



NOTTINGHAM CITY COUNCIL
EXECUTIVE BOARD

Date: Tuesday, 17 March 2015

Time: 2.00 pm

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham,
NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Acting Corporate Director for Resources

Governance Officer: Zena West, Constitutional Services, Tel: 0115 8764305 **Direct**
Dial: 0115 8764305

AGENDA

Pages

- | | | |
|----------|---|-----------|
| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTES
Last meeting held 24 February 2015 (for confirmation) | 3 - 12 |
| 4 | EXPANSION OF NOTTINGHAM ACADEMY - KEY DECISION
Report of the Leader/ Portfolio Holder for Strategic Regeneration and Schools | 13 - 26 |
| 5 | ADMISSION ARRANGEMENTS FOR NOTTINGHAM CITY COMMUNITY SCHOOLS 2016/17 - KEY DECISION
Report of the Leader/ Portfolio Holder for Strategic Regeneration and Schools | 27 - 70 |
| 6 | SCHOOLS' BUDGETS 2015/16 - KEY DECISION
Report of the Leader/ Portfolio Holder for Strategic Regeneration and Schools | 71 - 126 |
| 7 | DISTRICT HEATING NETWORK REPLACEMENT PROGRAMME - | 127 - 132 |

KEY DECISION

Report of the Portfolio Holder for Energy and Sustainability

- | | | |
|-----------|--|-----------|
| 8 | CYCLE CITY AMBITION PROGRAMME 2015/16 AND 2016/17 - KEY DECISION | 133 - 154 |
| | Report of the Portfolio Holder for Planning and Transportation | |
| 9 | BYRON HOUSE REFURBISHMENT WORKS - KEY DECISION | 155 - 158 |
| | Report of the Deputy Leader/ Portfolio Holder for Resources and Neighbourhood Regeneration | |
| 10 | EXCLUSION OF THE PUBLIC | |
| | To consider excluding the public from the meeting during consideration of the remaining items in accordance with section 110a(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. | |
| 11 | BYRON HOUSE REFURBISHMENT WORKS - EXEMPT APPENDIX | 159 - 164 |
| 12 | RENEWAL OF CONTRACT TO PROVIDE VOICE AND DATA CIRCUITS - KEY DECISION | 165 - 170 |
| | Report of the Deputy Leader/ Portfolio Holder for Resources and Neighbourhood Regeneration | |
| 13 | ROBIN HOOD ENERGY - KEY DECISION | 171 - 184 |
| | Report of the Portfolio Holder for Energy and Sustainability | |

ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

EXECUTIVE BOARD

MINUTES of the meeting held at Loxley House, Station Street, NG2 3NG on 24 February 2015 from 2.00 – 2.25pm

Membership

Present

Councillor Alan Clark
Councillor Jon Collins (Chair)
Councillor Nicola Heaton
Councillor Dave Liversidge
Councillor Nick McDonald
Councillor David Mellen
Councillor Dave Trimble
Councillor Jane Urquhart

Absent

Councillor Graham Chapman
Councillor Alex Norris

Colleagues, partners and others in attendance:

Richard Beckett	-	Commercial and Governance Manger
Candida Brudenell	-	Strategic Director of Early Intervention
Glen O'Connell	-	Acting Corporate Director of Resources
Simon Down	-	Business Change Manager
Sue Flack	-	Director of Planning and Transport
Tracey Laxton	-	Acting Business Administration Manager
Mark Lowe	-	Regeneration Manager
Alan Parker	-	Regeneration Officer
Karen Shaw	-	Local Development Framework Manager
Keri Usherwood	-	Marketing and Communications Manager
Ian Vernalls	-	Project Manager (Major Programmes)
Geoff Walker	-	Acting Director of Strategic Finance
Zena West	-	Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until **4 March 2015**.

82 APOLOGIES FOR ABSENCE

Alison Michalska
Councillor Norris – Other Council Business
Councillor Chapman – Other Council Business

83 DECLARATIONS OF INTEREST

None

84 MINUTES

The Board confirmed the minutes of the meeting held on 20 January 2015 as a correct record and they were signed by the Chair.

85 NEW BUILD TENDER AWARDS FOR MEADOWS AND CRANWELL ROAD - KEY DECISION

The Board considered the Portfolio Holder for Community Safety, Housing and Voluntary Sector's report seeking approval for funding of 48 new build homes at the Cranwell Road site, and 54 new build homes at the Meadows site.

As part of the changes to the Housing Revenue Account system, the Council has the opportunity to remove from use a number of Council homes in the worst condition, and to build back a mix of new homes that will support the Council's ambition to provide high quality family housing.

An additional paragraph to the report was presented verbally at the meeting, paragraph 2.14, to read: The total budget for the scheme includes a client contingency to cover items such as abnormal ground conditions. This contingency will be overseen by the Building a Better Nottingham Steering Group who will consider applications to it, before advising the Portfolio Holder for Community Safety, Housing and the Voluntary Sector on how it can be applied to the scheme. This will provide an additional level of transparency and cost control to the scheme budget.

RESOLVED to:

- (1) approve the additional funding of £1.338 million required for the build of 48 new build homes at the Cranwell Road site, and 54 new build homes at the Meadows site;**
- (2) delegate authority to the Portfolio Holder of Community Safety, in consultation with the Deputy Chief Executive/Corporate Director for Development and Growth and the Director of Legal and Democratic Services, to sign the contract for the build work for the Cranwell Road and Meadows sites, subject to costs being within the approved sum.**

Reasons for decision

There has been an increase in anticipated costs since the original approval for this scheme in April 2014. This is due to the addition of an extra property and inflation of construction costs.

Other options considered

Not redeveloping these sites was rejected because it does not meet the Council's ambition to provide high quality housing and to regenerate Nottingham's neighbourhoods.

Reducing the specification of the houses to bring them back within the original approval limits was rejected because it does not meet the Council's objective to provide high quality housing for tenants.

86 IT SERVICE IMPROVEMENT PROGRAMME - KEY DECISION

The Board considered the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration's report seeking approval of the IT Service Improvement Programme.

In several key areas the Council's IT Service has run installed infrastructure to the end of its useful life. Investment is now required to enable the Council to operate a technical environment that is fit for purpose.

RESOLVED to:

- (1) approve the IT Service Improvement;**
- (2) approve allocation of funding for the IT Service Improvement Programme from the Capital Programme and IT Efficiency Fund.**

Reasons for decision

The Improvement Programme will ensure that a continuing high level of IT service will be delivered to support the work of the City Council, and help to ensure that services of sufficient quality are provided to citizens.

Other options considered

Do nothing was rejected as the quality of IT provided to colleagues will decline and result in an adverse impact on services provided to citizens.

87 TREASURY MANAGEMENT 2015-16 STRATEGY

The Board considered the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration's report seeking recommendation to Council of approval of the Treasury Management Strategy 2015/16.

The associated Prudential Indicators are shown within the appendices to the report, along with existing risks.

RESOLVED to endorse and recommend for approval by City Council at its meeting on 9 March 2015 the overall Treasury Management Strategy for 2015/16 as detailed in appendix 1, in particular the;

- a. strategy for debt repayment (Minimum Revenue Provision) in 2015/16, as detailed in appendix 4;**
- b. Investment Strategy for 2015/16, as detailed in appendix 1;**
- c. prudential indicators and limits for 2014/15 to 2017/18, as detailed in appendix 3;**
- d. current Treasury Management Policy Statement, as detailed in appendix 5;**
- e. proposed use of forward starting loans, as detailed in appendix 9.**

Reasons for decision

Approval of a Treasury Management Strategy is a legal requirement.

Other options considered

No other options were considered, as approval of a Treasury Management Strategy is a legal requirement.

88 APPROVAL OF THE NOTTINGHAM LOCAL FLOOD RISK MANAGEMENT STRATEGY

The Board considered the Portfolio Holder for Planning and Transport's report seeking endorsement and referral to Council for approval of the Nottingham Local Flood Risk Management Strategy.

The Nottingham Local Flood Risk Management Strategy outlines the future actions that the City Council proposes to deliver, subject to funding, to reduce the risk of flooding to citizens.

RESOLVED to:

- (1) endorse the Nottingham Local Flood Risk Management Strategy and refer the Strategy to Full Council for approval;**
- (2) note that the future funding and a proposed programme of implementing capital measures will be presented to Executive Board at a later date once Central Government has confirmed the City Council's Flood Defence Grant in Aid settlement.**

Reasons for decision

The Council has a statutory duty to produce a Flood Risk Management Strategy.

Other options considered

None, producing a Flood Risk Management Strategy is a statutory duty.

89 DEVELOPMENT OF NOTTINGHAM ENERGY PARK - KEY DECISION

The Board considered the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration and the Portfolio Holder for Energy and Sustainability's report seeking approval to lease land at Blenheim Lane to Bulwell Energy Ltd and Chinook Sciences Ltd for the Creation of Nottingham Energy Park.

RESOLVED to:

- (1) approve in principal the lease of land at Blenheim Lane, Bulwell to Bulwell Energy Ltd for the development of a gas pyrolysis Energy from Waste facility;**

- (2) approve in principle the lease of land at Blenheim Lane, Bulwell to Chinook Sciences Ltd for the development of a manufacturing plant, research and development facility and office complex;**
- (3) delegate authority to the Head of Legal Services and the Corporate Director of Community Services to approve the leases following receipt of all necessary documentation and assurances.**

Reasons for decision

Chinook Sciences Ltd have secured planning consent and wish to enter into a lease on the manufacturing part of the site in order to start development.

Bulwell Energy Ltd is a purpose designed subsidiary of Chinook Sciences Ltd, responsible for building and operating the Energy from Waste component of the proposed development. They wish to enter into a lease in order to start that part of the site.

Other options considered

Doing nothing was rejected, as the site would remain undeveloped and the employment and regeneration benefits would not be achieved.

Marketing the site for general employment use was rejected, as this would diminish the opportunity to develop the site for specialist use, and would not support the City Council's ambition to be recognised as a market leader in renewable energy.

