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|---|---|
| Report Title:                               | Temporary use of the Chiltern Road school site – Manor Green SEND Careers Hub   |
| Contains Confidential or Exempt Information | No – Part I   |
| Cabinet Member:                             | Councillor Stuart Carroll, Deputy Chairman of Cabinet, Adult Social Care, Children’s Services, Health and Mental Health |
| Meeting and Date:                           | <b>Cabinet, 25 August 2022</b>  |
| Responsible Officer(s):                     | Kevin McDaniel, Executive Director of People Services   |
| Wards affected:                             | All wards, and specifically Oldfield as site location.  |



## **REPORT SUMMARY**

*The ‘Chiltern Road site’ in Maidenhead is due to be refurbished and slightly remodelled to allow it to be returned to primary school use when local demand for primary school places rises. On current projections, this is not likely to be before September 2025, although continuing change in population trends means that this will be kept under review.*

*Cabinet has previously agreed in principle that, in the interim, the site could be temporarily occupied by another education user. This report sets out a proposal for a Special Educational Needs and Disabilities (SEND) Careers Hub - run by Manor Green School – to operate on the site for a temporary period.*

*The recommendations in this report will help the borough achieve its corporate objective of ‘Thriving Communities’ by making it easier for young people to achieve their ambitions and fulfil their potential. The proposed remodelling and refurbishment of the Chiltern Road site will also help provide quality infrastructure for children and young people, meeting the corporate objective of ‘Inspiring Places’.*

## **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION:** That Cabinet notes the report and:

- i) agrees to the temporary use of the Chiltern Road site by Manor Green School for a SEND Careers Hub, as outlined in Appendix A.**
- ii) authorises the Executive Director of People Services, in consultation with RBWM Property Services, to undertake procurement and enter into contracts to deliver the remodelling of the Chiltern Road site.**

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

### **The Chiltern Road site**

- 2.1 The 'Chiltern Road' site is the former site of Forest Bridge School and Oldfield Primary School in South East Maidenhead. The site retains the buildings and area necessary for a 210 place primary school.
- 2.2 The building and site are currently unoccupied, but are maintained by the borough's Property team. Some urgent repairs and maintenance work has recently been carried out, funded by the Schools Condition Allocation<sup>1</sup>. This has ensured that the building remains watertight and secure and that external areas are maintained (e.g. grass-cutting).

### **New primary school places in Maidenhead**

- 2.3 The Royal Borough's Cabinet considered a report on new primary school places in Maidenhead in November 2021. This followed on from public consultation on a number of options for new places, including the re-opening of a primary school at Chiltern Road.
- 2.4 Cabinet agreed, however, that a primary free school should open on the Chiltern Road site, but only when justified by rising demand for school places. This would depend on new pupil place projections as demand was (at that time, based on the 2021 pupil projections) lower than previously anticipated.
- 2.5 Cabinet also agreed, therefore, that options for the temporary occupation of the site should be considered. This would mean that the site could be used, whilst preserving it for potential primary school use.
- 2.6 The draft 2022 pupil projections have now been produced and currently these indicate that there is not likely to be a need for additional primary school places in Maidenhead before September 2025. It is important to note, however, that this is a period of significant demographic change, due to:
- the ongoing impact of the pandemic on the numbers of people moving in and out of the borough and birth rates.
  - significant numbers of new dwellings in Maidenhead town centre<sup>2</sup>.
  - the ongoing impact of the Ukraine crisis, with 40 children and young people from the country now placed in borough schools since February 2022.
- 2.7 The demand for school places in Maidenhead (and elsewhere in the borough) will, therefore, continue to be kept under review. On the basis of our current information however, it is proposed that the agreed strategy continues, with the Chiltern Road site retained for a future primary school use, with temporary use considered so that the buildings and site are occupied for an alternative suitable activity.
- 2.8 The buildings on the Chiltern Road site are not currently suitable for occupation, however, so the refurbishment and remodelling work would need to be carried out before the site can be used by any other provider, even for a temporary period.

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<sup>1</sup> This is a capital grant from the Department for Education (DfE) for the purposes of maintaining school buildings.

<sup>2</sup> We have comprehensive pupil yield data allowing us to estimate the likely numbers of children generated by new housing, but this is necessarily based on what has happened in the past, which may not be what happens in the future.

