part of the planning decision making process.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
<p>The Council has less control to deliver high quality new development in Datchet than it would have with an adopted SPD in place.</p> <p>However other factors such as having a secure 5 Year Housing Land Supply (“5YHLS”) position, and adopted Local Plan are more robust mechanisms for</p>	MEDIUM	<p>Progress the preparation of a Datchet Design Guide in early 2020.</p> <p>Maintain progress on securing an adopted Local Plan.</p> <p>Deliver development at a scale and pace that demonstrates the authority has a 5YHLS</p>	LOW

Risks	Uncontrolled Risk	Controls	Controlled Risk
securing control over development.			

7. POTENTIAL IMPACTS

- 7.1 An Equalities Impact Assessment was carried out for the emerging BLP which included a number of design related policies. No potentially adverse impacts were identified for any particular group arising from the BLP. As the Design Guide will only provide further detail and guidance on the adopted and emerging policies, rather than create new policy, it is not considered necessary to undertake an Equalities Impact Assessment (EQIA) specifically for the Design Guide.

8. CONSULTATION

- 8.1 The draft Datchet Design Guide Supplementary Planning Document has been circulated to relevant officers within the Council for informal comment.
- 8.2 The Council's Statement of Community Involvement includes a minimum requirement of 4 weeks for public consultation on draft Supplementary Planning Documents. It is intended to facilitate a workshop consultation with Datchet Parish as part of the process. It is proposed that the public consultation will exceed the minimum requirement and run for 6 weeks.

9. TIMETABLE FOR IMPLEMENTATION

Date	Details
January 2020	Consultation on draft Datchet Design Guide.
March 2020	Decision taken on adoption

10. APPENDICES

- 10.1 This report is not supported by appendices.

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by the following background documents:

- Council Plan, available at:
[https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021 - council plan](https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan)
- The Council's adopted and 'Made' Development Plan Documents, available on the Council website at:
[https://www3.rbwm.gov.uk/info/200209/planning_policy/591/development plan](https://www3.rbwm.gov.uk/info/200209/planning_policy/591/development_plan)
- The Council's emerging Borough Local Plan, available on the Council website at:
<https://www3.rbwm.gov.uk/blp>
- The National Planning Policy Framework 2019, available at:
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning and Maidenhead.		
Russell O'Keefe	Executive Director of Place		
Terry Neaves	Section 151 Officer		
Louisa Dean	Communications		
Andy Jeffs	Executive Director		
Elaine Browne	Head of Law		
Nikki Craig	Head of HR and Corporate Projects		
Kevin McDaniel	Director of Children's Services		
Angela Morris	Director of Adult Social Services		
Hilary Hall	Deputy Director of Commissioning and Strategy		

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No.	
Report Author: Victoria Gibson, Development Management Team Leader, Victoria.Gibson@RBWM.gov.uk 01628 685693		

DATCHET DESIGN GUIDE

NOVEMBER 2019

CONSULTATION DRAFT

141



1.

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1. WHY 'DESIGN' IN DATCHET

1.1 INTRODUCTION

1.2 STRATEGIC DESIGN THEMES

1.3 POLICY STATUS & SCOPE

1.4 USER GUIDE



1. WHY 'DESIGN' IN DATCHET?

1.1 Introduction

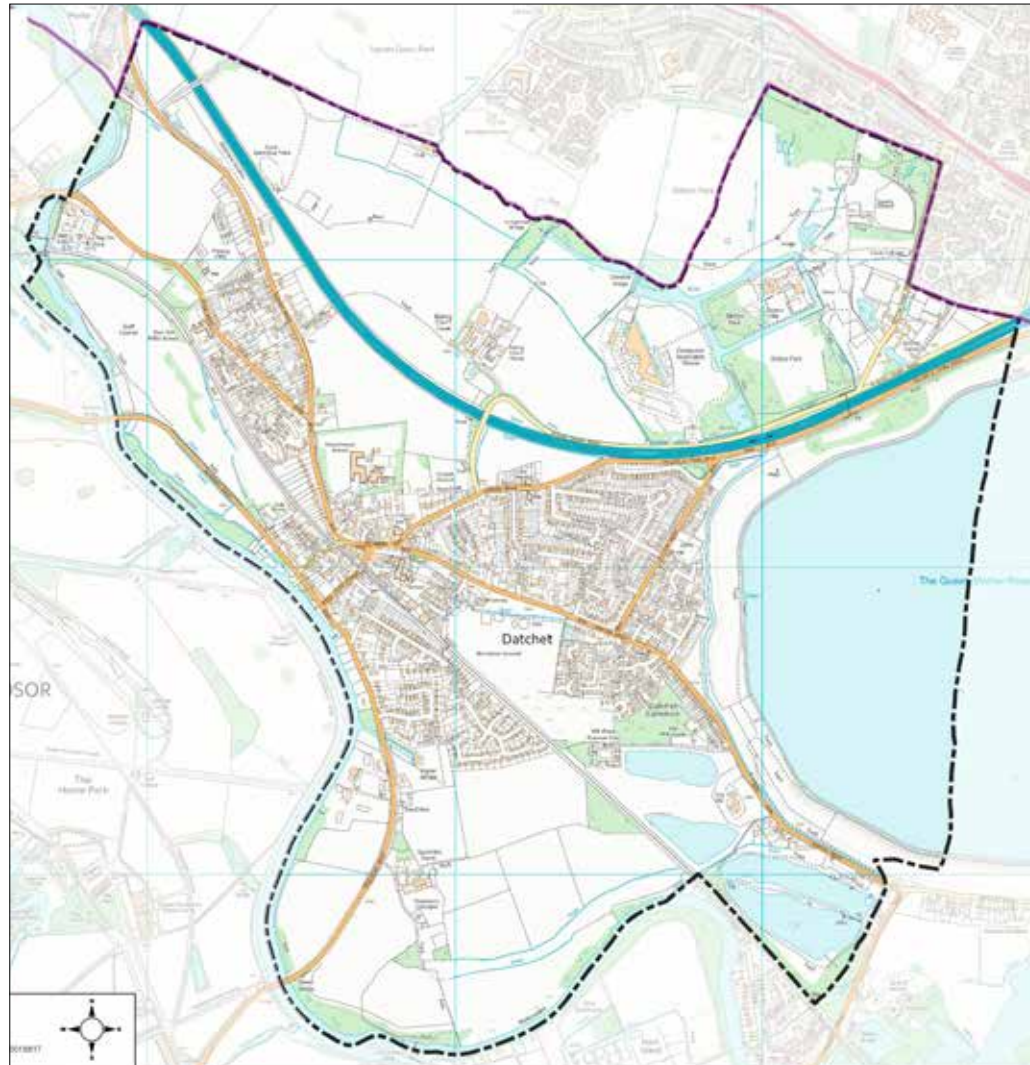
The Datchet Design Guide (DDG) reflects The Royal Borough of Windsor & Maidenhead's (RBWM) desire to support and encourage design quality within the parish.

Good design can have a positive, immediate and long-lasting impact on the quality of life of the whole community and the sustainability of the village. This Design Guide has been prepared in order to support design excellence in Datchet.

The DDG focuses on identifying the design quality which makes the parish of Datchet a distinctive and attractive place and ensuring that these elements are maintained and replicated across the parish.



The Public Riverside Gardens



Map 1: Datchet Parish Boundary indicated by dotted line.

1.2 Strategic Design Themes

The DDG seeks to build on the Strategic Design Themes identified in the Borough Wide Design Guide³ and put them within the local context.

Putting People First

RBWM intends to prioritise development which is human in scale, supports health and wellbeing and places people, communities and safety at the heart of decision-making on design, rather than vehicular access, or short-term commercial gain. This principle is wholeheartedly supported in Datchet where, in numerous areas, the quality of the environment is being eroded by development which encourages car use and does not promote positive design.

Creating a Sense of Place

The DDG wishes to identify the critical elements of the immediate local context which give Datchet its character and the elements which can preserve, enhance and expand its high-quality spaces and maintain its strong positive identity.

Delivering Sustainable Places

The DDG seeks to provide clarity and give inspiration to applicants, encouraging them to include the design elements within their project. It aims to protect and improve the local environment by initiating and supporting sustainable development.

Improving Quality

The DDG aims to ensure that high-quality design is the standard approach throughout the parish, not just in those areas deemed to be of historic and cultural value and already rich in quality architecture and streetscape. The purpose of identifying those places of value, is to then be able to spread that quality throughout the Parish through increasing the design quality of all applications, no matter their location.

1.3 Policy Status & Scope

The DDG is a draft parish-wide design guide that has been prepared as a supplementary planning document (SPD) for consultation purposes under Regulation 13 of the Town & Country Planning Regulations (Local Plan) 2012, as amended. The DDG supports the policies within the adopted Local Plan¹. It has also been prepared to support emerging policies in the draft Borough Local Plan (BLPSV)².

Applicants will be expected to take the DDG policies into account, along with the requirements of any locally specific design policies in adopted, made, or emerging plans and in other SPDs including the Borough Wide Design Guide³.

National Planning Policy Framework (NPPF) (February 2019, as amended in June 2019)

High quality and sustainable design is fundamental to what the National Planning Policy Framework (NPPF) seeks to deliver, with the Government expecting local authorities to be clear about design expectations (Para 124), and reflective of local aspirations (Para 125). Para 130 of the NPPF states that permission should be refused for development of poor design that fails to contribute positively and improve the character and quality of an area.

Local Plan Policy

Local adopted borough-wide design policies can be found in the saved policies of the adopted Local Plan¹. The principle design related policy is DG1 - Design Guidelines, which sets out 11 overarching principles that apply to all forms of new development.

The DDG provides additional locally specific design policy which should be applied in combination with the overarching design policy contained in the Borough Wide Design Guide.

Conservation Area Appraisal 1995

The DDG should be used in combination with the Datchet Conservation Area Appraisal 1995⁴. At the time of writing the Conservation Area Appraisal has been identified by RBWM as requiring review, and applicants should ensure that they are utilising the most up to date information.



High Street



Datchet Village Pharmacy



Datchet House

1.4 User Guide

This design guide covers all types and scales of development including new buildings, extensions, demolition, changes of use, intensification and alterations, shopfronts and signage. Applicants should note the following advice for specific types of application.

Householder Applications

Those seeking to make householder applications should:

- familiarise themselves with the parish-wide issues set out in Chapter 2 and how they may relate to the application
- identify whether the property lies within, or adjacent to, a character area for design information for specific streets (See Chapter 3)
- utilise the overall advice provided in Chapter 4 to ensure successful design detailing for all projects

Commercial Property

Those making applications for change of use to commercial use, new commercial property or amendments to existing commercial property (including change of use) must pay particular attention to Chapter 5 and note that the detailing information in Chapters 3 & 4 may also be applicable to commercial applications.

Development Proposals

Those considering applications for projects beyond the scope of individual householder applications, must first satisfy themselves that their application meets the requirements of overarching policies within the current Local Plan, and particular care should be applied to understanding the parish-wide issues set out in Chapter 2.

When developing detailed proposals applicants should utilise the information in Chapter 3 setting out the design qualities of the most successful parts of Datchet, and must demonstrate how these qualities have been integrated in the application's design approach. Particular attention must be paid to locally-specific architectural detailing as set out in Chapter 4.

Pre Application Advice

All applicants are strongly encouraged to undertake pre-application discussions with the Local Planning Authority.

Designated Heritage Assets

Applications which include a designated heritage asset, are advised to consult the Conservation Officer before committing significant resources to design, as not all elements of the Design Guide are appropriate for all designated heritage assets.