Undertaking the development in-house was rejected, as it would involve a significant capital outlay, and involve taking on the risk of sourcing materials and tenants for the manufacturing part of the site.

90 APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA AND FORUM FOR THE SNEINTON AREA - KEY DECISION

The Board considered the Portfolio Holder for Planning and Transportation's report seeking approval of the designation of a Sneinton Neighbourhood Area.

The Neighbourhood Area application, presented by the Sneinton Neighbourhood Forum, represent the first stage in the preparation of a Neighbourhood Plan

RESOLVED to:

- (1) note the results of the statutory consultation on the applications for designation of a Neighbourhood Area and Forum for Sneinton;**
- (2) note the further representations made by the Chair of the Sneinton Neighbourhood Forum regarding the proposed amendments to the Neighbourhood Area Boundary;**
- (3) approve the designation of the Sneinton Neighbourhood Forum;**

- (4) approve the designation of the amended Sneinton Neighbourhood Area, as shown in Appendix D, excluding the following strategic development sites contained within the emerging Land and Planning Policies Document (Local Plan Part 2): Waterside – Daleside Road (Eastpoint), Creative Quarter – Bus Depot, Creative Quarter – Sneinton Market and Brook Street East):**
 - a. land to the south of the railway (except for the residential enclave around Bendigo Lane);**
 - b. land to the west of A612 Manvers Street;**
 - c. land to the north of the B686 Carlton Road;**

- (5) note the cost implications for the City Council that the production of a Neighbourhood Plan entails and agrees that any expenditure in excess of government funding (available to local authorities for Neighbourhood Planning purposes) be met from the Area Committee East budget allocation.**

Reasons for decision

The City Council is required to determine the designation of the applications for a Neighbourhood Area and Forum for Sneinton in accordance with the Neighbourhood Planning (General) Regulations 2012 s.61 4F and 4G.

Other options considered

No other options were considered, as the City Council has a legal obligation to determine the designation of the applications for a Neighbourhood Area and Forum.

91 ARKWRIGHT WALK AND BLACKSTONE WALK REDEVELOPMENT PROPOSALS

The Board considered the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration and Portfolio Holder for Community Safety, Housing and Voluntary Sector's report seeking approval to tender for a partner to redevelop Arkwright Walk and Blackstone Walk.

The proposals will improve accessibility and prominence, and re-create a key link between the City Centre and Trent Bridge.

RESOLVED to:

- (1) approve the use of a restricted OJEU (Official Journal of the European Union) tender process to procure a private sector partner to develop a high quality residential scheme of market sale homes on decommissioned sites on Blackstone Walk/Manifold Gardens and along Arkwright Walk in The Meadows;**

- (2) approve the general scheme requirements in Appendix 1 and the draft development principles in Appendix 2, which will allow limited vehicular access to the new developments;**

- (3) delegate authority to Deputy Chief Executive/Corporate Director for Development and Growth in consultation with the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration to award the contract to the preferred bidder, agree the scheme details and finalise the terms of the development agreement (including disposal of the land);**
- (4) approve the proposal to relocate the garden and play area at Crocus Fields Children's Centre to create a through route for pedestrians and cyclists only along Arkwright Walk;**
- (5) delegate authority to the Deputy Chief Executive/Corporate Director for Development and Growth to submit a planning application for the Crocus Fields changes, draw down funding of £165,000 and procure contractors to carry out the works using appropriate frameworks.**

Reasons for decision

To widen the housing offer and help create a more sustainable and balanced community by creating homes for market sale. A private developer partner will be able to deliver a high quality residential scheme of family homes and a limited number of apartments.

Other options considered

Sale of the land on the open market was rejected, as it provides no certainty that the land would be developed in a timely manner and affords little control (other than through the planning process) over the quality of the development.

Use of the HCA's (Homes and Communities Agency) Delivery Partner Panel or other frameworks to select a developer partner was rejected, in order to widen the opportunity to potential tenderers.

Building more social housing on these sites was rejected, in view of the existing high volume of social housing in the area and the commitment to new build affordable rent and council homes in other parts of The Meadows as part of the city wide programme for new build council homes.

Not developing the vacant land following demolition of existing properties was rejected, as this would leave a number of empty sites which would destabilise the area.

Not re-opening Arkwright Walk was rejected, as this would adversely impact on the regeneration opportunity for the area as described above.

92 MEDIUM TERM FINANCIAL PLAN - KEY DECISION

The Chair of Executive Board agreed that this item, although not on the original agenda, could be considered as a matter of urgency in accordance with Section 100(4)(b) of the Local Government Act 1972. Due to the complexity of the report, the

additional work required to be undertaken in response to the Local Government Financial settlement, and to allow for the appropriate consultation on both phase 1 and 2 proposals, the report was not available for circulation with the original agenda.

This decision is not subject to call-in, as Councillor Brian Parbutt, Chair of the Overview and Scrutiny Committee, has agreed that the decision is reasonable in all the circumstances and should be treated as a matter of urgency, as Council budget has to be approved at Council on 9 March 2015, and the call-in process would delay the report until after the next meeting of Council.

The Board considered the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration's report seeking endorsement and referral to Council of the General Fund and Capital Programme, and approval of the Housing Revenue Account element from 31 March 2015, subject to consultation.

RESOLVED to:

- (1) note the current forecast outturn for the 2014/15 General Fund and HRA revenue budgets and capital programmes, as detailed within Annex 1;**
- (2) endorse the allocations from Contingency as set out in Table 1D of Annex 1;**
- (3) approve the budget virements and reserve movements set out in Table 3 and Appendices C and D;**
- (4) note the General Fund revenue aspects of the MTFP as set out in Annex 2;**
- (5) note that, at the time of despatch of this report, the Fire Authority had not formally approved their final council tax increases. The final precepts will be confirmed prior to the City Council meeting on 9 March 2015;**
- (6) note, endorse and recommend to City Council:**
 - a. the General Fund net budget requirement for 2015/16 of £255.814m, including the net movement in earmarked reserves as set out in Appendix A;**
 - b. a basic amount of Council Tax level (Band D) of £1,459.67 that will raise a total of £89.108m (an increase of 1.95%);**
 - c. delegation of authority to the appropriate Director to implement all proposals after undertaking any necessary consultation;**
 - d. the Capital programme as detailed in Appendix D of Annex 3;**
 - e. the key principals for the governance and management of the capital programme as set out in Section 9 of Annex 3;**
- (7) approve with effect from 31 March 2015 (subject to consultation):**
 - a. an average increase in rent levels for all Council owned dwellings within the HRA of 2.2%;**
 - b. an increase in service and heating charges of 2.2%;**
 - c. an increase in the service charge for independent living of 2.2%;**

- d. **an increase in weekly garage rents of £0.18 per week (52 week basis);**
- (8) approve:**
 - a. **the cost pressures - inflation totalling £0.903m, as detailed in Annex 4;**
 - b. **the setting of the HRA working balance at £4.000m;**
 - c. **the Public Sector Capital Programme as set out in Appendix A of Annex 4;**
 - d. **the use of maintenance of a capital allowance to avoid pooling of receipts generated from HRA land and building sales to fund affordable housing and regeneration schemes as set out in Annex 4;**
 - e. **the delegation of authority to Nottingham City Homes (NCH) to award capital contracts up to the value of the scheme/programme as set out in Appendix A of Annex 4 of the report;**
- (9) note the continuation of the tenant reward scheme as implemented in 2014/15 as set out in Annex 4;**
- (10) note, endorse and recommend to City Council the 2015/16 HRA budget, as set out in Annex 4.;**
- (11) note and endorse the recommendations of the Chief Finance Officer (CFO) in respect of the robustness of the estimates made for the purposes of all aspects of the budget calculations and the adequacy of reserves, as detailed in Annex 5;**
- (12) note the outcomes of the budget consultation and communication as detailed in Annex 6;**
- (13) delegate authority to the Acting Corporate Director for Resources, in consultation with the Deputy Leader, to finalise the Medium Term Financial Plan for publication following approval of the relevant elements of the budget by City Council.**

Reasons for decision

Endorsement of the draft Medium Term Financial Plan by Executive Board is required in order to gain approval from Council at their meeting on 9 March.

Other options considered

Freezing Council Tax in order to accept the Council Tax Freeze Grant for 2015/16 was rejected, as this would add an on-going net pressure of £594,000.

Raising rents by a different amount was rejected, as the figure of a 2.2% increase was arrived at in consultation with tenants.

93 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with section 100a(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public

interest in maintaining the exemption outweighed the public interest in disclosing the information.

94 DEVELOPMENT OF NOTTINGHAM ENERGY PARK - KEY DECISION - EXEMPT APPENDICES

As per minute 89, above.

95 APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA AND FORUM FOR THE SNEINTON AREA - KEY DECISION - EXEMPT APPENDICES

As per minute 90, above.

96 ARKWRIGHT WALK AND BLACKSTONE WALK - EXEMPT APPENDIX

As per minute 91, above.

Subject:	Expansion of Nottingham Academy		
Corporate Director(s)/ Director(s):	Alison Michalska, Corporate Director, Children and Adults		
Portfolio Holder(s):	Councillor Jon Collins, Leader of the Council, Portfolio Holder for Strategic Regeneration and Schools		
Report author and contact details:	Robert Caswell, Programme Manager, Telephone: 0115 876 3408 Email: Robert.caswell@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £7,100,000			
Wards affected: Dales	Date of consultation with Portfolio Holder(s): 2 March 2015		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input checked="" type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>This report outlines the approvals required to allow the continued progress of a scheme at Nottingham Academy. The City Council urgently needs additional school places for primary age children and the Sneinton area has been identified as a priority.</p> <p>A Stage 1 submission has been received from the Local Education Partnership (LEP) for the Nottingham Academy scheme and has been reviewed by the Council's Team and its advisors. The evaluation report is shown at Appendix 1.</p> <p>This report asks for approval to progress to Stage 2, accepting the financial and legal risks outlined below. In addition, the report asks for approval to delegate the acceptance of the Stage 2 submission and authorisation to proceed to Financial Close allowing the Council to enter into contract with the LEP to deliver the scheme to the Director of Legal and Democratic Services. The reason for this is that the timeline for delivery is exceptionally challenging and any delay will mean that the project will not be completed by September 2016. This will mean that children already attending the school may not have a school place.</p>			

Exempt information:

State 'None' or complete the following.