2.9 The full set of 2022 pupil projections and analysis will be brought to Cabinet in Autumn 2022.

### **Manor Green SEND Careers Hub**

2.10 Manor Green School (a special school in Maidenhead) has proposed that the site be used temporarily for a Special Educational Needs and Disabilities (SEND) Careers Hub. The full proposal is attached to this report as Appendix A.

2.11 In summary, the proposal would be to provide services aimed at young people with SEND, aged 11 to 25 to prepare them for and support them into employment. The provision would be in partnership with Berkshire College of Agriculture (BCA), and would include:

- a careers hub, in a job centre format, to provide advice, job coaching and work experience opportunities for young people with SEND. This would be aimed at the 19-25 cohort.
- curriculum and vocational learning for medically vulnerable secondary age pupils who are not attending their mainstream school.
- a College-Link which, in partnership with BCA, would provide Foundation courses for pupils aged 19-25. This would help provide young people with key skills, including banking, working with money, work experience and employability skills.
- SEN Apprenticeships for 16-25. These would be offered by Manor Green in four key skill areas initially: facilities, catering, cleaning and support assistants.
- community disability and SEN training, to be offered free to local employers to help promote the inclusion and employment of young people with SEND into the world of work.

2.12 The hub would have an initial staff of about 15, and around 20 to 30 students on a daily basis. This would grow to around 50 students as the service becomes more established. All students would have either an EHCP, or be deemed by the local authority to have SEMH needs that make them too anxious to attend their mainstream school placement.

2.13 The proposed SEND Careers Hub will support Priority 6 of the Royal Borough's SEND Strategy which states:

*“Young people with SEND are helped to become resilient and confident so that they can lead independent and fulfilling lives in their local communities. Supporting independent living and employment is needed, with options clearly signposted. Education, Health and Social Care will work more closely together with the young person and their families to support this transition.”<sup>3</sup>*

2.14 The hub will also support a recent recommendation, following from the Royal Borough's recent SEND Inspection, to support provision for post-16 pupils with EHCPs, by providing fuller timetables and additional support with independent learning.

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<sup>3</sup> Page 8, [SEND Strategy 2022-2027, consultation response](#), Achieving for Children/RBWM, March 2022

### **Employment, Skills and Training**

- 2.15 The proposal aligns with the Employment, Skills and Training (EST) workstream developed by the Royal Borough's Economic Growth Team. This aims to support local people into employment. There are now more job vacancies than people looking for employment in the borough, which was not generally the case pre-pandemic. This is affecting the tourism and hospitality sector – one of the largest employment sectors in the borough - particularly hard.
- 2.16 Joining this proposal with the EST workstream will offer opportunities to link young people accessing the SEND Careers Hub with local businesses who are seeking to recruit. This will support the recovery of the borough's local economy.
- 2.17 The Royal Borough of Windsor and Maidenhead is a Disability Confident employer, and is also encouraging other businesses to sign up to the scheme<sup>4</sup>.

### **Remodelling and repairs to the buildings and site**

- 2.18 The Royal Borough's approved 2022/23 capital programme includes a budget for the remodelling and repairs necessary to bring the buildings up to standard with suitable sized rooms for a 210 place primary school.
- 2.19 There will be some minor, temporary, adjustments made to the building to make it suitable for use by the careers hub. These will be funded using part of the High Needs Provision Capital Allocation (HNPCA) grant, which is addressed in a separate report to Cabinet (*Special Educational Needs and Alternative Provision Capital Strategy*, August 2022).
- 2.20 A minor budget will be retained from within the existing remodelling and repairs budget, to reverse these changes once the site is required for primary school use.

### **Lease of the site**

- 2.21 It is proposed that the Chiltern Road site be leased to Manor Green School on a temporary basis, with clear end dates and notice periods. There will be the potential for extension of the lease if the Royal Borough determines that the site is not needed by September 2025. Equally, the borough will be able to terminate the lease (with an agreed notice period) in time to allow a primary school to open from September 2024 if necessary, although this now seems unlikely.
- 2.22 The lease will allow Manor Green to take bookings and lettings in the normal way for schools.
- 2.23 In taking on the lease, Manor Green School will be responsible for all the usual costs associated with a school site – utilities, business rates, insurance and so on.
- 2.24 The exact terms of the lease will need to be negotiated with Manor Green School, if the proposal is approved by Cabinet.