Individual home extension, Horton Road



Commercial frontages High Street



Contemporary development of flats, Gables Close

Endnotes

1 Royal Borough of Windsor and Maidenhead
Local Plan, adopted 1999, incorporating 2003 saved
policies

2 The Borough Local Plan 2013 -2033: Submission
Version (BLPSV) was submitted to the Secretary of
State for Examination in January 2018

3 Royal Borough of Windsor & Maidenhead
Borough Wide Design Guide Reg 18 Consultation
Copy - 2019. (DOCUMENT CURRENTLY BEING
PREPARED FOR ADOPTION, REFERENCE TO BE
UPDATED AS APPROPRIATE)

4 Conservation Area Appraisal 1995 - Datchet
Village, March 1995, Royal Borough of Windsor and
Maidenhead

2. DATCHET WIDE DESIGN

2.1 INTRODUCTION

2.2 RURAL AREAS

2.3 HISTORIC ENVIRONMENT



2.1 Introduction

The primary purpose of the Datchet Design Guide is to identify the detailed design approaches and features which give Datchet its unique character. However there are a number of parish-wide issues, which can have a significant impact on design, which applicants should be aware of, and have regard to in the design process.

Principle 1: Datchet-Wide Design

Applicants must ensure that they respond positively to the advice provided, regarding the following issues:

- rural areas
- historic environment



View of The Green looking east

2.2 Rural Areas

Whilst the DDG is focused on detailed design issues impacting on the built environment, it is important to draw attention to the fact that there are large parts of the parish which are rural in character, and that this document is still an important resource and relevant policy document.

Applicants considering proposals within these areas must initially establish the wider strategic planning policy which is applicable. There are a number of key issues related to the rural areas around Datchet which applicants should be aware of. This may include, but is not limited to:

- green belt
- flood risk
- proximity to Queen Mother reservoir
- M4 motorway
- Heathrow Airport
- Listed Buildings, non-designated heritage assets and the Conservation Area
- trees and woodland

If the proposal meets the strategic policy requirements, then applicants should;

- identify if one of the character areas is applicable to the project and utilise

the detail provided. This is likely to be particularly applicable to projects involving existing properties. (See Chapter 3)

- ensure that the project meets the detailing requirements set out in Chapter 4, which are as relevant to detailed design within a rural setting, as they are within the main settlement.



Green belt near Datchet including Ditton Park and Queen Mother Reservoir



Flooding on The Green in 2014



M4 Motorway near Datchet



Ditton Park (Grade II Listed, Registered Park & Garden)



Heathrow Airport

2.3 Historic Environment

Datchet is well known for its historic village centre around the greens, streets connecting down to the Thames and views across the river towards Windsor Castle and Home Park.

The historic core of the village is covered by a conservation area, and contains numerous listed buildings and structures. Applicants must familiarise themselves with the additional requirements and restrictions on development within this area as part of the preparation of their proposals, and be aware of the potential for significant archaeology. The Conservation Area Appraisal 1995 provides a wide range of information which can inform and enhance the design process for proposals in this area.

Applicants seeking development within the conservation area are also strongly encouraged to pay particular attention to information provided in Chapter 3. The character areas identified accord broadly with the four major periods of historic (pre-20th-Century) growth within Datchet, and provide a useful guide to the key features both in architectural detailing and layout which make these areas particularly successful, attractive and distinctive.



Map 2: Datchet Conservation Area boundary indicated by black outline

2. DATCHET WIDE DESIGN



Map 3: Datchet and Datchet Common 1833



Map 4: Datchet 1868



Map 5: Datchet Common 1868



Map 6: Datchet and Datchet Common 1881



Map 7: Datchet 1899



Map 8: Datchet Common 1899



Map 9: Datchet 1960s



Map 10: Datchet Common 1960s

3. CHARACTER AREAS

3.1 INTRODUCTION

3.2 HISTORIC CORE

3.3 RIVER CONNECTIONS

3.4 VICTORIAN SUBURBS

3.5 APPROACH ROUTES



Why Character Areas

- illustrating the positive design features which give the area its unique character
- identifying issues which negatively impact the area and should not be replicated, and/or which should be removed where possible
- demonstrating the relationship between layout and architectural detailing which together create character
- setting out the palette of materials, which form the foundations of the area's character



Principle 2: Character Areas

There are four identified character areas:

- Historic Core (Section 3.2)
- River Connections (Section 3.3)
- Victorian Suburbs (Section 3.4)
- Approach Routes (Section 3.5)

Planning applications within these areas must, and those seeking to utilise its forms to support their design should, demonstrate how the application:

- responds to the positive and negative key features of the character area
- utilises and/or augments the materials palette of the character area
- integrates the architectural details and layout features identified in the character area image record and accompanying diagrams

Living in or close to a Character Area

Householder applicants who live in or in close proximity to a character area can use character area information to:

- understand the key layout features of the area and if their proposals will strengthen and enhance that character
- identify if there are any negative design issues in the area which their proposal could improve
- check whether their proposal includes materials which are within or are complimentary to the materials palette

Note: 'in close proximity' is defined as streets which connect into, or properties which are directly adjacent to the character area boundary. Final definition is at the discretion of the planning officer.

Commercial Development

Applicants seeking consent for commercial properties, including change of use or alterations to existing commercial properties can use character area information to:

- understand the key features of commercial frontages within the character area

- identify if there are particular negative design issues which could be ameliorated or avoided within their proposal
- check whether the proposal includes materials which are within or are complimentary to the materials palette

Note: where proposals are located in a character area where there are currently no commercial frontages, or which is outside the four identified character areas, applicants should seek to use the examples within the 'Historic Core' character area and the advice provided within the 'shopfronts' section of Chapter 5 to guide their proposals.

New-Build Development

Applicants seeking consent for new build development can use the character area information to:

- identify existing layouts which are characteristic of Datchet
- identify the key architectural features and design detailing associated with different scales and types of properties
- understand the palette of materials across Datchet and how these could be utilised in new development.

3.2 Historic Core

Introduction

The Historic Core character area includes the following key places:

- The Green
- St Mary the Virgin Church
- London Road (West)
- Horton Road (West)

Description

The Historic Core of Datchet sits within the northern section of the Conservation Area. The key feature of this area is The Green, including both the green space itself which was formed through the culverting of a stream and pond in the 1800s, and the properties surrounding this space including St Mary's Church and several which significantly predate The Green including the Manor House. Additionally this area includes the ends of two key routes connecting into The Green from the east, London Road (including the 18th-century listed wall originally belonging to Datchet House - the garden enclosed by the wall is now developed) and Horton Road including The Library.

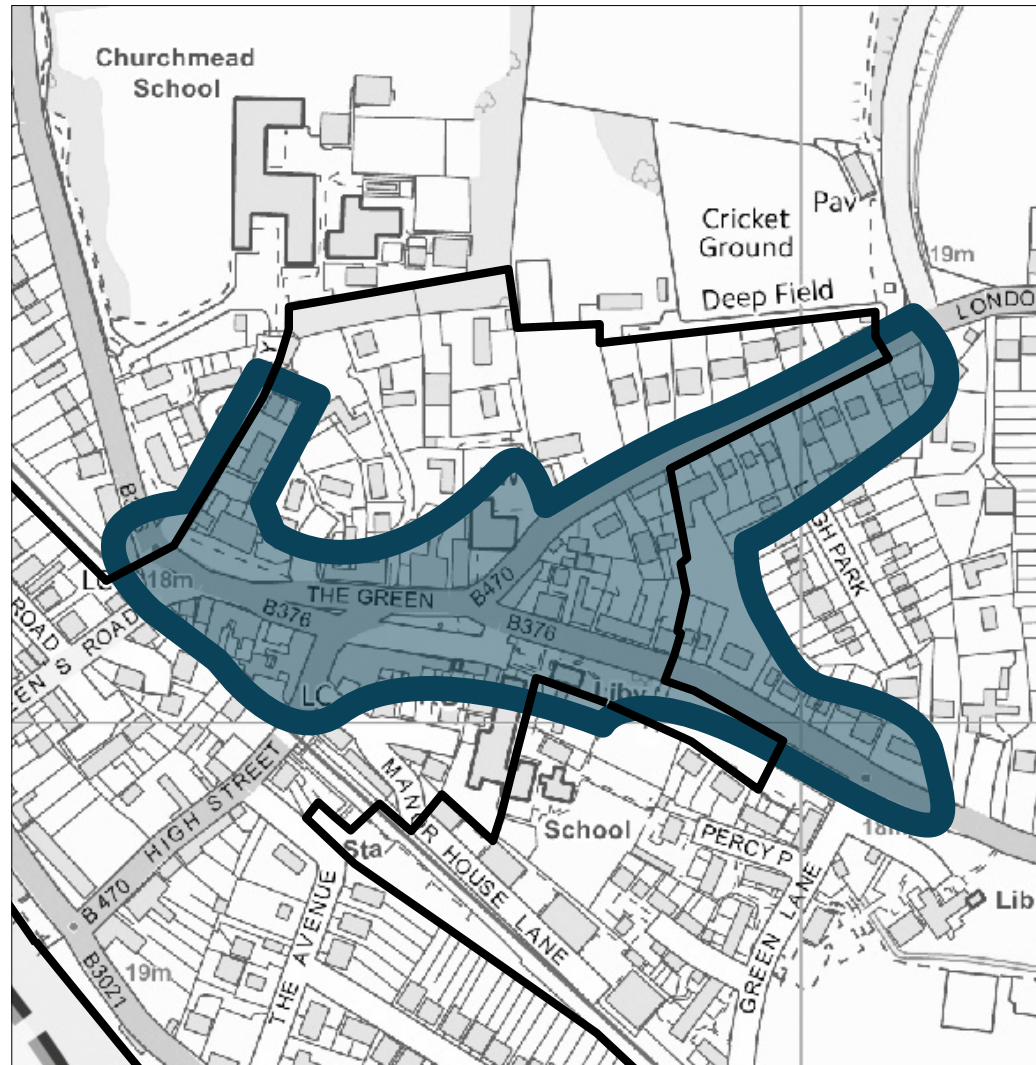


Diagram 2: Historic Core Character Area Boundary

Key Features of the Historic Core

Positive	Negative
Distinctive and decorative architectural forms (e.g. decorative gables) in locations where there is sufficient space for them to be appreciated from a distance.	Significant visual clutter, particularly excessive signage of all types and unnecessary boundary treatments which prevent pedestrian movement
Well-proportioned, privately-owned but publicly visible, front gardens and/or parking areas on London Road with significant greenery within boundaries.	Narrow pavements and poorly located parking areas which negatively impact pedestrians and cyclists.
Numerous designated and non-designated heritage buildings with features of significant design value	Poorly designed contemporary commercial frontages which do not add visual interest, vibrancy or quality to the area.
The strong enclosure of The Green by 2/3 storey properties, giving a clear sense of arrival in the village centre and a distinct character.	The overall experience on The Green, London, Horton and Slough Roads caused by poor air quality, noise and standing traffic
Well-proportioned and detailed traditional shopfronts and examples of successful reuse of commercial properties (a bank) for alternative uses (an artist's studio).	It is difficult for pedestrians to cross the road due to a lack of crossing points (e.g. zebra crossings), excessive use of barriers and volumes/speed of traffic
Large mature specimen trees in both the central public space and private surrounding spaces, which add to the distinct character of The Green	Lack of visual connection (and therefore natural surveillance) between many of the commercial frontages and the street due to excessive use of window films.
Well considered inclusion of planting as part of residential frontage design.	
A range of distinctive decorative detailing on gates, walls, fascias and entrances.	
Reduction of vehicular through-traffic from routes around the edge of The Green.	

Materials Palette



Red clay, plain and fish-scale hanging tiles



Buff London Stock bricks



Dark red brick (varied bonds)



Painted render



Red and orange hand-made bricks in character Flemish or English Bonds



Brick projecting string courses

3. CHARACTER AREAS

Image Record: Historic Core

Images demonstrating the positive features which enhance the character area.
Please note - this image record does not include shopfronts, please see Chapter 5



London Road frontages providing space for parking



Forest-scale trees on The Green



Cottage with garden frontage by railway crossing



The Manor Houses on The Green showing decorative enclosure and timber frontages.