None.

Recommendation(s):

1 Executive Board is asked to approve the Stage 1 submission from the Local Education Partnership (LEP), noting the evaluation report at Appendix 1, authorising progress to Stage 2 for both the primary school and the Year 7 base.

2 Executive Board is asked to delegate the approval of the Stage 2 submission from the LEP to the Director of Legal and Democratic Services, subject to a satisfactory review by the Project Team and a robust value for money assessment being in place from advisors, allowing the project to proceed to Financial Close.

1 REASONS FOR RECOMMENDATIONS

1.1 To allow the continued progress of a scheme at Nottingham Academy which will provide urgently needed additional school places for primary age children in the Sneinton area.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 This report sets out the approvals necessary to deliver a project at Nottingham Academy using the Local Education Partnership (LEP) as a procurement route. The LEP were procured to deliver the Building Schools for the Future (BSF) projects but have also delivered leisure and other projects for the City Council.

2.2 Part of the contractual documentation between the City Council and the LEP is the Strategic Partnering Agreement which sets out the contractual relationship including the process for developing new schemes. As part of this agreement the LEP must submit a Stage 1 Submission for each New Project Request it receives from the City Council. This is subject to a review by the Project Team and its Technical Advisors and submitted for approval before progressing to Stage 2. The Nottingham Academy project Stage 1 submission has now been received and is appended to this report as Appendix 1.

2.3 In December 2013 Executive Board approved the funding of £3.100m and a further £0.900 was approved by DDM in December 2014 to fund the expansion of the school, providing 420 primary places on the Greenwood Dale site. Greenwood Academy Trust is funding the demolition and replacement of their existing Year 7 base on site and both projects will be delivered in parallel through the LEP.

2.4 The Council's Technical Advisors have been closely involved in the build-up of the LEP's construction cost plans. They have confirmed that they are consistent with current market rates and the benchmark costs presented as part of the submission and are therefore value for money. Please refer to Appendix 1.

2.5 Any delay in approvals would mean that there is a risk that some children do not have a school place in September 2016. The timeline to deliver the project

is already challenging and Nottingham Academy is supporting the City Council by providing space for additional children as bulge years within their existing accommodation but has reached capacity; the new school must be in place by September 2016 to provide the required places.

- 2.6 The expansion of Nottingham Academy and an allocation of £4 million in funding were approved in an exempt report to Executive Board in December 2013 and in a Delegated Decision Maker report no. 1789 in December 2014. This report set out the need for additional primary school places in several areas across the City, including Sneinton.
- 2.7 The scheme has two parts; firstly, to build a new 420 place primary school for Nottingham Academy on the Greenwood Dale site and secondly to demolish and replace the existing Year 7 base. The new primary school is being funded by the City Council and the replacement of the Year 7 base is being funded by Greenwood Academy Trust; both projects are being delivered in parallel by the LEP. The cost of the primary school is £4m and the cost of the Year 7 base is £3.1m with the overall cost of £7.1m.
- 2.8 There will be a back to back agreement between the City Council and the Greenwood Academy Trust to protect the City Council for any overspends on the Year Seven base.
- 2.9 The cost of the project includes fees for the Project Team, Technical and Legal Advisors which have already been approved (DDM 1789).

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 A feasibility study was undertaken by another contractor at an early stage but the contractor was unable to deliver the scheme within the allocated budget. A high level options appraisal was undertaken to evaluate the potential of expanding other schools in the Sneinton area but no other options were identified due to the site constraints of the other primary schools in this area. It was confirmed that the preferred option was to expand Nottingham Academy and that the LEP were able to deliver the project within the budget. No further options are considered appropriate at this time.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 £3.1m for the expansion of Nottingham Academy new primary unit was included into the capital programme as part of the Investment strategy in December 2013 and a further £0.900k was approved by a delegated decision in December 2014 giving a total of £4m already included in the capital programme.
- 4.2 The development is part of Primary Schools Re-organisation Phase 2 (PSR) which is to be funded from basic needs grant (both confirmed and expected over the next five years). Since part of PSR is to be funded by future indicative grant there is a possibility that actual grant may be lower than anticipated which could cause a potential shortfall on the overall PSR programme. Due to the uncertainty around future grant allocations, only a prudent amount of future grants have been included in order to mitigate the risk of a shortfall. In addition the shortage of primary school places is an increasing nationwide issue therefore, the assumption is that it is unlikely the government will reduce the basic needs grant significantly over the next few years.

- 4.4 If the project does not go ahead abortive costs have been estimated to be in the region of £397k. Greenwood Academy Trust and the City Council have agreed to jointly fund any abortive costs as set out in 5.1.i below. As abortive costs cannot be capitalised in this event the Council will need to fund these costs through revenue budgets.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 Risks are managed through a formal risk register. The key risks at this stage are:

i. Financial risk - the City Council will have to carry part of the Stage 1 and Stage 2 submission costs if Stage 1 is approved and the project is aborted by the City Council or Nottingham Academy. This total cost of this financial risk for both parties is £709,395.68. This financial risk will also be incurred if the Department for Education does not approve the expansion of Nottingham Academy and the project is stopped. The likelihood of this is low, given that the Greenwood Academy Trust has a record of expanding schools. This financial risk is shared, with the City Council liable for £397,261.58, 56% of the cost and Greenwood Academy Trust agreeing to fund £312,134.10, which is 44% of the cost.

ii. Legal implications –

(a) the Project Team has appointed external advisors to provide detailed advice on the development of contracts, but this project will use the standard BSF design and build contract developed by the City Council following the delivery of the BSF programme.

(b) procuring the project through the LEP is a reasonable decision, given the factors outlined in this report. It is a legally compliant procurement route and the Council has the power to procure these working through it.

iii. Procurement Implications

a) The project will be delivered through the Local Education Partnership which was procured in compliance with EU Regulations

b) There are no significant Procurement concerns with the proposals.

6 SOCIAL VALUE CONSIDERATIONS

The Local Education Partnership (LEP) has targets in relation to Local spend which include:

- Re: spend with NG companies – 56%
- Re: Spend within 50 miles – 34%
- Spend with small local enterprises (e.g. small NG companies) – 10%

We will work with the LEP to facilitate their delivery of the targets. This will include linking with the Employer Hub to encourage local job creation through this contract. In addition the LEP targets for apprenticeships and entry level jobs.

7 REGARD TO THE NHS CONSTITUTION

Local Authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions at implementation of policies development outside the Council)
- (b) No
- (c) Yes – Equality Impact Assessment attached

Due regard should be given to the equality implications identified in any attached EIA.

An Equality Impact Assessment was undertaken for the Delegated Decision Maker report approved in December 2014. The circumstances have not changed since that assessment was undertaken.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

Delegated Decision Maker report no. 1789, 'Approval for the additional funding, Stage One works and procurement of consultants in relation to works at Nottingham Academy', approved 22 December 2014.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

Glen O'Connell – Acting Corporate Director of Resources: legal comments added in Section 5

Tina Adams – Finance Manager: financial comments added in Section 4

Sue Oliver – Procurement Category Manager: procurement comments added in Section 5 and 6.

This page is intentionally left blank

Nottingham City Council

Stage 1 Evaluation Report

Project Title:

**Nottingham Academy primary
expansion and Year 7 base
replacement**

**Lead Department:
Major Programmes**



Safer, cleaner, ambitious
Nottingham
A city we're all proud of



Nottingham
City Council

1. Introduction

Context

Nottingham City Council has delivered a series of school and leisure projects using the Local Education Partnership (LEP) which was procured in June 2008, initially to deliver the Building Schools for the Future programme. This procurement route is being used to deliver two projects on behalf of Greenwood Academy Trust (GAT); firstly to expand their primary provision by building a new 420 place primary school on the Sneinton Boulevard site and secondly to demolish and reinstate the existing Year 7 base on an area of land adjacent to the Greenwood Road site. These two projects are being delivered in parallel and are known as the Nottingham Academy projects. The primary school element is being funded by the City Council and the GAT is funding the replacement of the Year 7 base.

The contractual relationship between the City Council and the LEP includes the Strategic Partnering Agreement (SPA) which sets out the process for developing new schemes i.e. New Project Proposal process. This also sets out the process for delivering projects through the LEP with two Stages that require approval by Nottingham City Council.

The City Council received the Stage 1 Submission for the two Nottingham Academy projects on 25 February 2015. This has since been reviewed by the City Council and its advisors. Clarifications have been requested as part of this review process and these have been satisfactorily responded to by the LEP.

This Evaluation Report incorporates feedback on the main elements of the Stage 1 Submission and then goes on to outline the next steps in the process.

1.2 School Current Position and Vision

Greenwood Academy Trust (GAT), operating as Nottingham Academy, provides places for pupils from primary up to post 16 education across two sites in Nottingham. Primary and secondary are located on Greenwood Road site with Year 7 and post 16 located on the Sneinton Boulevard site.

Both sites have benefited in the past from Building Schools for the Future money, however further investment is now needed as Nottingham City Council require additional primary placements. Two bulge years of 60 pupils each have already been accommodated within Greenwood Road primary, which was initially designed for a 90 intake per year and was already operating at capacity. It is therefore requested that a new Nottingham Academy primary be developed. To facilitate this Greenwood Academy Trust have purchased an ex Public House located adjacent to Sneinton Boulevard and across the road from the Greenwood Road site. It is proposed that this site be used for a Year 7 Base freeing up accommodation for a new build primary on the Sneinton Boulevard site.