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<sup>4</sup> More details about the Disability Confident scheme can be found at <https://www.gov.uk/guidance/disability-confident-how-to-sign-up-to-the-employer-scheme>.

- 2.25 In granting the lease, there is no expectation that the Royal Borough will need to provide the SEND Careers Hub with a new site upon termination. This is understood by Manor Green School, who would seek to relocate to a new site, possibly in the commercial sector. The Royal Borough will, however, assist in the search for a new location, if needed.

#### **Impact on local residents**

- 2.26 The future use of the Chiltern Road site continues to be of interest to local residents. As part of last year's consultation on new primary school places in Maidenhead last year, the borough asked for views from local residents on the potential use of the school site for a new primary. There was a good level of support, with 52% of residents who responded saying they were in favour. The potential impact on traffic and parking remained, however, a concern and, for many residents, their support of the proposal was conditional on these issues being resolved.
- 2.27 The proposal for a SEN Careers Hub is different to a primary school. The numbers of teachers and pupils on site will be lower, but it is likely that travel to and from the school will occur throughout the day, rather than being focused at the start and end of the school day.
- 2.28 As the SEN Careers Hub will not require any outdoor space, it is proposed that the playground (which is at the front of the site) will be used for parking. This should prevent any staff or student parking on local roads.
- 2.29 If this proposal is approved, the borough will write to local residents to inform them of the temporary plans, and will seek to address any concerns subsequently raised.

#### **Longer-term plans for the SEN Careers Hub**

- 2.30 The Royal Borough would expect to be able to give significant advance warning (of at least a year) to Manor Green School that the Chiltern Road site would be taken back into use as a primary school. The current assumption is that this would not be until September 2025 at the earliest.
- 2.31 There is currently no plan for where the SEN Careers Hub would go after leaving the Chiltern Road site. It is likely that Manor Green would rent commercial property. This aspect is considered as part of the *Special Educational Needs and Alternative Provision Capital Strategy* Cabinet report.

#### **Other uses for the Chiltern Road site**

- 2.32 Other suggestions for use of the site have also been made, including adult learning (including pottery classes, foreign language etc.) and using it as a forest school. Manor Green may decide to offer its facilities for lettings and bookings – this will be for them to manage, but under the terms of the lease they will not be able to offer lettings beyond the end of their occupancy. The site is probably not appropriate to a forest school, as it will eventually be returned to mainstream primary school use. The relatively small site size means that there is little spare space for an additional environmental area, once playing field requirements are taken into account.

#### **Options**

##### **Table 1: Options arising from this report**

| <b>Option</b>   | <b>Comments</b>   |
|---|---|
| Agrees to the temporary use of the Chiltern Road site by Manor Green School for a SEND Careers Hub, as outlined in Appendix A.<br><b>This is the recommended option</b>   | This will allow for the temporary occupation of the site by Manor Green School, providing a home for a useful service for local residents, whilst also keeping the site occupied and maintained until it is needed for primary school use.              |
| Authorises the Executive Director of People Services and in consultation with RBWM Property Services to undertake procurement and enter into contracts to deliver the remodelling of the Chiltern Road site.<br><b>This is the recommended option</b> | This will allow the remodelling scheme at Chiltern Road to proceed with the minimum of delay.   |
| Do nothing<br><b>This is not the recommended option</b>   | This will mean that the site will remain unoccupied and in a state of disrepair. It will take longer to bring the site back into primary school use, as permission to undertake procurement and enter into contracts will need to come back to Cabinet. |

### 3. KEY IMPLICATIONS

**Table 2: Key Implications**

| Outcome   | Unmet                                    | Met                             | Exceeded/<br>significantly<br>exceeded | Date of<br>delivery         |
|---|--|---------------------------------|--|-----------------------------|
| The Chiltern Road site is remodelled and refurbished on budget. | Project cost is greater than the budget. | Project cost equals the budget. | Project cost is >5% under budget.      | 25 <sup>th</sup> April 2023 |
| Manor Green SEND Careers Hub opens                              | 1 <sup>st</sup> September 2023 or later. | 25 <sup>th</sup> April 2023     | Before 25 <sup>th</sup> April 2023     | 25 <sup>th</sup> April 2023 |

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

#### Revenue funding

- 4.1 The SEND Careers Hub is not part of any service commissioned by the borough or funded by the Dedicated Schools Grant (DSG). Accordingly, there is not expected to be any direct impact on the borough's revenue, nor on the

(DSG) which funds the day to day running of non-academy schools in the borough. There is not expected to be any impact on the home to school transport budget, and this has been confirmed by Manor Green School.