Decorative barge boards on gable ends



Combined wall and decorative fencing to create visual interest and privacy.



Decorative entrance gates on Horton Road



Central green spaces with circulating traffic.



Well-proportioned wall, gatepost and gate, used in combination with hedging

Layout Examples: The Green



3.3 River Connections

Introduction

The River Connections character area includes the following key areas:

- Queens Road
- High Street
- Windsor Road / Southlea Road

Description

The River Connections area sits within the southern section of the Conservation Area. The key feature of this area is The Thames riverbank which now forms the only area of public open space at the riverside (sometimes referred to as The Riverside Garden), and terminates the view at the southern end of High Street.

High Street, in combination with The Green, is the oldest part of Datchet, with numerous listed buildings. Historically it linked the village centre to the river crossing leading to Windsor.

This area contains two distinct forms, the narrow and well-defined north/south routes of High Street and Queens Road, and the larger, more eclectic mix of Windsor and Southlea Roads which are only developed on their northern side, facing towards The Thames.

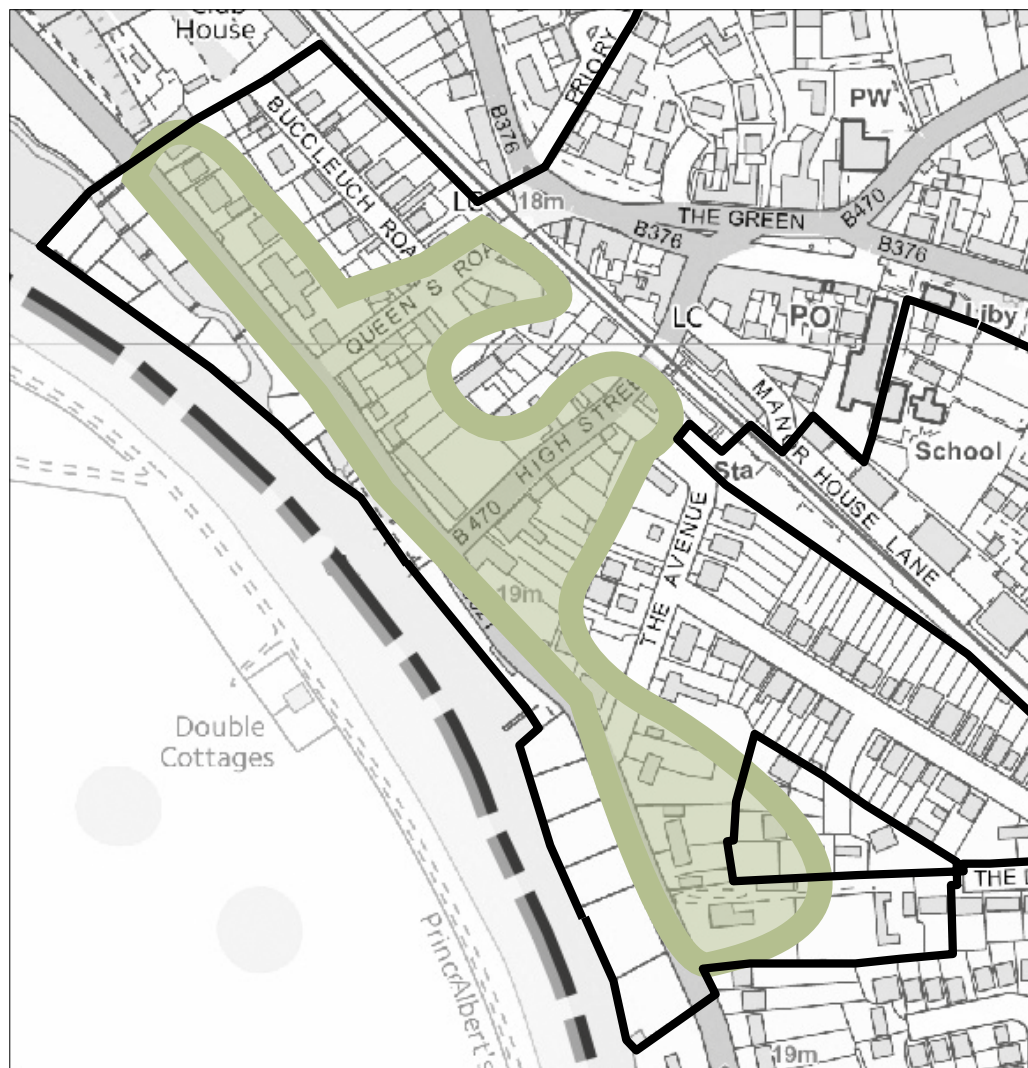


Diagram 4: River Connections Character Area Boundary

Key Features of the River Connections

Positive	Negative
High Street has a strong sense of enclosure due to its relatively narrow road width and 2/3 storey buildings combined with large trees on the western side	Some frontage enclosures have been lost on Queens Road and High Street to facilitate car parking within frontages.
Courtyard entrances combine walls with strong tree planting, creating a strong sense of enclosure on the western side of High Street, but with a softening effect created by the trees	Narrow (and in some areas non-existent) pavements create an unpleasant environment for pedestrians next to busy traffic, and are in places sufficiently narrow to be unpassable by those using mobility aids such as wheelchairs/pushchairs
The enclosure of the High Street creates definition to the open spaces of The Green and the river bank to the north and south and creates a sense of arrival.	The inclusion of high walls, particularly when combined with narrow pavements can feel overbearing in some areas of Queens Road
Use of decorative brick work	
Use of decorative metalwork, primarily gates and railings, but also including balcony enclosures	
Clearly defined entrances across the character area	
A large number of listed buildings of different styles and ages, particularly on High Street and the riverside	
Distinctive architectural features such as 'blind boxes' on south-facing windows, particularly Southlea Road	

Materials Palette



Extruded banded brick work and red brick (Flemish Bond)



London or yellow stock brick



Red brick



White painted stucco (early Victorian Roman Cement)



Metal work details

Image Record: River Connections Images demonstrating the positive features which enhance the character area.



Large setbacks used to accommodate car parking and retain gates



View along High Street towards The Green showing enclosure created by both properties and trees



Simple but well detailed and proportioned frontages on High Street. Note that infilled porch still retains the original proportions.



The public riverside garden



Balcony detailing on properties fronting Southlea Road and the River Thames



Ironwork railings and gates on High Street



Courtyard development retaining period features and providing a range of property types from a single street



Stone detailing, and double-height bay windows on High Street



Corner gate detailing on river frontage and blind boxes on windows

Layout Examples: River Connections



Diagram 5: Demonstrating how the enclosure of High Street and Queens Road creates definition to the open spaces of The Green and the public riverside gardens to the north and south and creates a sense of arrival in both locations.



Diagram 6: Key aspects of the layout of High Street

3.4 Victorian Suburbs

Introduction

The Victorian Suburbs character area includes the following key areas:

- Montagu Road
- The Avenue
- Buccleuch Road (north side)

Description

The Victorian Suburbs are an easily recognisable feature within the development of Datchet, and represent the first significant expansion of the settlement following the arrival of the railway.

Distinct from later Victorian and Edwardian development (See Approach Routes character area), these Victorian Suburbs are not through routes, and have a quiet, residential character.



Diagram 7: Victorian Suburbs Character Area Boundary

Key Features of the Victorian Suburbs

Positive	Negative
Well-defined sense of enclosure with properties being 2/3 storeys.	There is significant on-street parking due to the small size of some front gardens.
The inclusion of street trees in combination with trees and planting in private gardens (Montagu Road) softens the streetscape, creates an attractive ambience and a perception of reduced road width	There are some poorly designed extensions which do not match the architectural proportioning of the original property.
Use of narrow plots and predominantly semi-detached layouts creates significant density without feeling cramped. (Montagu Road)	Verges and pavements between street trees are frequently used and in some instances damaged by car parking. (Montagu Road)
The use of planting as a deliberate feature to soften driveways and strengthen boundaries.	The retention or rebuilding of gateposts, but without the provision of gates frequently looks incongruous
Use of a simple palette of boundary treatments (walls and metal railings) provides a uniformity despite the addition of parking within many front gardens.	Frequent unnecessary complete coverage of front gardens with hardscaping to provide parking
Strong building lines which give clear definition to front garden spaces.	
Gables which front the street, often with decorative barge boards and finials	
Easily identified and decorative entrances, including on properties with side entrances	
Use of decorative brick work	
Bay windows to provide relief to the frontage, and inset porches	

Materials Palette



London or yellow stock brick



Red brick in Flemish Bond



Clay tiles (scalloped)



Contrasting brick banding details (buff and red brick)



Timber windows set behind a brick reveal

3. CHARACTER AREAS

Image Record: Victorian Suburbs

Images demonstrating the positive features which enhance the character area.



Gable ends - including decorative barge boards and decorative brick work



Distinctive side porches and entrances



Boundary planting



Proportionate wall, gatepost and gate detailing



Decorative ridge tiles



Decorative metal railings on low brick walls with associated gates



Utilising red brick to match walling next to the curb, and parallel placement of the grate reduces its visual impact



Inset porch with bay windows



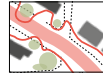
Use of planting to emphasise the entrance

Layout Examples: Victorian Suburbs

Movement route along Montagu Road



Visual enclosure along Montagu Road



Boundaries between properties

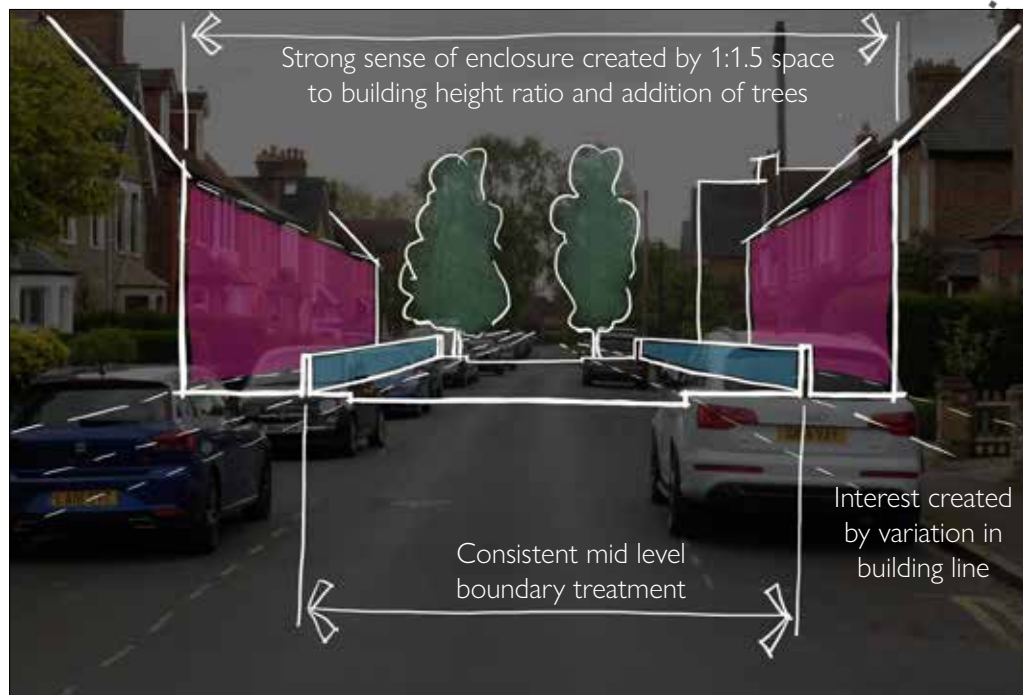


Diagram 8: Key elements which create the character of Montagu Road



Diagram 9: Demonstrating how the strong enclosure of the buildings of Montagu Road is enhanced by retaining boundary treatments and planting within the street and front gardens

3.5 Approach Routes

Introduction

The Approach Routes character area includes the following key areas:

- Slough Road
- Eton Road
- Horton Road & Penn Road

Description

The Approach Routes are primarily made up of Victorian and Edwardian properties. These areas demonstrate a number of effective approaches to design associated with high trafficked routes. Whilst there are several areas in Slough Road which have lower quality infill development, the overall impact of the Approach Routes is effective in delivering good-quality design across a mixture of property sizes.