2. Project Proposals

2.1 Planning Consultation Statement

Site and office meetings have been held with the Planning Authority and the Highways Team to enable the design team to get early advice on the outline

proposals and establish any risks. In principle, support was given to the project in a letter of comfort issued by the planning team dated 19 February 2015. A further email from the Highways Team on 4 March 2015 confirms that there have been discussions about the potential impact of the project and that the design team have discussed mitigation measures for this.

2.2 Outline Architectural Strategy

Primary School

The main aims of the project are:

- Demolition of the existing single storey building on Sneinton Academy site which currently houses dining accommodation, kitchen, admin and four teaching rooms for music art and science.
- Construction of new Primary School Building.
- Removal of existing 2 storey modular classroom block to provide playground space for the primary school.
- Remedial works and alterations to the existing retaining walls.
- Landscaping.

The architecture of the new school has been driven by the site restrictions, particularly the complex topography of the site. The proposal is for a simple building organised over two floors with teaching spaces located either side of a spine circulation corridor leading to other support spaces. This arrangement maximises the area of the floor plan dedicated to teaching rather than circulation. The dining hall and kitchen are located on the west face of the building for ease of deliveries and taking advantage of the views over Nottingham. The reception to the building is accessed directly from the car park and is visible upon entry to the site. The building will provide teaching accommodation, multi-purpose/ dining hall, admin and toilets and support spaces for 420 pupils. The gross internal floor area is 1890m².

The drawing below shows the proposed ground floor and first floor layout for the Primary School.



Year 7 Base

The works will involve the following:

- Demolition of The Inn on the Hill, a former public house on Greenwood Road, to accommodate the new Year 7 Base building.
- Construction of the new Year 7 Base building.
- Remedial works and alterations to the existing retaining walls.
- Site levelling and construction of new retaining walls to form playground area.
- Re-configuration of access ways from Greenwood Road to rear of Sneinton campus.
- Landscaping.

The site currently occupied by the former Inn on the Hill public house will become the site of the new Year 7 Base. The key feature that drives the design of this building is the restrictions imposed by the site and level changes. The building is simply organised over two floors with teaching spaces located either end of a spine corridor leading to a hall at the rear end. This arrangement maximises the area of the floor plan dedicated to teaching rather than circulation. The reception to the building is visible from Greenwood Road. On the ground floor are located the specialist rooms of Design Technology/ food and science with the hall, admin and support spaces. In the first floor is located the general teaching areas, art and learning resource area. The building will provide general and specialist teaching accommodation for 300 pupils. The gross internal floor area is 1565m².

The proposed ground floor and first floor layout for the Year 7 Base is shown below.



These are subject to minor changes going forward but the layouts have been agreed in principle by GAT.

2.3 Outline Civil and Structural Strategy

The new primary school is to be built in the ground of the Academy off Sneinton Boulevard. The proposal is to position the building the new building on the footprint of the existing Annexe building which will be demolished. The existing and proposed blocks are similarly orientated being long thin sites running approximately northeast to southwest.

The new Year 7 base is to be located on Greenwood Road opposite the junction with Hereford Road in Sneinton. The site is currently occupied by the Inn on the Hill public house which is now redundant and becoming derelict. An existing brick faced retaining wall forms the west side of the public house with a 2m – 3m change of level across the wall. The basements to the public house are behind the retaining wall.

Some issues with drainage have been identified on site and being investigated as part of the proposals. Ground investigations are underway. Works may be required to strengthen retaining walls on the site. A Sustainable Urban Drainage (SUDs) system is required. Early consultation with the Highways team has indicated that works to calm traffic and prevent parking close to the site will be required.

2.4 Outline Mechanical and Electrical Strategy

Current Stage 1 proposals for building and building services described within this report demonstrate compliance with Part L Building Regulations 2013 and Government Guidelines in respect of Carbon Dioxide Emissions.

The current proposals, to the new build include for 10% renewables through the M&E design and compliance with the overall strategy of the BSF programme which is naturally ventilated teaching/instruction areas; maximising natural daylight and comply with acoustic requirements. The proposals will continue to be monitored through the next stage of design to improve on these minimum standards where feasible.

The two buildings will have intruder and fire alarms fitted.

2.5 Outline Landscape Strategy

Landscaping will take place to provide additional playground space for both buildings but this will be used in conjunction with other facilities across the site.

2.6 Outline Furniture, Fittings and Equipment (FF&E) Strategy

No furniture, fittings or equipment are included within this proposal, other than fixed furniture such as sanitary ware and kitchen fittings.

2.7 Outline ICT Strategy

This project does not include for any ICT provision other than CAT 6 cabling back to a cabinet.

3. Drawings

Architectural drawings are included in the Stage 1 submission. At this stage of design they meet the Local Authority's requirements, subject to the derogations and pricing assumptions noted in Section 8.

4. Specifications

Specifications are to be developed during Stage 2 of the project.

5. Strategies and Reports

5.1 BREEAM

BREEAM is not required on this project.

6. Schedules

6.1 Survey Schedules

Surveys are being undertaken by the LEP to establish the existing site conditions to inform the design process and give the Authority comfort on risk.

Further detailed surveys are identified as being required during the next stage of the design process.

6.2 Accommodation Schedules

The submission includes a detailed accommodation schedule which is in line with the school requirements. This also takes into consideration the revised requirement to meet Building Bulletin 103 for Secondary Schools as indicated by the Department for Education (DfE).

7. Construction

7.1 Outline Approach to Construction Phasing and Site Logistics

Site logistics have been proposed and take into consideration the complexities and constraints on site. These proposals will be reviewed by the school to ensure they meet their requirements and will allow the school to continue to function whilst works are on site. The proposals deliver a safe working environment for both construction and education activities.

7.2 Construction Design and Management Regulations

Formal appointment of the CDM Coordinator has been confirmed, and the F10 has been submitted to the Health and Safety Executive.

7.3 Master Programme

Subject to approval of Stage 1, a planning application will be submitted in April 2015.

If Stage 2 is approved, Financial Close is proposed for July and works will commence on site in August 2015.

Works must be complete by 1 September 2016.

Works will take place on two sites concurrently.

8. Finance and Legal

8.1 Project budget

The cost plan and drawn proposals have been developed from the initial feasibility study and Stage 1 brief to meet all the school key priorities within the funding constraints.

These costs are within the overall budget figures but are subject to a number of pricing assumptions set out in the Stage 1 documentation.

8.2 Project management costs and cost plan

A summary of the project management costs are included in the Stage 1 submission.

In accordance with Schedule 3 of the SPA, Faithful and Gould have reviewed the cost plan proposed by the LEP.

8.3 Affordability and Value for Money (VFM)

The cost information provided within the Stage 1 has been reviewed by Faithful and Gould to ensure that the proposals are affordable and offer value for money.

8.4 Site Information

The Sneinton Boulevard site is in the Local Authority's ownership with absolute title and is leased to Greenwood Academy Trust. The Inn on the Hill site is in Greenwood Academy Trust's ownership with absolute title.

8.5 Land issues

There is a piece of land between the proposed transfer area and the Sneinton Boulevard site that is not currently covered by any existing or proposed lease. This area of land will be included in negotiations around land transfers.

9. Readiness to Deliver

9.1 Project management

The project management structure for the scheme has been reviewed and it is felt that it will be sufficient resource.

9.2 Programme

A lead-in programme and summary construction programme has been provided. The lead-in programme details the various stages and timing for the submission and approvals that will be required in order to achieve the construction start dates.

10. Next Steps

10.1 Approvals process

On 22 December 2014, the Portfolio Holder and Corporate Director approved a Delegated Decision Maker report that included:

- Approval for an additional £900,000 – taking the overall funding for the primary school element to £4,000,000.
- Authorisation to progress with Stage 1, noting that there was a financial risk
- Procurement of a technical advisor
- Authorisation to undertake a mini-tender and appoint a legal advisor

This report will be submitted to Executive Board, asking for approval to progress to Stage 2 and delegating the approval of Stage 2 and to enter into Financial Close to the Director of Legal Services. This report will be submitted in July 2015.

EXECUTIVE BOARD – 17 MARCH 2015

Subject:	Admission Arrangements for Nottingham City Community Schools 2016/17		
Corporate Director(s)/ Director(s):	Alison Michalska, Corporate Director for Children and Adults		
Portfolio Holder(s):	Councillor Jon Collins, Leader/Portfolio Holder for Strategic regeneration and Schools		
Report author and contact details:	Nick Lee, Head of Access and Learning 0115 8764618 nicholas.lee@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input type="checkbox"/> Revenue <input type="checkbox"/> Capital	
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total value of the decision: Nil			
Wards affected: All	Date of consultation with Portfolio Holder(s): 12 September 2014		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>To consider and approve the Local Authority's proposed admission arrangements for the 2016/2017 school year for community schools, following consultation, to ensure fair access to school places and to give priority to local children. The only changes to the arrangements determined for the 2015/16 school year are to:</p> <ul style="list-style-type: none"> • amend the definition of previously Looked After Children to give highest priority to all children adopted from care in line with the Department for Education (DfE) guidance referred to in 1.2 below. The definition is set out in criterion 1 of the admissions criteria listed in appendices 2a and 2b; and • include details of the process for requesting admission out of the normal age group to comply with the requirement in paragraph 2.17 of the revised School Admissions Code published on 19 December 2014 (see paragraph 1.3 below) <p>The proposed admission arrangements are set out in Appendix 1. The proposed oversubscription criteria are attached as Appendix 2. Admission numbers for community schools are attached as Appendix 3. Maps showing catchment areas for city community schools are set out in Appendix 4. A copy of the timetable for the 2016/17 admission year is set out in Appendix 5 and the City Council's Fair Access Protocol is set out in Appendix 6.</p>			
Exempt information:			
None			

Recommendation(s):

1__To approve the Local Authority's admission arrangements for the 2016/2017 school year for community schools, as set out in Appendix 1, which includes minor changes to the admission arrangements determined for the 2015/2016 school year, i.e. the amendment of the definition of previously Looked After Children to give highest priority to all children adopted from care in line with the Department for Education (DfE) guidance and the inclusion of details of the process for requesting admission out of the normal age group.