- 4.2 Over time, however, supporting more young people in their local community may help reduce the numbers accessing residential college places, which would then reduce costs to the DSG.
- 4.3 Manor Green School expect that the revenue costs of this proposal will be cost neutral to them, being covered by other income sources, e.g. apprenticeships funding.

#### **Capital funding**

- 4.4 There is already funding in the 2022/23 capital funding programme for the remodelling and repair of the Chiltern Road site to make it fit for purpose as a new primary school.
- 4.5 It is proposed that a small amount of High Needs Provision Capital Allocation (HNPCA) is used to make the temporary adjustments to the building that will be necessary to make it usable as a SEN Careers Hub. This funding will be requested via the separate *Special Educational Needs and Alternative Provision Capital Strategy* Cabinet report and subsequent financial report to Council.
- 4.6 There are, therefore, no additional financial impacts arising from the recommendations in this report.

**Table 3: Financial impact of report's recommendations**

| <b>REVENUE COSTS</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|----------------------|----------------|----------------|----------------|
| Reduction            | £0             | £0             | £0             |
| Net Impact           | £0             | £0             | £0             |

| <b>CAPITAL COSTS</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|----------------------|----------------|----------------|----------------|
| Additional total     | £0             | £0             | £0             |
| Reduction            | £0             | £0             | £0             |
| Net Impact           | £0             | £0             | £0             |

## **5. LEGAL IMPLICATIONS**

- 5.1 No formal statutory process is required in terms of making a change to the organisation of schools in the borough.
- 5.2 There are no Town Planning implications arising from the proposed temporary use of the Chiltern Road site as a SEND Careers Hub, nor from the eventual re-opening of the site as a primary school.
- 5.3 There are no title restrictions preventing the temporary use of the site for educational purposes.

## 6. RISK MANAGEMENT

**Table 6: Impact of risk and mitigation**

| Risk  | Level of uncontrolled risk | Controls  | Level of controlled risk |
|---|----------------------------|---|--------------------------|
| The Chiltern Road school site is required more quickly than anticipated.            | High                       | The pupil projections and other sources of information are kept under review. The lease to Manor Green School will allow for early termination of the lease, subject to the appropriate notice period.  | Medium                   |
| The cost of remodelling the Chiltern Road school site exceeds the available budget. | Medium                     | The estimated cost of the scheme is based on current construction costs, with a contingency to address issues including rising costs arising from shortages of materials and labour. Additionally, a value engineering exercise will be carried out to reduce costs where possible. | Low                      |
| The Manor Green SEND Careers Hub is less successful than anticipated.               | Medium                     | The service proposed by Manor Green School will build on existing expertise, using revenue funding from an external source. The lease to Manor Green School will allow for early release of the site back to the borough, if necessary.   | Low                      |

## 7. POTENTIAL IMPACTS

- 7.1 Equalities. Equality Impact Assessments are published on the [council's website](#). An Equalities Impact Assessment (EqIA) is attached at Appendix B.
- 7.2 Climate change/sustainability. The government is placing increasing importance on the sustainability of school buildings. The remodelling and repair programme for the Chiltern Road site includes installation of an Air Source Heat Pump, as a low carbon alternative to a gas boiler. PV panels are also being considered.



7.3 Data Protection/GDPR. There are no data protection or GDPR implications arising from this report.

## 8. CONSULTATION

8.1 The Royal Borough has consulted on the future use of the Chiltern Road site as a primary school, as reported to Cabinet in November 2021.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 If this proposal is approved, it is expected that the SEND Careers Hub could start operation before the end of the 2022/23 academic year.