Terraced housing on Horton Road within the 'Approach Routes' character area

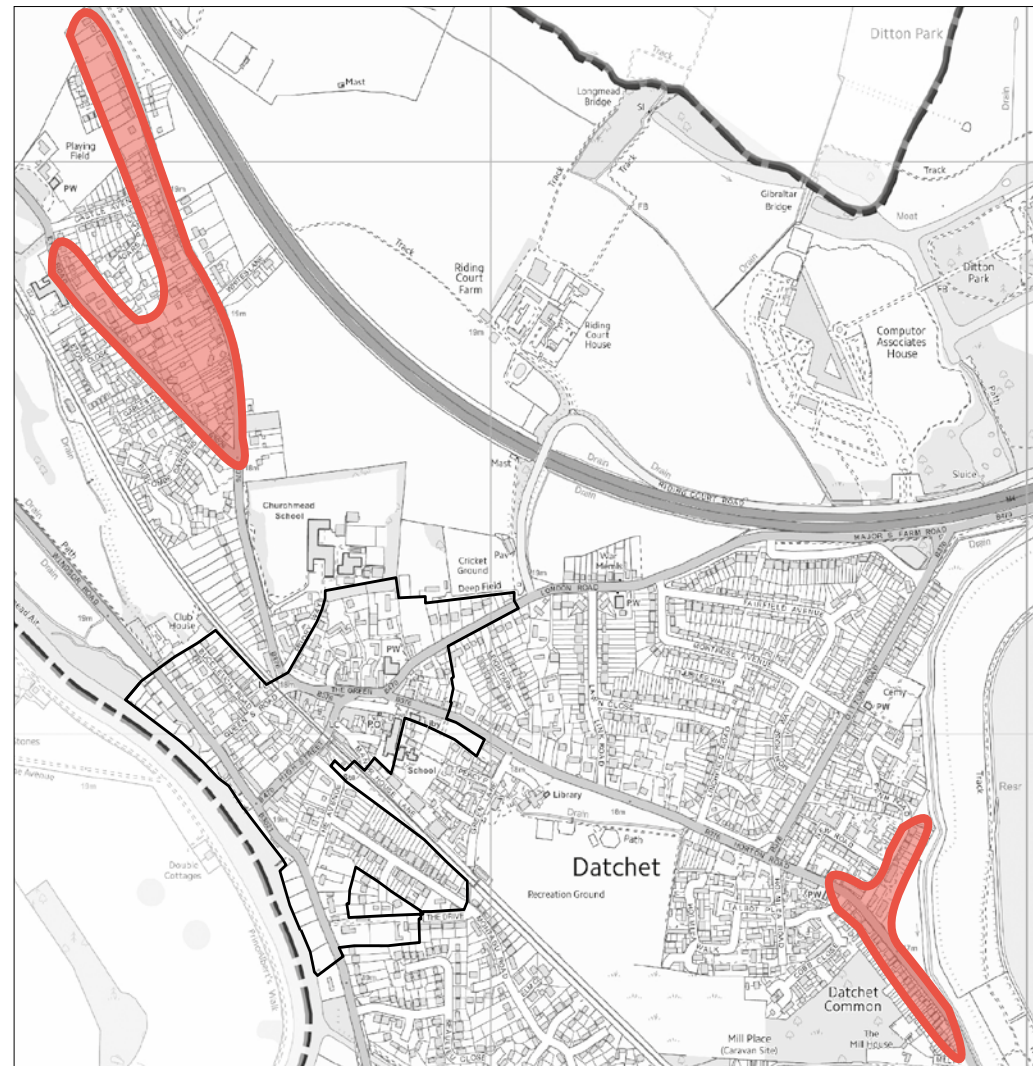


Diagram 10: Approach Routes Character Area Boundaries

Key Features of the Approach Routes

Positive	Negative
Unusual, but effective, staggered approach to layout for smaller Victorian homes which provides an attractive frontage on a busier through route and solar gain. (Slough Road & Eton Road)	Infill development sometimes inconsistent in scale and with poor design detailing compared to adjacent properties
Larger frontages with sufficient space for both parking and planting, and use of taller hedge planting in combination with walls, railings and fencing creates more robust boundary treatments suitable for a busier route (Slough Road & Eton Road)	Poor-quality parking arrangements in some areas (due in part to historic layout) which negatively impact the pavement environment and encourage poor parking behaviours in adjacent areas
Use of double-height bay windows and inset arched entrance porches (Eton Road & Penn Road)	The single-sided nature of these streets and limited space for on-plot parking (Slough Road and eastern Horton Road) has created problems with anti-social parking on grass verges opposite properties
Inclusion of larger trees and shrubs within front gardens close to boundaries, which have a positive impact on the streetscape. (Eton Road & Slough Road)	
Good mix of large and small, detached, semi-detached and terraced homes creating visual variety and a more inclusive feel.	

Materials Palette



Red brick (brickwork banding)



Slate roofs and red clay ridge tiles



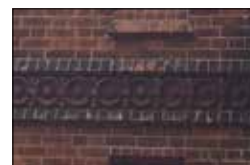
Yellow or London Stock bricks



Dark-coloured wood or railing details



Render (Primarily Eton and Slough Roads)



Dark red brick (including extruded detailing)

Image Record: Approach Routes

Images demonstrating the positive features which enhance the character area.



Larger homes with set-back parking areas and double-height bay windows



Semi-detached with single bay window, arched inset porch and retained boundary treatment with parking to the side



Terraced with small front gardens with boundaries retained. Slate roofs including dormer windows



Terraced homes with brickwork banding.



Gables and dormers hung with matching decorative hung tiles



Gables with decorative barge boards and decorative brick work



Brickwork banding carried through from original home onto a well proportioned extension (size compared to original and windows)



Single storey bay windows and tiled front entrances



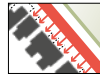
Front garden enclosure, with clear entrance definition, arched porches and bay window

Layout Examples: Approach Routes

Movement route along Horton Road



Vehicular crossing of the pavement and loss of boundary treatment



Boundaries between properties

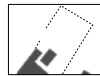


Diagram 11: Key elements of the layout of Eton Road



Diagram 12: Demonstrating the strong frontage definition of Horton Road, and the negative impact of removing front boundaries

4. DESIGN DETAILING

4.1 INTRODUCTION

4.2 WINDOWS & ENTRANCES

4.3 ROOFS & WALLS

4.4 BOUNDARY TREATMENTS

4.5 RESIDENTIAL CAR PARKING

4.5 PLANTING PALETTE



4.1 Introduction

Introduction

The majority of design requirements related to the architectural details of buildings are set out in Local Plan and Borough Wide Design Guide Policy, and based on assessment of the individual property.

However there are several specific forms of design features which are particularly prevalent in and distinctive to Datchet, which this section seeks to highlight.

Principle 3: Architectural Detailing

All applications within Datchet should demonstrate how they contribute positively to the richness and variety of the built fabric of the settlement through the inclusion of locally specific detailing, including (but not limited to):

- Windows & Porches (Section 4.2)
- Roofs & Walls (Section 4.3)
- Boundary Treatments (Section 4.4)
- Car Parking (Section 4.5)
- Planting Palette (Section 4.6)

4.2 Windows & Entrances

Bay Windows & Inset Entrances

Many properties across Datchet include bay windows (both single and two storey) in combination with inset porches. This was a feature of the late Victorian/Edwardian era, providing both architectural interest and the practical features of additional light into the home and a protected entrance.

This attractive combination could be successfully utilised in a contemporary way on both new-build properties and extensions. When designing these features it is critical to ensure correct proportion, and windows in particular should always be proportioned vertically and match any existing openings.



Example of a single bay window and inset porch

Porches

There are many excellent examples of porches across Datchet. These should be retained and replicated wherever possible, and designed with the opportunity for additional frontage planting in mind.



Example of decorative porches on side entrances and the use of climbing roses to provide interest without taking up parking space



Example of a keyhole shaped inset porch on



Simple and proportionate canopy porch



Example of an inset porch offering shelter, exterior storage and incorporating climbing planting without the loss of paved area

Blind Boxes

An uncommon feature of Datchet is the survival of blind boxes on some historic properties. These are merely decorative features now, following loss of their original sun blinds. However, reflecting the original idea, working blinds might protect the south-facing windows of contemporary houses as an alternative to modern *brise soleil* systems.



Example of blind boxes (originally containing larger sun shades) on a period property in Datchet



Example of uPVC non-sash windows successfully imitating sash windows through correct frame proportioning and inset fitting

Window Design

Many properties across Datchet were originally built with traditional window designs. Vertically sliding sashes predominated between 1700 and 1914, though casement frames and older leaded lights sometimes feature. It is appreciated that functional traditional windows are comparatively expensive, but they are sometimes essential to protect the character of Listed Buildings or the Conservation Area.

However uPVC units can successfully imitate traditional window designs through careful choice and thoughtful fitting. Property owners are encouraged to:

- ensure window frames are proportioned to match any original windows in the property and/or surrounding area, even if the opening function differs from the original
- inset windows into the opening so the frontage does not look 'flat' and to improve the longevity of the window.

4.3 Roofs & Walls

Introduction

There is a wide range of architectural features on roofs and walls on homes throughout Datchet, which makes both a significant functional and decorative contribution to its street and spaces. This section highlights those features in order to encourage their retention and, where appropriate, reproduction.



Example of a decorative finial on a gable end

Tile Hanging

Tile hanging is found throughout Datchet, and across south-east England generally, on properties dating from the end of the 17th century to the present day. Their primary purpose is weather protection (they are sometimes referred to as weather tiles), and are predominantly used at first floor level and on gables.

Tile hanging in Datchet utilises plain terracotta tiles. The majority of properties use rectangular and/or half-circle shape tiles. There are good examples of pattern work in hanging tile to add interest.

Applicants are encouraged to continue this tradition, which offers both visual interest and practical protection of the building.



Example of a combination of fish-scale hanging tile in terracotta at first floor level

Brickwork Detailing

Many Datchet properties, across numerous design periods, include brickwork detailing. This includes:

- decorative banding or string courses
- pattern work
- traditional bonds e.g. Flemish Bond, Garden Wall Bond etc.

Brickwork offers the opportunity to create texture, depth and interest on a facade and is to be encouraged. Where a property already includes brickwork detail, applications for extensions are expected to integrate this into any proposals and must be able to justify any absence.



Example of decorative brickwork

Gable & Roof Decoration

Gable rooflines are a prevalent, attractive and distinctive feature of both commercial (See Chapter 5) and residential properties throughout Datchet. Applicants are strongly encouraged to include these types of features to add visual interest. Roofs and gables should include the following features where appropriate:

- decorative barge boards
- finials
- king posts and crossbars
- decorative ridge tiles

Additional Fixtures & Fittings

Homeowners are strongly encouraged to consider the visual impact of items such as satellite dishes, solar and photovoltaic panels, and to place them discreetly on the rear of properties where possible.



Example of decorative ridge tiles and barge boards, combined finial and kingpost, and unique chimney design

Chimneys

There are numerous good examples of functional and visually interesting chimneys in Datchet. Wherever possible these should be retained, and the creation of new examples is encouraged. However the most important factor in the design of chimneys is that they are located where they would be required. The inclusion of false chimneys in locations where it would be impossible internally to provide a chimney stack will not be permitted.