1 REASONS FOR RECOMMENDATIONS

- 1.1 The Local Authority is the admission authority for community schools and is therefore legally required to determine the admission arrangements for these schools.
- 1.2 In the revised School Admissions Code published on 19 December 2014, paragraph 2.17 states that admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group. Details of the process have now been included in Appendix 1.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 In accordance with the School Standards and Framework Act 1998 and the 2012 School Admissions Code, the Local Authority has consulted with the City's Admission Forum, head teachers, governing bodies, relevant religious bodies and other persons in the relevant area who have an interest in the proposed admissions, parents and carers within the city, unions and Nottinghamshire County Council on all aspects of its proposed admission arrangements for 2016/17, which included a minor change to the admission arrangements determined for the 2015/2016 school year, i.e. the amendment of the definition of previously Looked After Children to give highest priority to all children adopted from care as referred to in paragraph 1.2 above. The arrangements are set out in full in Appendices 1, 2 and 3. The consultation took place during the period 3 November 2014 to 2 January 2015.
- 2.2 During the period 2 December 2013 to 31 January 2014 the Local Authority consulted on its proposed arrangements for admission to schools in the 2015/16 school year which included amendments to the 2013/14 admission arrangements. These amendments were approved by Executive Board at its meeting held on 20 March 2014, i.e.:
 - the removal of criterion 5 from the infant/primary schools admission criteria (i.e. pupils attending the nursery of the school). This was because the Office of the Schools Adjudicator had found in a number of cases referred to them that admission arrangements which included a nursery criterion did not comply with the School Admissions Code;
 - an increase in the period of time the waiting list is kept open for infant, junior and primary schools for year groups Reception to Year 5, from 40 school days from the date of refusal to all-year round. This means the waiting list will be kept open from the date of refusal until the last day of the summer half term and parents/carers will be contacted on a half-termly basis to ask if they wish their child's name to remain on the waiting list;

- the amendment of catchment areas to incorporate all currently undesignated areas of the city.

2.3 Responses to Consultation on 2016/17 arrangements - There was only one response to the consultation, which was from Nottinghamshire County Council. The response was only to raise points regarding clarity to the wording within the appendices, which have now been addressed.

2.4 Co-ordinated Admission Arrangements - The Local Authority is required by the Education Act 2002 to produce co-ordinated admission schemes for both secondary and primary admissions. These have been in operation since the 2004/2005 school year and are working well. It is not proposed to alter these arrangements for the 2016/2017 school year. These schemes relate to admissions at the normal time, i.e. Reception year at infant/primary school, Year 3 at junior school and Year 7 at secondary school.

2.5 Guidance published by the DfE in May 2014 advised that it had adopted the wider interpretation of the 2012 School Admissions Code in respect of previously Looked After Children. As a consequence of this the DfE expects admission authorities to give highest priority to all children adopted from care and not just those adopted from care under the 2002 Act as set out in the 2012 School Admissions Code. The DfE published a revised School Admissions Code on 19 December 2014, which now makes it clear that admission authorities must give highest priority to all children adopted from care. The proposed admission arrangements for 2016/17 have therefore been amended to reflect the updated definition of previously Looked After Children in line with the DfE guidance and the 2014 School Admissions Code.

2.6 No further changes to the arrangements are proposed. With the increased number of schools that are their own admission authority with admission arrangements which differ from the Local Authority's, maintaining the Local Authority's admission arrangements (with the exception of the updated definition and details of the process for requesting admission out of the normal age group referred to in 1.2 and 1.3 above) will enable the Council to monitor the operation of the 2015/16 arrangements of all admission authorities, including those of newly formed academies, in order to make any changes for subsequent years on an informed basis.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 No other options were considered. Maintaining the Local Authority's 2015/16 admission arrangements for a further year will enable the Local Authority to monitor the operation of recent changes, along with the arrangements of all admission authorities in Nottingham City, including those of newly formed academies, in order to make any changes for subsequent years on an informed basis.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

4.1 Schools are predominantly funded from the Dedicated Schools Grant (DSG), this is allocated to all schools based on a formula and the October pupil (Autumn term) census.

4.2 If all pupils are captured as part of the October census then any change in admissions policy will have no financial impact on the DSG allocation for Nottingham or individual schools.

4.3 As part of the budget setting process a contingency is allocated to support part year effect of any growth in pupil numbers.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

5.1 Admission arrangements are set to enable all school age students to access a suitable school place at the appropriate time, as far as possible according to their parents/carers' preference, so that they are not vulnerable to crime and disorder.

5.2 The School Admissions Code recommends that criteria are clear, fair and objective and operate for the benefit of all children. The admission arrangements and criteria ensure that the City will operate a fair and open system which is applied consistently and that arrangements are clear and accessible to parents and carers so that all have an equal opportunity to secure a school place for their child.

5.3 Legal Implications - consultation

5.3.1 Section 88C(1) of the School Standards and Framework Act 1998 ("SSFA"), states that the admission authority for a maintained school in England must, before the beginning of each school year, determine in accordance with this section of the SSFA the admission arrangements which are to apply for that year. Section 88C(2) of the SSFA requires the admission authority to carry out such consultation beforehand about the proposed arrangements as may be prescribed.

5.3.2 The relevant regulations under section 88C(2) of the SSFA are the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended) ("the Admission Arrangements Regulations").

5.3.3 Regulations 14 and 15 deserve special attention here. They state the following:-

Matters about which consultation is not required

14

(1) Subject to paragraph (2) an admission authority are not required to consult about a proposal to increase or keep the same admission number in any consultation on admission arrangements under section 88C(2) for the school year 2013–2014 or any subsequent years.

(2) Where the admission authority for a community or voluntary controlled school are the local authority they must consult the governing body of the school if they propose to increase or keep the same admission number.

Circumstances where consultation on admission arrangements is not required

15

(1) This regulation prescribes for the purposes of section 88C(2) the circumstances in which an admission authority are not required to consult on their proposed admission arrangements.

(2) Subject to paragraphs (3) and (4) an admission authority are not required to consult on their proposed admission arrangements for the school year 2013–2014 and any subsequent admission year where they consulted on their proposed

admission arrangements in accordance with section 88C(2) in any of the six preceding determination years, and the proposed arrangements are the same as those determined following the last such consultation.

(3) The proposed arrangements are treated as the same for the purpose of paragraph (2) if the only change made to the proposed admission arrangements is one or more of the following changes—

(a) an increase to the admission number in accordance with regulation 14, or

(b) a change made to comply with any mandatory requirement in the School Admissions Code or these Regulations.

(4) A consultation required under regulation 14(2) is not to be regarded as a consultation for the purpose of calculating whether an admission authority have consulted in any of the six preceding determination years in paragraph (2).

5.3.4 It is noted that this report refers to the following points:-

- A recommendation that the Executive Board approves Nottingham City Council's proposed admission arrangements for the 2016/2017 school year for community schools, as set out in Appendix 1, which includes minor changes to the admission arrangements determined for the 2015/2016 school year, i.e. the amendment of the definition of previously Looked After Children to give highest priority to all children adopted from care in line with the Department for Education ("DfE") guidance and the inclusion of details of the process for requesting admission out of the normal age group.
- Non-statutory guidance published by the DfE in May 2014 stated that the DfE had adopted a wider interpretation of the then School Admissions Code (2012) in respect of previously Looked After Children. As a consequence of this the DfE expected admission authorities to give highest priority to all children adopted from care and not just those adopted from care under the Adoption and Children Act 2002 as set out in the statutory School Admissions Code (2012).
- On 19 December 2014, the Secretary of State via the DfE issued a new School Admissions Code. This new School Admissions Code states at paragraph 1.7 that "...the highest priority must be given, unless otherwise provided in this Code, to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted [i.e. children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002] (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after..."
- In addition, the new School Admissions Code states at paragraph 2.7: "Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group."
- Therefore, Nottingham City Council ("NCC") proposed only to amend the admission arrangements determined for the 2015/2016 school year to take account of the above two changes in the new School Admissions Code – otherwise NCC's proposed admission arrangements for the 2016/2017 school year would remain as before. NCC had consulted on the admission arrangements for the 2015/2016 school year from 2 December 2013 to 31 January 2014. Following that consultation, on 20 March 2014 NCC's Executive Board had determined to implement those admission arrangements.

- From 3 November 2014 to 2 January 2015, NCC conducted consultation on the proposed admission arrangements for the 2016/2017 school year with only one response received from Nottinghamshire County Council, which was largely in the nature of a request for clarification.

5.3.5 In view of the above, NCC's legal requirement to consult on its proposed admission arrangements for the 2016/2017 school year was technically limited. As the admission authority for the community schools it maintains, NCC was only required under regulation 14 of the Admission Arrangements Regulations to consult the governing bodies of those community schools on any proposal to increase or keep the same admission numbers. Beyond that, as NCC had consulted on its admission arrangements in accordance with section 88(C)(2) of the SSFA in the preceding six determination years and the proposed admission arrangements for the 2016/2017 school year are unchanged with the exception of changes to comply with any mandatory requirement in the School Admissions Code, by virtue of regulation 15 of the Admission Arrangements Regulations NCC was not required to consult on them.

5.3.6 The fact NCC has consulted on its proposed admission arrangements for the 2016/2017 school year does no harm, however, and is undoubtedly beneficial in informing interested parties of NCC's intentions. NCC would also appear to have complied with the Admission Arrangements Regulations in terms of who to consult (regulation 12), the matters to which any consultation must relate (regulation 13) and the manner of consultation (regulation 16).

5.3.7 Regulation 17 of the Admission Arrangements Regulations states the following:-

- (1) *For the school year 2016-2017, every admission authority must –*
 - (a) *complete any consultation required by section 88C [of the SSFA] and these Regulations on or before 1 March 2015;*
 - (b) *allow consultees at least eight weeks to respond; and*
 - (c) *determine their admission arrangements on or before 15th April 2015.*

5.3.8 Therefore, any consultation on proposed admission arrangements for the school year 2016-2017 must have been completed on or before 1 March 2015, which NCC has done, and allow consultees at least eight weeks to respond, which NCC has also done. Lastly, regulation 17(3) of the Admission Arrangements Regulations requires NCC to determine its admission arrangements for the school year 2016-17 by 15 April 2015.