## 10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A – Careers Hub proposal from Manor Green School.
- Appendix B – Equalities Impact Assessment (EqIA)

## 11. BACKGROUND DOCUMENTS

11.1 This report is supported by two background documents:

- [New primary school places in Maidenhead](#), report to Cabinet (item 6c), RBWM, 25<sup>th</sup> November 2021.
- [SEND Strategy 2022-27, consultation response](#), AfC/RBWM, March 2022

## 12. CONSULTATION

| Name of consultee | Post held  | Date sent                      | Date returned |
|-------------------|--|--------------------------------|---------------|
| Mandatory:        |  | Statutory Officers (or deputy) |               |
| Adele Taylor      | Executive Director of Resources/S151 Officer             | 08/07/22                       | 21/07/22      |
| Emma Duncan       | Deputy Director of Law and Strategy / Monitoring Officer | 08/07/22                       | 27/07/22      |
| Deputies:         |  |                                |               |
| Andrew Vallance   | Head of Finance (Deputy S151 Officer)                    | 08/07/22                       |               |
| Elaine Browne     | Head of Law (Deputy Monitoring Officer)                  | 08/07/22                       |               |

|                                   |  |          |          |
|-----------------------------------|--|----------|----------|
| Karen Shepherd                    | Head of Governance (Deputy Monitoring Officer) | 08/07/22 | 20/07/22 |
| Other consultees:                 |  |          |          |
| Directors (where relevant)        |  |          |          |
| Duncan Sharkey                    | Chief Executive                                | 08/07/22 | 25/07/22 |
| Andrew Durrant                    | Executive Director of Place                    | 08/07/22 |          |
| Kevin McDaniel                    | Executive Director of People Services          | 08/07/22 | 10/07/22 |
| Lin Ferguson                      | AfC Director of Children's Services            | 08/07/22 | 10/07/22 |
| Heads of Service (where relevant) |  |          |          |
| Insert as appropriate             | Head of .....                                  |          |          |
|                                   | Head of .....                                  |          |          |
|                                   | Head of .....                                  |          |          |
| External (where relevant)         |  |          |          |
| Insert as appropriate or N/A      |  |          |          |

|   |  |            |
|---|--|------------|
| Confirmation relevant Cabinet Member(s) consulted | Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health | 02/08/2022 |
|---|--|------------|

## REPORT HISTORY

| Decision type:   | Urgency item? | To follow item? |
|--|---------------|-----------------|
| Key decision<br>First entered into the Cabinet Forward Plan:<br>08/07/2022 | No            | No              |



## **Appendix A: SEN Careers Hub proposal from Manor Green School**

12.1 The text below has been provided by Manor Green School.

### **Centre of Excellence and Opportunity and SEN Vocational Learning Site**

#### Rationale

- 12.2 The Local Authority's APP highlights the need for additional opportunities for young people with SEN 19-25. The high needs funding is overspent. Young people with SEN in the local community who are not supported into employment have financial implications on this. More importantly, the young people feel a loss of self-worth and have poorer long-term outcomes.
- 12.3 There are a significant number of young people age 11-16 who are not attending school for mental health reasons and are at risk of becoming NEET. There are also not enough local employers currently willing to support our SEN community into employment and they may lack the knowledge of how to do this effectively.
- 12.4 We propose in partnership with BCA, Manor Green can work towards reducing problems in a solution focused way. This is 5 fold vision:
- SEN Careers Hub
  - College-Link
  - SEN Apprenticeships
  - SEMH Hub
  - Employer training in regard to disabilities and SEN

#### Purpose

- 12.5 We plan to use the building to deliver all of the above:
- Setting up a Careers Hub in a job centre format with our own Independent Careers Advisor and job coaches. We can provide advice, job coaching and work experience opportunities. We already are a hub school for Thames Valley Careers and Enterprise Company. This will be aimed at the 19-25 cohort.
  - Vocational learning and curriculum delivery to medically vulnerable secondary age students who are not attending their mainstream school could be incorporated through the Secondary Link in its Key stage 3-5 offer. Specialist staff are already employed including 3 counsellors, SALT, OT and specialist teachers, who can offer extensive expertise in this area.
  - College–Link in partnership with BCA to provide 2 days of Foundation level support. This would be a purpose built curriculum to compliment the Foundation courses at BCA. Students would be dual registered, main roll would be BCA and subsidiary The Link. The delivery of key skills including banking and working with money, work experience and employability skills. The aim to ensure that this cohort are supported into employment upon completion of college courses.
  - SEN Apprenticeships for 16-25 year olds. Manor Green as an Apprenticeship provider aims to initially offer 4 key skills areas in Facilities, Catering, Cleaning and Support Assistants.
  - Community disability and SEN training would be offered for free to local employers by our specialist staff to help promote the inclusion and

employment of young people with disabilities and SEN into the world of work.