Additional external chimneys such as those often fitted for the provision of woodburning stoves, should be designed to minimise their visual impact. In some locations the use of a non-metallic colour flue (for example black) may be more appropriate.



Example of a feature chimney design



Example of decorative brickwork banding



Example of decorative brickwork on Datchet Library



Example of proportionate, appropriately located and simply decorated chimney

4.4 Boundary Treatments

Introduction

Applicants are strongly encouraged to retain the boundary treatments to the fronts of their properties, particularly for residential properties, as set out in Principle 9.1 of the Borough Wide Design Guide. There are many high-quality and creative examples of enclosure in Datchet which contribute to the overall character of the village. Applicants should demonstrate how their proposals contribute to that legacy.

Applicants should refer to contextual examples provided within the Character Area, and consider whether their property is located on a street with an urban or more 'leafy' character when considering whether a hard boundary treatment (walls or railings), or a softer approach (fences and hedges) are the most suitable form of enclosure. Railings may offer a good middle ground for urban locations and should be combined with planting to enhance front gardens.

Boundary treatments should always be appropriate in height, materials and design detail to the property and its surrounding area. The following sections provide locally specific advice regarding different types of boundary treatment.

Walls

There are many good examples of effective, proportionate and interesting wall designs within Datchet. Whilst walls may be more expensive to build, applicants are strongly encouraged to consider the benefits of longevity, security and beauty that a wall could provide.

Walls may be particularly appropriate in areas where front gardens are large or laid out in such a way as to encourage recreational use, the privacy benefits of a wall may be useful. It also gives a more 'urban' character.

Datchet also includes successful examples of low walls topped with railings or fencing. This may be a useful configuration in locations where large amounts of walling may be visually overbearing.

Owing to its ground water and fluvial flooding issues, Datchet includes examples of decorative openings on walls, which allow water to disperse more quickly. Inclusion of this type of feature is positively encouraged.



Example of a high quality, decorative fence



Example of both decorative railings, and the provision of a low wall topped with a simple railing



Example of openings in a boundary wall to allow water to pass through it in the event of flooding, and decorative brick banding

Railings & Fences

The use of railings and fences to enclose front gardens provides more visual permeability, and can be particularly attractive in locations where planting will be visible in the space beyond, giving a 'softer' appearance.

Applicants are particularly encouraged to consider the use of railings in locations where walls may take up too much space or a softer appearance may be appropriate. Railings require significantly less maintenance, and are longer lasting than equivalent fencing.

Where fences are used on the front of properties, they must be of a high-quality, and should not be of a 'close panel' type.

Both railings and fences (and their associated gates - see accompanying section) offer opportunities to provide visual interest through high quality detailing, and applicants are encouraged to include these features.

Gates & Gateposts

In addition to the general loss of frontage enclosure which has had a negative impact on the streetscapes of Datchet, the increase in car parking on frontages has also led to the loss of gates. However many frontages include new oversized gatepost features, despite there being no intention to hang a gate. This approach leads to a street which looks unfinished. The following is therefore recommended:

- where an enclosure includes gateposts, a gate should ideally be installed. This also offers an opportunity for positive personalisation of the property. Solid gates should generally be avoided.
- when building new enclosures, if gates are not being included, then neither should gateposts. Replicating piers within the wall may be appropriate.
- where residential properties front onto roads with a speed limit of 30mph or greater, new boundary treatments should provide complete enclosure, utilising gates, so that frontages can be secured. This is particularly important for family sized properties (i.e 2 bedrooms and larger).
- Gateposts should be an appropriate height, material and design, in keeping with the frontage.



Decorative wall, with proportionate gateposts and traditional gate design



Coordination between railings and gate, and gateposts and wall pillars.



Combination of a simple low wall and fencing with a coordinated gate and gateposts allow views of the garden beyond.

Incorporating Utilities & Storage

Many residents now find they need to securely store a large range of items on their property which need to be easily accessible. These include (but are not limited to):

- bikes / pushchairs / scooters
- rubbish and recycling bins

Whilst the requirements and design recommendations for the provision of such storage is covered by the Borough-wide Design Guide, it is important to note that the provision of well designed, and where appropriate, integrated storage will be strongly supported in Datchet. New development which does not include such storage will be expected to provide evidence as to why this is not possible.

Applicants' attention is drawn to the opportunities to create such storage, when designing and building boundary treatments. There are numerous examples of successful integrated design throughout Datchet, and such efforts are strongly supported.



Example of coordinated bin store and fencing, with additional colour coordination with windows and doors.



Example of integrated bin storage and fencing, including planting to further soften the design



Example of integrated bin and bike storage as part of a boundary treatment

Hedges & Lower Level Planting for Enclosure

There are many areas in Datchet where hedges are used successfully as a form of enclosure on public frontages. These are predominantly in edge-of-settlement/rural locations, or in combination with other forms of enclosure (such as railings and low walls with railings) in more central locations.

Applicants are encouraged to include hedging within the design of frontages, but could also consider whether the maintenance requirements are appropriate for the type of property and those likely to live within it, and to utilise smaller leaved varieties which retain a compact look throughout the year. Applicants can find suggestions for recommendations of evergreen plant types suitable for hedging and boundary planting in the Planting Palette.

In situations where frontage garden space will be lost (typically in the provision of frontage parking), applicants are also strongly encouraged to include planting strips. These offer many benefits highlighted above of including planting, as well as visually strengthening boundaries.



Examples of small leaved hedging varieties (left) and larger leaved varieties (right)



Boundary planting strip adding biodiversity, drainage and a softer look to a hard landscaping area for parking



Example of the successful use of well maintained hedging on a larger frontage outside the village centre

Specimen Trees

One of the most noticeable features of many streets in Datchet is specimen trees. These trees are predominantly within the frontages of private properties but make a significant visual contribution to the public realm. In addition they also help mitigate flood risk and improve air quality and biodiversity. Applicants should seek to include trees within their frontages whenever practical, and are encouraged to consider the many design options which allow trees to be located in hard landscaped spaces such as parking areas:

- tree pits
- permeable root coverings

Examples of smaller trees suitable for inclusion in residential front gardens can be found in the Planting Palette.



Example of a specimen tree which enhances the street but which is not within the adopted highway



Decorative permeable tree grill



Tree pits



Example of mature trees on private land making a positive contribution to the wider street

4.5 Residential Car Parking

As levels of car ownership have increased, so have the number of property frontages which have replaced front gardens with areas of hard standing to facilitate car parking. This has the cumulative impact of:

- reducing the definition of the street (through the removal of walls, fences, hedges and gates),
- creating areas which look 'hard' (through the removal of planting and trees), and
- increasing the potential for flooding (through lack of permeability and increased water run-off).

Homeowners and those developing new properties are encouraged to consider the following when retrofitting or designing new residential parking areas:

- include as much frontage boundary treatment as practicable, completely open frontages should be avoided wherever possible
- where an open frontage is the only option, clear division between properties should be provided
- use of permeable surfaces such as gravel, pavers, resin bonded gravel and grasscrete
- planting should be retained/included wherever possible



Example of a secure car port with decorative gates



Example of separate pedestrian and vehicular gated access, with wall retained, providing parking and boundary definition



Example of gravel as a permeable surface treatment where complete coverage is required, which can also be planted through



Example of a side extension which includes an undercroft for parking and access to the rear of the property



Example of retaining dividing railings between driveways when removal of frontage boundaries is necessary to provide parking



Example of limited paving to provide access and parking, combined with planting to create visual interest, biodiversity and permeability

4.6 Planting Palette

Vegetation is a major component of the leafy character of Datchet and should be added to wherever possible. The following section provides advice on the planting which may be appropriate in Datchet. This section is advisory, and provided to inspire and assist applicants to create private spaces which make a positive contribution to the visual interest and biodiversity of Datchet.

Larger Trees

Whilst larger trees have the greatest visual impact on street character, they may not suit smaller private spaces. However when a development does include sufficient space for larger tree species, this will always been encouraged. The following list includes tree species which may be appropriate and areas where they may be best suited.

- Horse Chestnut (Riverside & Southlea areas)
- Oak (The Green & North of the M4)
- Limes (Ditton Park, Victorian Suburbs)
- Salix (Willow) (North of the M4)
- Sycamore (Southern Areas)
- Hawthorn, Copper Beech, Ash, Birch (found across all areas of the parish)

Medium / Small Trees

Examples of tree varieties which are found in Datchet and may be suitable for front gardens due to their smaller scale.



Acer



Amelanchier (multi stem)



Betula jacquemontii (Himalayan Birch)



Cercidiphyllum japonica



Liquidambar (Sweetgum)
(smaller varieties such as orientalis)



Magnolia



Cherry (Prunus)



Pyrus (Ornamental Pear)



Quercus fastigiata (Oak)



Robinia pseudoacacia 'Frisia'



Sorbus aria (Whitebeam)

Hedging

Examples of hedge varieties which are found in Datchet and may be suitable for front gardens.



Yew



Hornbeam



Beech



Escallonia

Climbers

Examples of flowering climbing plants which are found in Datchet and may be suitable in public facing areas.



Camellia



Chaenomeles



Hydrangea



Example of hedging used in combination with a bespoke gate



Wisteria



Jasmine



Roses



Example of roses on a porch

5. SHOPFRONTS

5.1 INTRODUCTION

5.2 SHOPFRONT LAYOUT

5.3 DETAILING

5.4 EXTERNAL PUBLIC SPACES

5.5 SUCCESSFUL SHOPFRONTS



5.1 Introduction

Datchet has retained many attractive retail units including some which are listed heritage assets but also has, like many local centres, struggled to retain the overall quality of its shopfronts.

The loss of traditional frontage proportioning, the excessive use of window film and additions of oversized, flat, backlit plastic fascias have all contributed to the erosion of quality on commercial premises, and particularly on retail frontages.

Quality commercial frontages can create a visually-appealing and flexible showcase for the business the property supports, adding activity and vibrancy to the area as well as offering natural surveillance of the public realm.



Example of a contemporary approach to signwriting on a traditionally proportioned shopfront

Principle 4: Shopfronts

Applications for replacement shopfronts and/or new retail units must demonstrate that they meet the standards set out in Section 5.2 and Diagram 13: Shopfront Layouts.

Additionally the detailed features of the shopfront must demonstrate positive design (See Section 5.2) in relation to:

- projecting features
- lighting
- colour / finish
- signage
- shutters
- adhesive window films

The layout of the retail frontage must ensure a functional and attractive use of external public spaces where applicable (See Section 5.4)

5.2 Shopfront Layout

New or replacement shopfronts must demonstrate that they deliver the proportions and details set out in Diagram 13 in a manner in keeping with the architectural style and age of the property in which it is located.

Contemporary styles of shopfront, which utilise traditional proportions and details, albeit in a simpler style, will be supported. Examples of how this approach can deliver a range of different frontages is set out in Diagram 14.

It should be noted that there are a number of existing shopfronts which either form part of a listed building, are within the setting of one or are within the Conservation Area. In these circumstances, applicants are encouraged to seek early advice from officers, particularly as very contemporary design is unlikely to be considered appropriate.

However applicants may find that they are still able to achieve a contemporary aesthetic through good use of colour, typography and lighting, in combination with a traditional layout and detailing.

Shop Frontage Diagram

Demonstrating traditional proportions and key design features which should be included within a shop front design.