5.4 Legal Implications - The proposed admission arrangements - The proposed admission arrangements generally accord with education law and guidance.

5.5 Human Resources (HR) comments - Whilst the recommendations of this report have no immediate direct workforce implications, in the context of the updated definition of Looked After Children, in line with the DfE guidance and the 2014 School Admissions Code, and the increasing demand on school places, there is a high potential for increased workforce capacity, longer term. In this instance, it is important that schools take sound advice from their HR provider on fair and appropriate recruitment methods and are mindful of employment responsibilities to new and existing employees.

5.6 Union Comments - The Association of Teachers and Lecturers union commented 'a detailed report that is equal and fair'.

6 SOCIAL VALUE CONSIDERATIONS

6.1 Not applicable

7 REGARD TO THE NHS CONSTITUTION

7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

8.1 An EIA is attached. Due regard has been given to the equality implications identified in the attached EIA.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 School Admissions Codes 2012 and 2014

10.2 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

10.3 Report to Executive Board 20 March 2014 setting out the proposed school admission arrangements for the 2015/16 school year.

10.4 Department for Education guidance on school admission of children adopted from local authority care published in May 2014.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Jon Ludford-Thomas, Senior Solicitor, Legal Services, tel: 0115 8764398, email: jon.ludford-thomas@nottinghamcity.gov.uk

11.2 Lynn Robinson, HR Business Partner, Children and Adults, tel: 0115 8763605, email: lynn.robinson@nottinghamcity.gov.uk

11.3 Ceri Walters, Acting Head of Departmental Financial Support, tel: 0115 8764128, email: ceri.walters@nottinghamcity.gov.uk

11.4 Ralph Surman, Association of Teachers and Lecturers, email: rsurmam@exec.atl.org.uk

This page is intentionally left blank

Proposed Admissions Arrangements for 2016/17

- Parents/carers living in Nottingham City must apply for a school place online or on Nottingham City Council's common application form by 31 October 2015 for places in year 7 at secondary schools and places in year 10 at 14-19 academies, university technical colleges or studio schools; and by 15 January 2016 for places in reception year at infant or primary schools and year 3 at junior schools.
- Parents/carers may name up to 4 schools in order of preference for a place in year 7 at secondary schools or year 10 at 14-19 academies, university colleges or studio schools; up to 6 schools in order of preference for a place in reception year at infant or primary schools and up to 3 schools in order of preference for a place in year 3 at junior schools. Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.
- Reference will be made to the parent/carer's ranked order of preference in order to determine the school for which a single offer of a place will be made.
- A letter will be sent to all parents/carers who applied by the closing date advising of the single offer of a place on 1 March 2016 for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and on 18 April 2016 for places in reception year at infant or primary schools and year 3 at junior schools (these are national offer dates).
- Parents/carers should confirm to the Local Authority whether or not they wish to accept the place offered within 14 days of receipt of their offer letter. Failure to do so will result in the place being withdrawn and it may be offered to another pupil.
- If a place has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place.
- Late applications received after the closing date for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools will be considered after 1 March 2016; and late applications received after the closing date for places in reception year at infant or primary schools and year 3 at junior schools will be dealt with after 16 April 2016. Under exceptional circumstances the Local Authority may be willing to accept applications which are received late but by no later than 5 pm on 7 January 2016 for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and 5 pm on 19 February 2016 for places in reception year at infant or primary schools and year 3 at junior schools.

- In accordance with the Council's co-ordinated scheme for infant, primary and junior school applications and secondary school applications where it is not possible to offer a place at any of the schools named by parents/carers, the Local Authority will make an offer of an alternative school place where this is possible (known as mandatory offers).
- Parents/carers living within the catchment area are not guaranteed a place. Parents/carers can check which is the catchment school for their home address by visiting the website (www.nottinghamcity.gov.uk/schooladmissions), emailing the School Admissions Team (schooladmissions@nottinghamcity.gov.uk) or by telephoning the Team (0115 841 5568).
- Attendance at a particular nursery does not guarantee admission to the main school for infant/ primary education. Parents/carers must make an application for admission to the main school as referred to in the first bullet point above.
- All applications for admission to community nursery schools must be made to the head teacher of the relevant nursery school.
- Applications for admission are considered against the planned admission number for the year group.
- Requests for in-year applications (i.e. transfers outside the time of normal transfer from one stage of education to another) are partially co-ordinated by the Local Authority. Parents/carers must apply to the Local Authority for a place at a city community school, and for a place at those schools/academies for whom the Local Authority co-ordinates in-year applications. For those schools/academies that the Local Authority does not co-ordinate in-year applications, parents/carers should contact that school/academy directly to find out how to apply for a place there. Details of which schools/academies the Local Authority co-ordinates applications for can be found at www.nottinghamcity.gov.uk/schooladmissions. The Local Authority will strongly discourage parents/carers from transferring schools for their child where this is not as a result of a change of address. This is because if children change schools they are less likely to achieve educationally.
- The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of vulnerable and challenging children and young people. Nottingham City Council established a fair access protocol in October 2007, which was updated in September 2012.
- In accordance with the School Admissions Code, a waiting list will be maintained for the 2016 autumn term only for year 7 at secondary school. Thereafter, waiting lists for years 7 to 9 will be maintained for community schools which are oversubscribed for a period of 40 school days from the date of refusal of a place or until the last day of the 2017 summer half term,

whichever is the sooner (no waiting list will be maintained for years 10 and 11).

- Waiting lists for reception year to year 5 will be maintained for community schools which are oversubscribed until the last day of the 2017 summer half term (no waiting list will be maintained for year 6).
- Children who's fifth birthday falls between 1 September 2016 and 31 August 2017 will be admitted to full-time school at the beginning of the 2016/17 school year regardless of the term start date.
- Some parents/carers may choose to defer the start of full-time education for their child until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. However, if their child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in the child being admitted into a different school year. In this case, the child could not be allocated a reception place at the school during the 2016/17 year and the parent would have to apply for a place during the 2017 summer term for admission into year 1 in September 2017 (unless they are requesting admission for their child outside their normal age group – see next bullet point). The Local Authority strongly recommends that parents/carers do not defer the start of their child's full-time education as children's learning chances are likely to be better if they start school with their peers at the beginning of the 2016/17 school year. Parents/carers can request that their child takes up a school place part-time until their child reaches compulsory school age.
- Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group, in most cases lies with the school or educational setting. However, the following requests must be referred to the School Admissions Team at Children and Adults for consideration:
 1. for children who are chronologically due to start Reception/Foundation 2, regardless of which school they are applying for;
 2. for children on roll at community schools due to transfer from one phase of education to another (i.e. key stage 1 to key stage 2, key stage 2 to key stage 3 or key stage 3 to key stage 4);
 3. for children on roll at an academy, Voluntary Aided or Trust school due to transfer from key stage 2 to key stage 3 (with the exception of pupils on roll at Nottingham Academy).

All requests should be forwarded or referred to the School Admissions Team at Children and Adults. Such requests will need to be made in writing and can be from the parent/carer of a child and/or the Head Teacher of the child's present

school. The Local Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

A copy of the Council's accelerated/delayed school admissions policy can be found at www.nottinghamcity.gov.uk/schooladmissions .

- Parents/carers are advised that they may be at risk of having to apply for a new school place if their child does not attend school for a period of 20 or more school days.

Admission criteria for community secondary schools: 2016/17

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2016/17 school year.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

Waiting lists will be maintained for the 2016 autumn term only for year 7 at oversubscribed secondary schools. Thereafter, waiting lists for year 7 and for years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence or Child Arrangements Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

The Local Authority does not operate a “feeder” arrangement. Attendance at a particular primary or junior school is not taken into account when places at secondary schools are allocated.

First admission to primary schools criteria: 2016/17

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school, or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2016/17 school year.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

Waiting lists will be maintained until the last day of the summer half term for reception year to year 5 (i.e. May 2017). Waiting lists will not be maintained for year 6.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence or Child Arrangements Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

Attendance at a particular nursery does not guarantee admission to the main school for infant/primary education. All applications for admission to the main school must be made to the Local Authority and will be considered against the oversubscription criteria listed in 1-5 above.

Admission Numbers 2016/17

APPENDIX 3

Name of School	Proposed No.
Bentinck Primary	30
Berridge Primary	90
Burford Primary	30
Cantrell Primary	60
Carrington Primary	30
Claremont Primary	60
Crabtree Farm Primary	60
Dovecote Primary	60
Dunkirk Primary	60
Fernwood Primary**	120
Forest Fields Primary	90
Glade Hill Primary	30
Greenfields Community	30
Haydn Primary	60
Heathfield Primary	100
Hempshill Hall Primary	60
Henry Whipple Primary	30
Melbury Primary	30

Name of School	Proposed No.
Mellers Primary	30
Middleton Primary	60
Rise Park Primary	60
Riverside Primary*	60
Robert Shaw Primary	60
Robin Hood Primary	60
Rufford Primary	60
Scotholme Primary	60
Seely Primary	75
Snape Wood Primary	30
Southglade Primary	60
Southwold Primary	30
Springfield Primary	30
Stanstead Primary	30
Walter Halls Primary	60
Welbeck Primary	45
Westglade Primary	30
Whitegate Primary	60
William Booth Primary	30

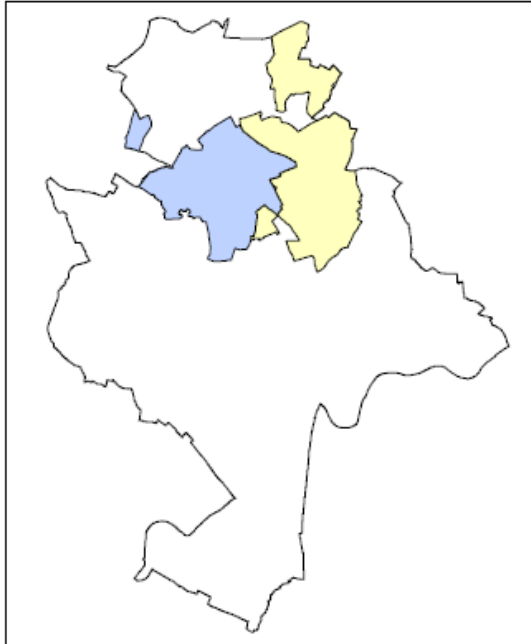
Secondary Schools	
Name of School	Proposed No
Big Wood*	150
Ellis Guilford	270

Capacity assessments were undertaken by the Capital and Assets Team, Nottingham City Council using Department for Education guidance. Admission numbers are calculated by dividing the net capacity of the school by the number of year groups to be accommodated in the school.