#### Site Population

- 12.6 We would approximate an initial skeleton staff of about 15. This would include specialist teachers, assessors and job coaches who would integrate and transition between all 5 services. In relation to students, these would be spread out across different days but we would estimate 20-30 students on a daily basis. This will grow to an estimated 50 as we become more established. In relation to their profile of needs, all students will have either an EHCP or deemed by the Local Authority to have SEMH needs.

#### Curriculum delivery

- 12.7 The curriculum we intend to deliver:
- Apprenticeships/Pathways - Laser Qualifications/Work experience/ Supported Employment/ Social Enterprise/Community Inclusion
  - Catering/Hospitality/ Barista/ Horticulture/Grounds Maintenance/Cleaning (with a possibility of setting up smaller spin off CIC companies that students could be employed in e.g Manor Clean)
  - Skills for Work and Life - Travel training/ relationships/budgeting/CV writing/video CV's /job applications/interview techniques/ work place etiquette/resilience

- 12.8 All of this will be complimented by The Link curriculum offer:

- English Language GCSE
- English Literature GCSE
- Maths GCSE
- History GCSE
- English Functional Skills – Levels 1 and 2
- Maths Functional Skills – Levels 1 and 2
- Science BTEC
- Home Cooking Skills BTEC
- RSE BTEC – Personal Growth and Wellbeing
- Arts Award – Bronze, Silver and Gold
- Sports Leaders
- LASER LEAP Award
- AQA Unit Awards
- ASDAN Personal Development Programme – Bronze, Silver and Gold
- ECDL – ICT Level 2
- Entry level Maths and English

#### Responsibility for site

- 12.9 We would have responsibility for minor works for upkeep once in the building, payment of utilities and have rights to sublet to generate income.

#### Affordability

- 12.10 We believe this is affordable for MGS. The Link is well established, financially viable and already pays rent to MGS. Specialist staff and the Independent Careers Advisor are already employed. As an Apprenticeship provider we have a secure and proven source of income generation, making the running of a second site cost neutral to Manor Green.

Return of site at the end of use

- 12.11 Return to RBWM with agreed fixtures and fitting, we would then rent commercial property if there wasn't another available site to locate to. We firmly believe as a pilot we can demonstrate the financial sustainability and affordability for a permanent site.

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**EQUALITY IMPACT ASSESSMENT**

**EqlA : Title of EQIA**

**Essential information**

Items to be assessed: (please mark 'x')

|                 |  |               |  |             |  |                |  |                          |  |
|-----------------|--|---------------|--|-------------|--|----------------|--|--------------------------|--|
| <b>Strategy</b> |  | <b>Policy</b> |  | <b>Plan</b> |  | <b>Project</b> |  | <b>Service/Procedure</b> |  |
|-----------------|--|---------------|--|-------------|--|----------------|--|--------------------------|--|

|                            |   |                     |            |                    |                     |
|----------------------------|---|---------------------|------------|--------------------|---------------------|
| <b>Responsible officer</b> | Ben Wright, School Places and Capital Team Leader | <b>Service area</b> | Operations | <b>Directorate</b> | Children's Services |
|----------------------------|---|---------------------|------------|--------------------|---------------------|

|  |                          |  |                    |
|--|--------------------------|--|--------------------|
| <b>Stage 1: EqlA Screening (mandatory)</b> | Date created: 29/07/2022 | <b>Stage 2 : Full assessment (if applicable)</b> | Date created : N/A |
|--|--------------------------|--|--------------------|

**Approved by Head of Service / Overseeing group/body / Project Sponsor:**

*"I am satisfied that an equality impact has been undertaken adequately."*

**Signed by (print):** Lynne Penn, Associate Director, Operations

**Dated:** 29/07/2022

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Title of EQIA

#### **Guidance notes**

##### **What is an EqlA and why do we need to do it?**

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

##### **What are the "protected characteristics" under the law?**

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

##### **What's the process for conducting an EqlA?**

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

##### **Openness and transparency**

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

##### **Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.



# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

**EqlA : Title of EQIA**

### **Stage 1 : Screening (Mandatory)**

#### **1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?**

The proposal is to allow for the temporary use of the Chiltern Road school site by Manor Green School as a SEND Careers Hub. This will mean that (after refurbishment and remodelling) a site that is not likely to be needed for primary school use until September 2025 can be used to the benefit of children and young people with SEND.