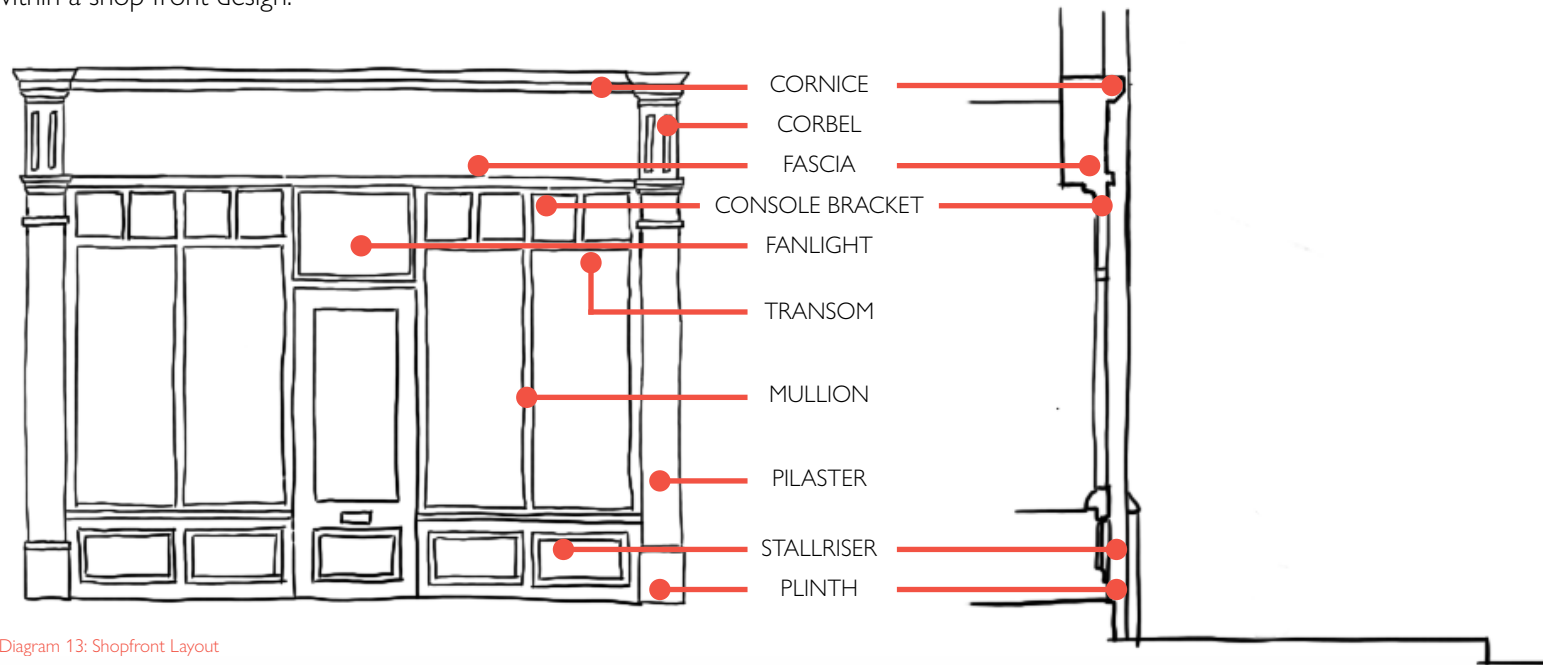


Diagram 13: Shopfront Layout

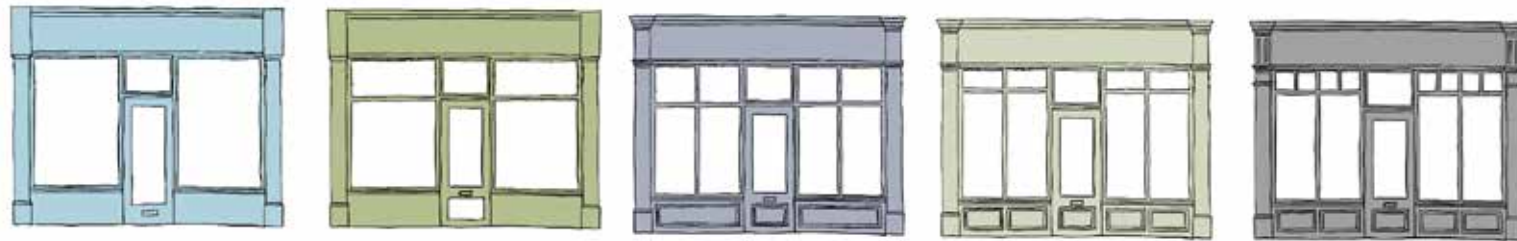


Diagram 14: Examples of how the same proportions and features can produce a range of shopfront styles, whilst retaining overall cohesion

5.3 Detailing

Projecting Features

Contemporary shopfronts frequently fail to include the detailed features which make traditionally designed shopfronts, like many found in Datchet, attractive. These detailed features are often those which extrude from the main building frontage, including:

- hanging signs (Diagram 15)
- awnings (Diagram 16)
- building mounted lighting (Diagram 17)

These features add visibility, practicality and visual interest to a shopfront and applications which include these types of features within a well-proportioned and detailed facade are strongly encouraged. It is particularly important that extruded fixtures are of a high quality, being particularly prominent in the streetscene.

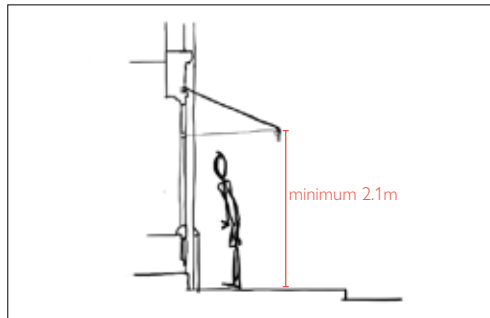


Diagram 16: Awnings, integrated into fascia, maintaining an overhead clearance of 2.1m

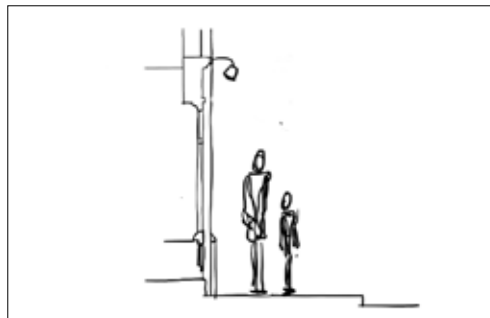


Diagram 17: Fascia downlighters

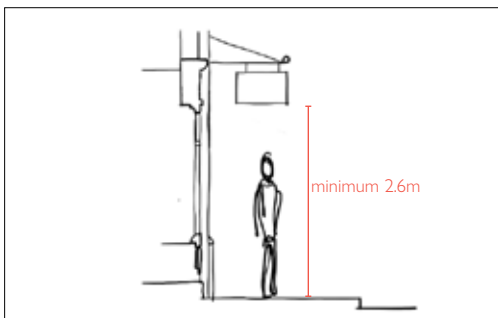


Diagram 15: Hanging signs, maintaining an overhead clearance of 2.6m

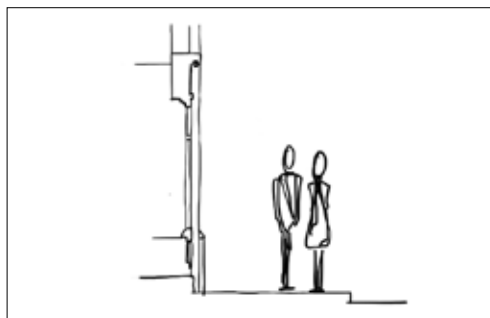


Diagram 18: Fascia lighting integrated into the cornice above the fascia

Awnings

Awnings (sometimes referred to as 'blinds') should be retractable and stored within an integrated 'blind box' within the base of the fascia. Their primary colour should match or coordinate with the base colour of the shopfront. A minimum of 2.1m of vertical clearance must be provided when awnings are extended. Fixed 'Dutch' type awnings will not be permitted.



Use of muted contemporary colour, extruded fascia lettering, and provision of an integrated sun awning

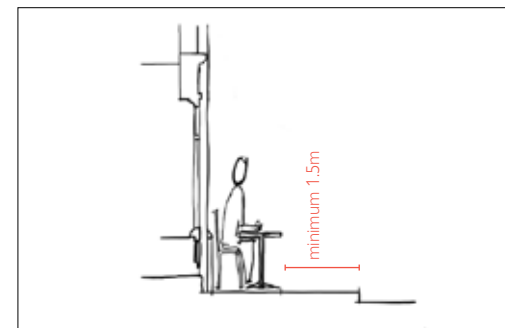


Diagram 19: External seating, maintaining a pavement clearance of 1.5m

Lighting

Where a shopowner wishes to include an illuminated element this must be integrated into a comprehensive design which meets the requirements of Section 5.2 / Diagrams 13 & 14. Particular care must be taken within the Conservation Area and on listed buildings.

Applicants can include:

- fascia downlighters either set within the cornice or bracketed individual downlights (Diagrams 17 & 18)
- backlit/halo lit (extruded) lettering on the fascia
- lighting within an internal window display provided it is angled into the window
- wall mounted downlights with a limited lighting angle, where a business operates during evening hours (e.g. restaurants, public houses) if street lighting can be demonstrated to be insufficient.

Applicants must not include:

- backlit box fascias or hanging signs
- wide angle outdoor lighting
- lit signage on a shop frontage or within a window display which flashes or appears to move



Traditional hanging signage incorporating contemporary signwriting and modern downlighters.



Use of individual downlighters over the fascia, and internal lighting of the window display.



Integrated sun awnings allowing continued visibility of the fascia, contemporary signwriting on window and simple use of colour.

Shutters

The inclusion of security shutters within shopfronts is considered necessary by many business owners. Shutters have a negative impact on streets, reducing lighting, creating blank facades, and reducing surveillance. Businesses which require shutters should utilise one of the following design options:

- internal roller grilles which allow views into the shop. These should be used in conservation areas and on listed buildings
- external roller shutters flush mounted as part of the console bracket, not extruded from it, not suitable for listed buildings and in the conservation area
- Security grilles on recessed openings, such as inset doorways



Example of internal security grilles which provide security whilst providing visual interest and lighting to the street.

5. SHOPFRONTS

Colour

The use of colour can have a significant impact on the success of a shopfront.

Applicants are encouraged to:

- Utilise muted tones as base colours, particularly where large areas of colour need to be applied
- Limit brighter colours to smaller accent areas such as lettering, logo and hanging signage
- Consider the balance and contrast of colour across the whole building and any adjacent buildings, and seek to compliment the overall aesthetic

Signwriting

Datchet has good examples of traditional signwriting and applicants are strongly encouraged to use this technique wherever possible, and particularly on traditional shopfronts on period buildings. Extruded individual lettering also offers a good alternative to signwriting by creating depth and interest on a flat fascia.

Applicants are strongly discouraged from using printed plastic sheets (particularly gloss surfaces) which completely cover the fascia, wherever possible, and box fascias must not be used (also see Lighting section)

Signage must be limited to the shopfront, and not included on walls above or to the side of the shopfront.



Contemporary shop front design with traditional proportions and detailing, extruded lettering and use of accent colour.



Contemporary shop front design with traditional proportions and detailing, simple signwriting including window lettering.



Example of high quality traditional signwriting (fascia and glazing) on the Datchet Village Pharmacy



Contemporary signwriting and use of colour on a traditional shopfront, including additional window lettering and a hanging sign.



Simple white base colour and contemporary signwriting design, with individual downlighter

Adhesive Window Films

The practice of placing plastic adhesive film over the interior surface of windows in order to provide additional internal space for the display of goods is a significant problem. The use of window films:

- reduces natural surveillance of the street and creates blind spots
- reduces activity and vibrancy
- makes units look closed or unwelcoming to visitors

Therefore shopfronts must not apply window films which cover more than 50% of the glazed area of their frontage.

This requirement includes the use of vinyl which allows one-way visibility through the adhesive film.