* Proposed academy status during the 2014/15 academic year.

** The Schools Adjudicator has recently approved proposals to amalgamate Fernwood Infant and Junior Schools to a primary school with effect from 28 August 2015.

Catchment areas for community secondary schools



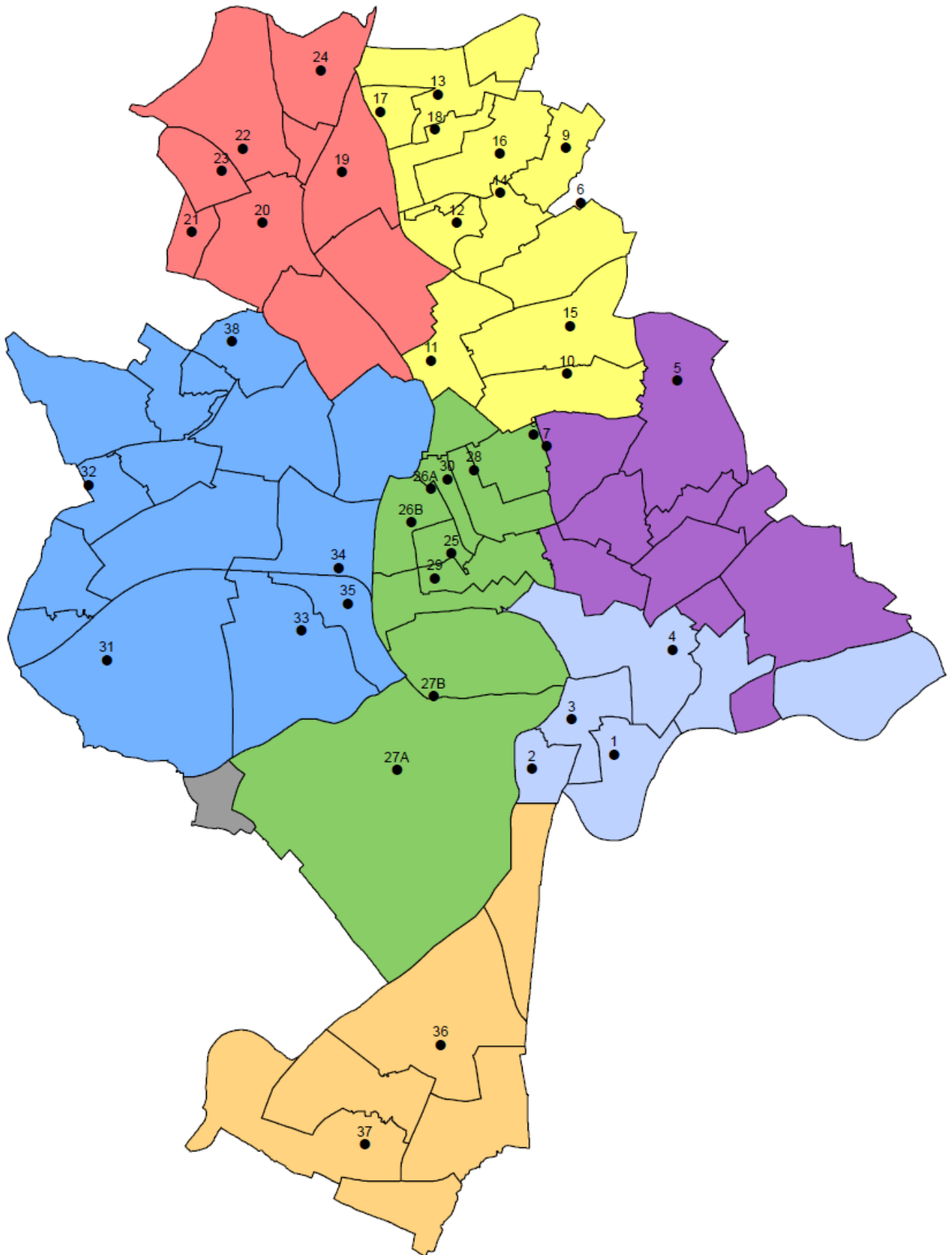
Key

-  Big Wood Comprehensive School
-  Ellis Guilford School and Sports College

There are other secondary schools in Nottingham responsible for making their own admission arrangements. These are:

The Bulwell Academy
Djanogly City Academy Nottingham
Fernwood School
Nottingham Academy
Bluecoat Beechdale Academy
Bluecoat Academy
Nottingham Emmanuel CofE (VA) School
Nottingham University Samworth Academy
The Trinity Catholic School
Nottingham Girls' Academy
Top Valley Academy
Farnborough School
Nottingham University Academy of Science & Technology
Nottingham Free School

Appendix 4B - Current Catchment Areas and School Locations



Key**Catchment areas for community primary/infant/junior schools****NG1****NG2**

- 1 Greenfields Community Primary & Nursery School
- 2 Riverside Primary & Nursery School
- 3 Welbeck Primary & Nursery School
- 4 William Booth Primary & Nursery School

NG3

- 5 Walter Halls Primary School (Nursery attached)

NG5

- 6 Burford Primary & Nursery School
- 7 Carrington Primary & Nursery School
- 8 Claremont Primary & Nursery School
- 9 Glade Hill Primary & Nursery School
- 10 Haydn Primary & Nursery School
- 11 Heathfield Primary & Nursery School
- 12 Henry Whipple Primary & Nursery School
- 13 Rise Park Primary & Nursery School
- 14 Robin Hood Primary & Nursery School
- 15 Seely Primary and Nursery School
- 16 Southglade Primary & Nursery School
- 17 Stanstead Primary & Nursery School
- 18 Westglade Primary & Nursery School

NG6

- 19 Cantrell Primary & Nursery School
- 20 Crabtree Farm Primary & Nursery School
- 21 Hempshill Hall Primary & Nursery School
- 22 Rufford Primary & Nursery School
- 23 Snape Wood Primary & Nursery School
- 24 Springfield Primary School (Nursery attached)

NG7

- 25 Bentinck Primary & Nursery School
- 26A Berridge Primary School (Infant Site)
- 26B Berridge Primary School (Junior Site)
- 27A Dunkirk Primary & Nursery School (Highfields Campus)
- 27B Dunkirk Primary & Nursery School (Abbey Campus)
- 28 Forest Fields Primary & Nursery School
- 29 Mellers Primary & Nursery School
- 30 Scotholme Primary & Nursery School

NG8

- 31 Fernwood Infant & Junior Schools
- 32 Melbury Primary School
- 33 Middleton Primary & Nursery School
- 34 Robert Shaw Primary School
- 35 Southwold Primary School & Early Years Centre

NG11

- 36 Dovecote Primary & Nursery School
- 37 Whitegate Primary & Nursery School

There are other primary schools in Nottingham responsible for making their own admission arrangements. These are:

South Wilford Endowed CE Primary School
 St Margaret Clitherow Catholic Voluntary Academy
 Sneinton St Stephen's CE Primary & Nursery School
 St Mary's Catholic Voluntary Academy
 Blessed Robert Widmerpool Catholic Voluntary Academy
 St Teresa's Catholic Voluntary Academy
 St Augustine's Catholic Voluntary Academy
 Our Lady & St Edward's Catholic Voluntary Academy
 St Patrick's RC Primary & Nursery School
 Old Basford School
 Our Lady of Perpetual Succour Catholic Voluntary Acad
 Ambleside Primary School
 Firbeck Academy
 Glapton Primary & Nursery School
 Djanogly Strelley Academy
 Glenbrook Primary
 Highbank Primary & Nursery School
 Portland Primary & Nursery School
 Blue Bell Hill Primary & Nursery School

Hogarth Primary & Nursery School
 Nottingham Academy
 Huntingdon Academy
 St Ann's Well Academy
 Sycamore Academy
 The Milford Academy
 Warren Primary Academy
 Edna G Olds Academy
 Djanogly Northgate Academy
 Southwark Primary School
 Whitemoor Academy (Primary & Nursery)
 Windmill LEAD Academy
 Bulwell St Mary's Primary & Nursery School
 Djanogly Northgate Academy
 Whitemoor Academy (Primary & Nursery)
 Edale Rise Primary & Nursery School
 Brocklewood Primary School
 Jubilee LEAD Academy
 Radford Primary Academy
 Rosslyn Park Primary & Nursery School

Details of these schools/academies' proposed admission arrangements for 2016/17 should be on their own website. A copy will also be available at www.nottinghamcity.gov.uk/schooladmissions after 1 May 2015