**1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Title of EQIA

| Protected characteristics         | Relevance    | Level | Positive/negative | Evidence  |
|-----------------------------------|--------------|-------|-------------------|---|
| <b>Age</b>                        | Not relevant | n/a   | n/a               |   |
| <b>Disability</b>                 | Relevant     | High  | Positive          | Children and young people will have access to a service provided by Manor Green School, that is currently not available or is in accommodation that is too small. |
| <b>Gender re-assignment</b>       | Not relevant | n/a   | n/a               |   |
| <b>Marriage/civil partnership</b> | Not relevant | n/a   | n/a               |   |
| <b>Pregnancy and maternity</b>    | Not relevant | n/a   | n/a               |   |
| <b>Race</b>                       | Not relevant | n/a   | n/a               |   |
| <b>Religion and belief</b>        | Not relevant | n/a   | n/a               |   |
| <b>Sex</b>                        | Not relevant | n/a   | n/a               |   |
| <b>Sexual orientation</b>         | Not relevant | n/a   | n/a               |   |

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

EqIA : Title of EQIA

### Outcome, action and public reporting

| Screening Assessment Outcome   | Yes / No / Not at this stage | Further Action Required / Action to be taken | Responsible Officer and / or Lead Strategic Group  | Timescale for Resolution of negative impact / Delivery of positive impact |
|--|------------------------------|--|--|---|
| Was a significant level of negative impact identified?                           | No                           | None   | Ben Wright, School Places and Capital Team Leader. | By April 2023.  |
| Does the strategy, policy, plan etc require amendment to have a positive impact? | No                           | None   | Ben Wright, School Places and Capital Team Leader. | By April 2023.  |

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

EqIA : Title of EQIA

### Stage 2 : Full assessment

#### 2.1 : Scope and define

**2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.**

**2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

**EqIA : Title of EQIA**

### **2.2 : Information gathering/evidence**

**2.2.1 What secondary data have you used in this assessment?** *Common sources of secondary data include: censuses, organisational records.*

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**2.2.2 What primary data have you used to inform this assessment?** *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

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**Eliminate discrimination, harassment, victimisation**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

**EqIA : Title of EQIA**

| <b>Protected Characteristic</b> | <b>Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)</b> | <b>If yes, to what level? (High / Medium / Low)</b> | <b>Negative impact : Does the proposal disadvantage them (Yes / No)</b> | <b>If yes, to what level? (High / Medium / Low)</b> | <b>Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.</b> |
|---------------------------------|---|---|---|---|--|
| Age                             |   |   |   |   |  |
| Disability                      |   |   |   |   |  |
| Gender reassignment             |   |   |   |   |  |
| Marriage and civil partnership  |   |   |   |   |  |
| Pregnancy and maternity         |   |   |   |   |  |
| Race                            |   |   |   |   |  |
| Religion and belief             |   |   |   |   |  |
| Sex                             |   |   |   |   |  |
| Sexual orientation              |   |   |   |   |  |

**Advance equality of opportunity**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

**EqIA : Title of EQIA**

| <b>Protected Characteristic</b> | <b>Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)</b> | <b>If yes, to what level? (High / Medium / Low)</b> | <b>Negative impact : Does the proposal disadvantage them (Yes / No)</b> | <b>If yes, to what level? (High / Medium / Low)</b> | <b>Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.</b> |
|---------------------------------|---|---|---|---|--|
| Age                             |   |   |   |   |  |
| Disability                      |   |   |   |   |  |
| Gender reassignment             |   |   |   |   |  |
| Marriage and civil partnership  |   |   |   |   |  |
| Pregnancy and maternity         |   |   |   |   |  |
| Race                            |   |   |   |   |  |
| Religion and belief             |   |   |   |   |  |
| Sex                             |   |   |   |   |  |
| Sexual orientation              |   |   |   |   |  |

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Title of EQIA

#### Foster good relations

| Protected Characteristic       | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|--|--|--|--|---|
| Age                            |  |  |  |  |   |
| Disability                     |  |  |  |  |   |
| Gender reassignment            |  |  |  |  |   |
| Marriage and civil partnership |  |  |  |  |   |
| Pregnancy and maternity        |  |  |  |  |   |
| Race                           |  |  |  |  |   |
| Religion and belief            |  |  |  |  |   |
| Sex                            |  |  |  |  |   |
| Sexual orientation             |  |  |  |  |   |

**2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.**

*These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.*



**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**EQUALITY IMPACT ASSESSMENT**

**EqIA : Title of EQIA**