Positive use of window films to create privacy whilst adding visual interest to the shop window

5.4 External Public Spaces

There is great opportunity for commercial frontages to animate their adjacent public realm with activity and visual interest. However there is also the potential for commercial activities to create clutter, cause obstruction, and encourage anti-social behaviour.

Therefore shopfront design should ensure that:

- A-boards should only be used as general business signage where it is not possible to accommodate appropriate hanging signage.
- promotional A-boards and outdoor seating may only be used when an unobstructed pavement width of 1.5m can be maintained. (Diagram 19),
- any boundary treatments around areas fronting commercial property (such as for seating areas), will only be permitted on private property, and must be in keeping with the enclosures advice contained in Chapter 4.
- any business serving take-away food, including 'mini-market' type businesses, must provide, or fund the provision of, a public litter bin adjacent to their commercial frontage, by agreement with the local authority.



Maintaining pavement access whilst providing external seating, plus contemporary use of colour and provision of an integrated awning



Maintaining pavement access whilst providing flexible external seating and using a promotional A-Board

5.5 Successful shopfronts in Datchet



Holistic frontage design, including traditional proportions and detailing, with signwriting and window design



Simple and clean signage on a heritage building where a standard piece of signage would be inappropriate



Well proportioned and detailed facade including feature clock



Simple and elegant sign writing and window lettering, appropriate fascia lighting, decorative internal security grills



Contemporary colour, typography, internal window blinds and window film within a traditional shopfront



Outdoor seating which maintains an appropriate pavement width



Appropriate use of window film and retention of attractive original door



Reuse of a former bank - contemporary signwriting, window lettering for additional detail, and internal security shutters



Reuse of a former pub - reuse of original hanging signage, simple and limited use of corporate branding on the building itself



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Report Title:	Consultation about 0-19 Integrated Family Hub Model
Contains Confidential or Exempt Information?	Part 1
Member reporting:	Councillor Carroll, Lead Member for Adult Social Care, Children's Services, Health and Mental Health
Meeting and Date:	28th November 2019
Responsible Officer(s):	Kevin McDaniel Director Children's Services
Wards affected:	All

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REPORT SUMMARY

1. The purpose of this report is to seek approval to undertake a public consultation on the transformation of our early help services into an integrated Family Hub model 0-19 years (up to 25 years for young people with a learning difficulty or disability). This transformation will focus local resources to work with the most vulnerable children/young people and families in the borough who most need the help, thus strengthening families and reducing demand for statutory services.
2. This report sets out the design principles of a proposal to rationalise Children's Centres, Youth Centres, the Parenting Service, Health Visitors, School Nurses and the Family Resilience Service into Family Hubs as part of the Government's "Life Chances" agenda. This work stems from the discussion paper published by the Children's Commissioner and the subsequent Health and Social Care Select Committee report which highlights the potential of the first 1,000 days of life.
3. The proposed model focusses on more heavily used centres and responsive outreach work to replace the reliance on a static and inflexible time-table led programme, allowing the council's resources to keep pace with the needs of our most vulnerable residents.
4. A number of councils including Buckinghamshire, Bracknell Forest and Hampshire have already made this type of transformation following public consultation. Residents will be consulted on the proposed changes to the delivery of the wide range of early help services to identify those that have the biggest impact for vulnerable children. The consultation will ensure that the council officers consider the impact of the proposed changes on families with protected characteristics to support future decision making.
5. The medium term financial plan includes savings of £600,000 for 2020/2021 which are estimated to flow from this transformation activity, subject to consultation. The transformation will focus our delivery on the most vulnerable children and young people, driving high levels of efficiency and creating a sustainable service which strengthens families.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That the Cabinet notes the report and:

- i) Approves a public consultation to seek the views on transforming early help services into integrated Family Hubs for 0-19 year olds based in the model outlined in this report.
- ii) Requests a report to cabinet in April 2020 based on the results of the consultation and impact assessments to confirm the specification of the future Family Hubs based services.

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 Table 1 sets out the options contained in this report.

Table 1: Options arising from this report

Option	Comments
Transform early help services into a 0-19 (or age 25 years where young people have learning difficulties and/or disabilities) integrated Family Hub model which focuses on supporting and improving outcomes for targeted children, young people and families. This is the recommended option	This model reduces reliance on a predominantly static service, allowing the council services to respond more rapidly to the emerging needs of our vulnerable young people and their families.
Reduce early help services to the statutory minimum levels of early years health and education support; support for those in the youth justice system; and to enable youth participation. This is not recommended	Some councils have taken this approach to balance in the increasing costs of those in need of statutory services. It is likely to be a short-term term gain as the reduction of non-statutory, early intervention services is likely to have a detrimental impact in future years.
Do nothing This is not recommended	It is financially unsustainable to continue to offer a broad universal early help offer as it is underused in a number of areas, and not sufficiently responsive to the needs of the most vulnerable children and young people across the borough.

2.2 The council currently provides a range of services across the Borough for children and families across the entire spectrum from universal access to

specialist statutory intervention for the most vulnerable children. Appendix 1 sets out the current range of services provided

- 2.3 The local priority is to ensure that the most vulnerable in our community are supported in a way that makes it easier for them to access the right services, regardless of how they are provided. This reflects the national policy direction towards a Family Hub¹ model which reduces the reliance on a “one size fits all” programme of individual services and promotes a child-centric design of flexible service delivery which can adapt more readily to emerging demands.
- 2.4 The Health and Social Care Select committee published a report looking at the impact of the first 1,000 days of life for a child² in February 2019. This report challenges the government to develop a real focus, through the next spending review, on the following principles:
- “proportionate universalism”, so services are available to all but targeted in proportion to the level of need,
 - prevention and early intervention,
 - community partnerships,
 - a focus on meeting the needs of marginalised groups,
 - greater integration and better multi-agency working; and
 - evidence-based provision.
- 2.5 To prepare for this direction of travel, we are proposing a Family Hub model which uses the following principles:
- The Family Hub services will support predominantly targeted families across the age range of 0-19 years (or age 25 years where young people have learning difficulties and/or disabilities).
 - We will place Family Hubs at the heart of local Health and Wellbeing Strategies, with a strong emphasis on mental health and relationship support, including integration of early help services such as education, health and the voluntary sector
 - To design Family Hubs which have a whole family focus, through the provision of frequently used, high footfall centres which are accessible to council services, partner offers, voluntary and community groups and, where appropriate, commercial offers.
 - Family Hubs will be flexible in approach, reducing the reliance on drop-in public sessions and replacing them with short term programmes and targeted ‘outreach’ work aligned to the relevant local priorities and needs.
 - Our service provision will work in partnership with children, young people and families by supporting them to be more resilient, by offering the right support at the right time so that fewer then require the use of statutory services in the future.

¹ <https://www.childrenscommissioner.gov.uk/publication/family-hubs-a-discussion-paper>

² <https://publications.parliament.uk/pa/cm201719/cmselect/cmhealth/1496/1496.pdf>

- 2.6 We propose to target our work on the most vulnerable children and young people, including those:
- Whose health and development is behind their milestones at the 2 year development check
 - who are not immunised;
 - are living with disabilities or learning difficulties;
 - at risk of developing mental health issues;
 - acting as young carers;
 - who misuse substances including alcohol;
 - living with parents who have a range of issues which affect their ability to parent, young parents, parents with mental health issues or learning needs;
 - with poor school attendance, at risk of exclusion from school or difficulties transitioning to a new school;
 - who are not in education, employment or training (NEET) or at risk of becoming NEET;
 - exposed to violence (including domestic violence and abuse, young people involved in gangs or serious youth violence or at risk of engaging in violent extremism);
 - at risk of criminal behaviour or who are victims of crime;
 - who go missing, are at risk of exploitation, or are on the edge of care;
 - who are lesbian, gay, bisexual, transgender, questioning or intersex (LGBTQI).
- 2.7 It is considered likely that the Council will require a Family Hub based in Maidenhead and another based in Windsor. Each of these hubs will also support a small number of sub locations and enable outreach work across the borough as needed. The proposed model is set out in appendix 2.
- 2.8 Through the outreach model youth workers will be able to operate in partnership with the police and community wardens to target hotspots ie: local parks, areas with ASB issues when particular issues arise. The skills of the service will offer alternatives to statutory interventions where appropriate.
- 2.9 There is a strong view that maintaining focussed capacity on earlier intervention does reduce the long-term demand for statutory services, although there is limited research to consider this as fact.
- 2.10 There are not statutory duties on the council for all of the needs set out in 2.6, nor is there a statutory requirement to have any particular physical layout of buildings. It would be possible therefore to focus council resources on only the statutory elements of our duties. That would be a significantly different consultation to the one proposed in this report and this path is not recommended.
- 2.11 The current uptake of services delivered by the different services is variable, with waiting lists for some targeted services while a number of universal services see very low uptake. Several the voluntary groups and commercial offers are also popular within their communities while others struggle to generate interest. Retaining this inflexible location and timetable based approach is not recommended.

3 KEY IMPLICATIONS

3.1 The key implications are set out in table 2.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of Delivery
Consultation delivers revised service model	The most vulnerable children and families do not receive the support they require or the cost is too high	The most vulnerable children and their families receive the support they need within the council's budget	N/A	N/A	July 2020

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The medium-term financial plan contains a £600,000 reduction for the cost of delivering all of the youth and children's centre services. This represents a 50% reduction in the net discretionary budget which excludes the provision of Health Visiting and School Nursing services funded by public health.
- 4.2 The adoption of the family hub model will drive efficiencies in the indirect costs relating to the current locations and timetable-based approach, which will enable the service to be effective and sustainable.
- 4.3 The consultation will help identify the key priorities for direct work with families based on the impact and needs identified while creating a structure which can evolve more quickly to emerging demands.

5 LEGAL IMPLICATIONS

- 5.1 When other local authorities have implemented decisions to transform children's centres, there have been legal challenges in some cases. These challenges have often identified weaknesses in the consultation processes rather than the outcome of the decisions. It will therefore be important to establish a strong and inclusive consultation progress.

6 RISK MANAGEMENT

- 6.1 The key risks are set out in table 3.

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
The consultation process will not be sufficiently robust to ensure that the voices of all groups will be heard.	HIGH	<p>The consultation will use both face to face and online methods to capture information about the services from users and staff.</p> <p>We will run a number of marketing activities throughout the process to ensure that everyone impacted is aware of the opportunity to speak</p>	MEDIUM
These types of transformation are often challenged in the court which could delay the resulting implementation	HIGH	The consultation will be carefully designed to cover all of the typical weaknesses, including equality impact assessments to support the final decisions	LOW

7. POTENTIAL IMPACTS

- 7.1 The consultation will be designed to ensure that the views and voices of those with protected characteristics are heard and fed into the consultation feedback. It is expected that the resulting decisions will require an equalities impact assessment.
- 7.2 There will no impact on climate change/sustainability through this consultation.
- 7.3 Data Protection/GDPR. This is not relevant to this report as families cannot be identified by any data provided.

8. CONSULTATION

- 8.1 To establish this proposal, officers have explored the implementation of Family Hubs by other local authorities including Buckinghamshire, Hampshire and Bracknell Forest.
- 8.2 Officers have noted that some councils have faced judicial review when proposing changes to these services and have in some cases been required to re-do the consultation processes. It is therefore recommended that the council undertake a broad, 12 week consultation starting after Christmas.

9 TIMETABLE FOR IMPLEMENTATION

Table 3: Implementation timetable

Date	Details
Dec 2019	Public Consultation documents to be drafted. Consultation dates across the Borough agreed and scheduled.
Jan 2020	12 week public consultation (6 January – 9 March 2020)
April 2020	Final report proposal to be submitted to the Cabinet for decisions.
May 2020	4 weeks AfC staff consultation on any resulting staff changes
June 2020	Implementation of the Integrated Family Hubs (0-19) with new delivery model fully operational from September 2020
December 2020	Review for Cabinet on the progress of Hubs including service user and staff feedback

10 APPENDICES

10.1 This report is supported by 3 appendices:

- Appendix 1 Current Youth and Children's Centre Services
- Appendix 2 Diagram of the RBWM Integrated Family Model (0-19)....
- Appendix 3 Map of Children's Centre and Youth Centres in RBWM

11 BACKGROUND DOCUMENTS

11.1 This report is supported by background documents:

- All Party Parliamentary Group on Children's Centres Report: Family Hubs: The Future of Children's Centres.
- Prime Minister's Statement:
<https://www.gov.uk/government/speeches/statement-from-the-new-prime-minister-theresa-may>
- The Royal Borough of Windsor and Maidenhead: Early Help Strategy
<https://www.wamlsrb.org/professionals/mash-early-help/>
- Sammons, P., et al., Pre-school and early home learning effects on A-level outcomes : Effective Pre-School, Primary & Secondary Education Project (EPPSE) 2015, University of Oxford

12 CONSULTATION (MANDATORY)

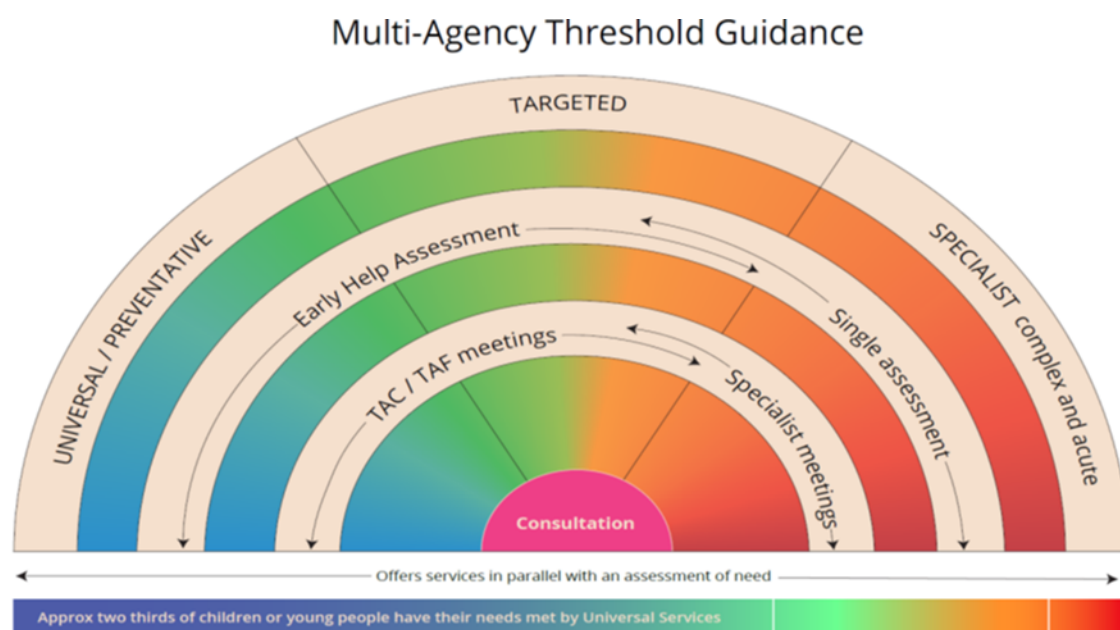
Name of consultee	Post held	Date sent	Date returned
Cllr Carroll	Lead Member for Adult Social Care, Children's Services, Health and Mental Health	1/11/19	3/11/19
Cllr McWilliams	Lead Member for Housing, Communications and Youth Engagement	4/11/19	7/11/19
Duncan Sharkey	Managing Director	4/11/19	7/11/19
Russell O'Keefe	Executive Director	4/11/19	7/11/19
Andy Jeffs	Executive Director	4/11/19	7/11/19
Ruth Watkins	Deputy S151 officer	4/11/19	7/11/19
Elaine Browne	Head of Law	4/11/19	7/11/19
Mary Severin	Monitoring Officer	4/11/19	7/11/19
Nikki Craig	Head of HR, Corporate Projects and ICT	4/11/19	7/11/19
Louisa Dean	Communications	4/11/19	7/11/19
Kevin McDaniel	Director of Children's Services	30/10/19	31/10/19
Hilary Hall	Director Adults, Commissioning and Health	4/11/19	7/11/19
Karen Shepherd	Head of Governance	4/11/19	7/11/19

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? No
Report Author: Kevin McDaniel, Director of Children's Services		

Appendix 1: Current Services and the spectrum of need

- A.1 The current model for early help provision serves families across all the thresholds (Universal, Preventative, Targeted and Specialist) as illustrated below. A number of services are also statutory.



- A.2 The current Youth Service offer is:

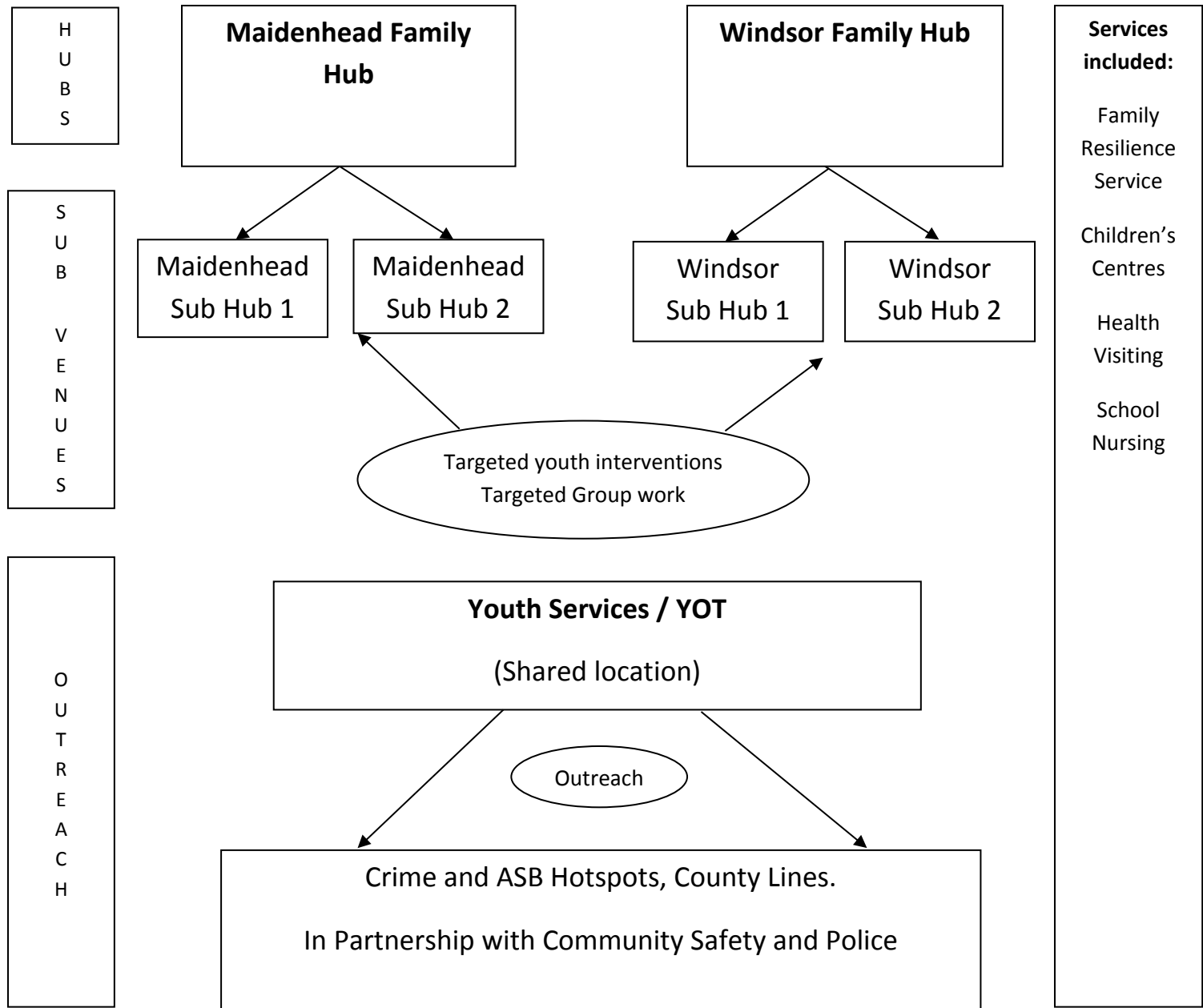
Current Service Offering	Threshold / Statutory
1:1 for CYP At risk or victims of exploitation - both sexual exploitation and criminal exploitation/gangs;	Targeted/Specialist
1:1 for CYP Putting themselves at risk online;	Targeted/Specialist
1:1 for CYP Drug and/or alcohol users;	Targeted/Specialist
1:1 for CYP Children of drug or alcohol misusers;	Targeted/Specialist
1:1 for CYP Subject to statutory plans;.	Specialist
1:1 for CYP Children in Care / Care leavers;	Specialist
1:1 for CYP Involved in an unhealthy relationship (either the victim or perpetrator);	Targeted/Specialist
YP Suffering from low esteem;	Targeted
Carry out Return Home Interviews for children/young people reported as missing;	Targeted/Specialist
Provide mechanisms for youth voice via organised forums that mean that young people's views are heard and taken into account including Kickback, Youth Council, and Girls Forum.	Universal / Targeted / Statutory
Support the participation of Children in Care / Care leavers within service design and delivery and the wider cohort of young residents.	Specialist
Develop and deliver targeted projects e.g Esteem - youth sessions focussed on increasing the confidence of children and young people who have low self esteem, exploitation projects such as the VALU programme that is delivered in the school holiday, for young people at risk of criminal and	Targeted / Specialist

sexual exploitation.	
Deliver parent/carer/professional workshops on CSE, gangs, Substance	Preventative / Targeted / Specialist
Substance Misuse and Online Safety.	Targeted / Specialist
Youth Sessions in Youth Centres	Universal
Outdoor Education Programme	Universal / Preventative / Targeted / Specialist

A.3 The Children's Centres currently deliver:

Current Service Offering	Threshold / Statutory
Full Healthy Child Programme, offering every family 5 health reviews in the first 3 years (crucial first 1000 days) of their child's life and a range of support services in the community, ie drop in clinics , new baby groups;	Universal / Preventive / Targeted / Specialist Statutory
School nursing services including enuresis clinics and support with long term conditions ie asthma, epilepsy;	Universal / Preventive / Targeted / Specialist
School nursing for Children in Care	Specialist Statutory
Support for Care Leavers including those who are parents;	Specialist
Specific services and groups for children with additional needs and their families, ie Joey Nurture Group;	Targeted
Specific services and groups for women at risk of or living with domestic abuse ie Freedom Programme;	Targeted / Specialist
Specific services and groups for first time or young or vulnerable parents ie Baby Incredible Years programme;	Targeted / Specialist
Services for families involved in statutory social care, ie on a child protection or child in need plan;	Specialist
Home visiting support for families whose child is developmentally delayed, socially isolated or living with other vulnerabilities ie toxic trio;	Targeted / Specialist
Parenting courses or one to one parenting support ie Family Links, Triple P or Parents as First Teachers;	Universal / Preventative / Targeted / Specialist
Support for childminders and the children in their care;	Universal
Support for parents in need of mediation or support with parental conflict;	Targeted
Support for parents with poor mental health ie Emotional First Aid for Parents;	Targeted
Opportunities for early years learning and development by hosting a range of activities and groups from the private sector	Universal

Appendix 2 Diagram of proposed Integrated Family Hubs model



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By virtue of paragraph(s) 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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