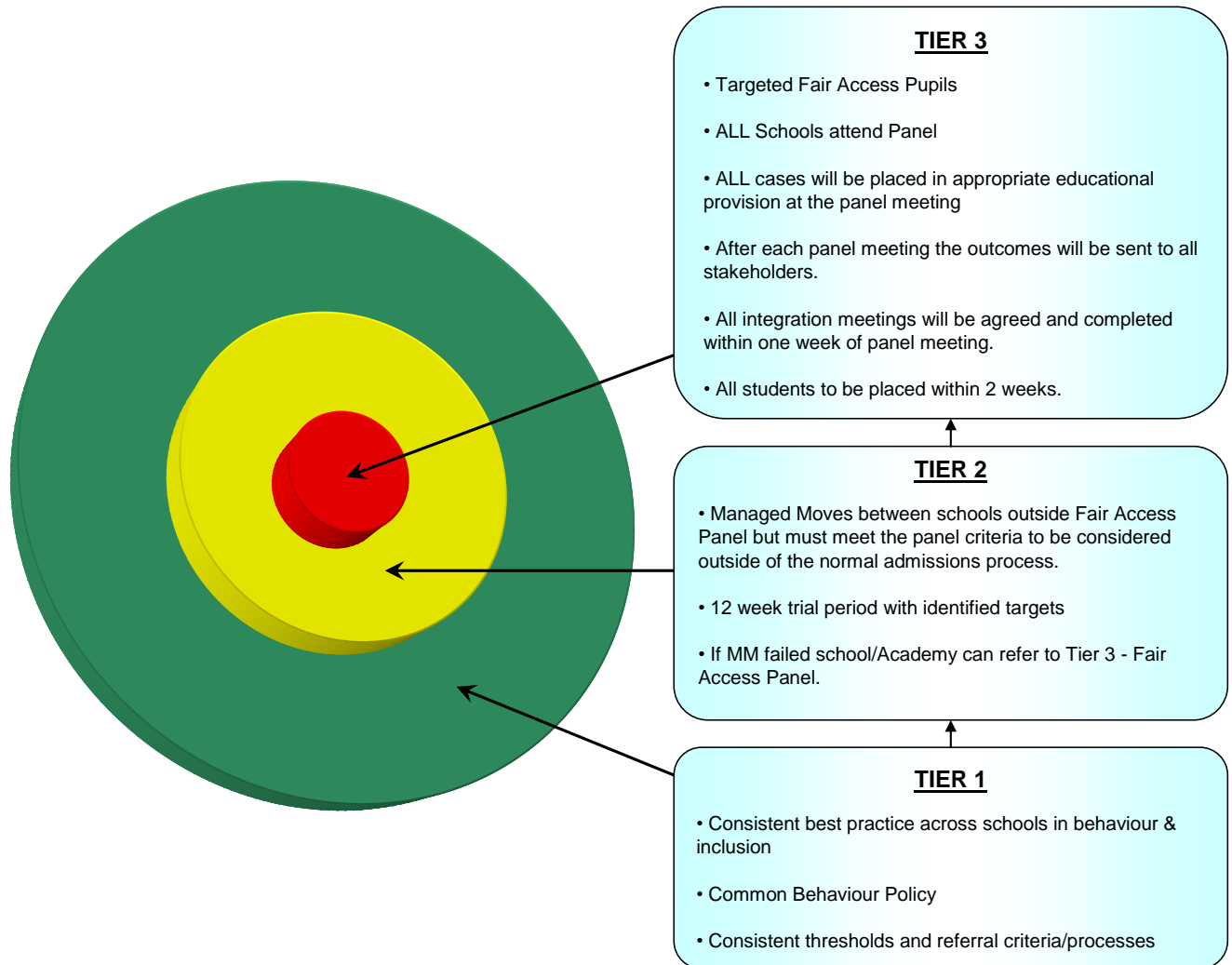
TIMETABLE FOR CO-ORDINATED ADMISSIONS PROCESS 2016/17

2016/17 ADMISSION ROUND	Distribution of information from Local Authority to schools	Distributions of information by schools to parents/carers	Closing date	Decisions issued to parents/carers by:
Transfers from junior/primary to secondary school	By Wednesday 2 nd September 2015	On Friday 4 ^h September 2015	Saturday 31 st October 2015 (national closing date)	On Tuesday 1 st March 2016 (national offer date)
First admission to infant/primary school and transfers from infant to junior school	By Wednesday 25 th November 2015	On Friday 27 th November 2015 Local Authority to distribute for children not attending a nursery attached to a city infant or primary school	Friday 15 th January 2016 (national closing date)	Monday 18 th April 2016 (national offer date)
Transfers from secondary school to year 10 at 14- 19 academies, colleges or studio schools	By Wednesday 2 nd September 2015	On Friday 4 ^h September 2015	Saturday 31 st October 2015 (national closing date)	On Tuesday 1 st March 2016 (national offer date)

Fair Access Protocol

Secondary Key Stage 3 & 4

Overview of Support Leading to the Fair Access Protocol



Fair Access Protocol

1. Background

- 1.1. The School Admission Code which came into force on 1 February 2012 and requires there to be a Fair Access Protocol in operation in every Local Authority which has been agreed with the majority of schools in the area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour (School Admissions Code, 3.9).

This is issued under Sections 84 and 85 of the School Standards and Framework Act 1998. The School Admissions Code can be viewed in full at

<http://media.education.gov.uk/assets/files/pdf/s/school%20admissions%20code%201%20february%202012.pdf>

- 1.2. The Fair Access Protocol exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school/Academy or alternative provision is appropriate, and to ensure that all schools/Academies in an area admit their fair share of children with challenging behaviour. The operation of Fair Access Protocols is outside the arrangements of co-ordination
- 1.3. The Protocol encourages local authorities, schools and Academies to work together in partnership to improve behaviour and tackle persistent absence. There is no duty for local authorities or admissions authorities to comply with parental preference when allocating places through this protocol.
- 1.4. **All** Admissions Authorities **must** participate in the agreed Fair Access protocol (School Admissions Code 2012, paragraph 3.11) in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school/Academy as soon as possible. This includes admitting children above the published admission number where the year group is already full. Nottingham City Council, Nottingham City Secondary Education Partnership (NCSEP), Greenwood Dale Foundation Trust (GDFT) and their associated schools and Academies agree to comply with this protocol.
- 1.5. Children with statements of special educational need are **not** covered by this protocol as their needs are considered through a separate procedure.

2. Key Principles

- 2.1. There must be a balance between finding a place quickly, when the place might be in an undersubscribed school/Academy or one facing challenging circumstances, and finding a school/Academy place that is appropriate for the child. The principle of considering

the individual circumstances of the pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school/Academy will be best able to meet their needs **should** guide the operation of Fair Access Protocol.

- 2.2. The School Admissions Code states local authorities **must** ensure that no school/Academy, including undersubscribed schools/Academies, is asked to admit a disproportionate number of children who have been excluded from other schools/Academies or who have challenging behaviour (School Admissions Code 2012, paragraph 3.9).
- 2.3. It is expected that pupils on roll at a school or Academy within the City of Nottingham, considered at the Fair Access Panel (FAP), under the Fair Access Protocol will have a Common Assessment Framework Form (CAF) and be open to the Team Around the Child (TAC) process.
- 2.4. Whilst each protocol covers only the schools/Academies in its local authority area, the home Local Authority should contact neighbouring authorities to help secure a place in that area under the protocol. The protocol is in effect a safety net for where normal admission procedures for in year admission have failed.
- 2.5. For the protocol to operate in accordance with the statutory requirement:
 - 2.5.1. Schools/Academies will continue to admit pupils whose parents apply for an available place, under normal admission arrangements.
 - 2.5.2. Pupils identified as Panel cases under the Fair Access Protocol will be given priority for admission over others on a waiting list or awaiting an appeal. Managed Moves will not be given priority for admission, unless they meet the criteria outlined in section 4.2 below.

3. Exceptions

- 3.1. The School Admissions Code states in paragraph 3.8:

*“Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.”*

- 3.2. However, the School Admissions Code continues in paragraph 3.12:

*“Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a*

*particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and **must** be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted."*

- 3.3. All schools and Academies will be expected to participate fully with the Fair Access Protocol and to admit pupils who are hard to place. The Fair Access Panel will consider any valid concerns about admission (e.g. a previous serious breakdown in the relationship between the school/Academy and the family or serious historical issues with other children at the preferred school/Academy). Consideration will also be given to the individual situation, and contextual data for each school or Academy, including, the number of pupils admitted through the panel and being supported by the school or Academy.
- 3.4. If a school or academy refuses to comply with the FAP Panel decision, they must state their reasons in writing to the chair of the panel within 5 school days from the date of the panel decision. The chair will then determine a written view after consulting with the school/Academy and the Local Authority. All schools and academies will support the view and decision of the panel. Additionally, the Local Authority or Secretary of State can enforce the decision of the panel by using any powers of direction, if required.

4. Criteria Fair Access Panel

- 4.1. A pupil placed under this Protocol is not necessarily a "challenging" pupil. Any child in this category is however potentially a vulnerable child as long as an appropriate educational placement has not been secured.
- 4.2. The School Admissions Code 2012 states 7 minimum categories¹ to include in a Fair Access Protocol. These categories identify a child as potentially "Hard to Place or vulnerable". These are not meant to be exhaustive but provide an example of pupils who **must** be considered under the protocol. It is proposed that the City protocol monitors these pupils, but will have specific focus on the following criteria:

Fair Access Panel - Triggers

¹School Admissions Code 2012 – 7 Minimum Fair Access Criteria

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement).

1. Children in Public Care.
 2. Children attending Learning Centres who have been permanently excluded and who need to be reintegrated back into mainstream education. (See Section 7 below)
 3. Children seeking an alternative to permanent exclusion with a history of intensive multi-agency support (CAF) and where alternative placements have been unsuccessful e.g. managed move.
 4. Children who have been out of education for longer than one school term and/or have a history of serious attendance problems (below 50% attendance within a 12 month period)
 5. Children fleeing domestic violence
 6. Children returning from the criminal justice system
- 4.3. Looked After Children², will be given the highest priority for admission and will be brokered prior to a panel meeting. The Inclusion Officer will establish in consultation with Social Care, the Virtual School and other agencies the preferred preferences for their education. The views of the schools preferred and any potential prejudice as a result of the placement will always be considered. However, in most circumstances a Looked After Child will be offered, in agreement with school or Academy, even if the year group is oversubscribed if the offer is considered in their best interests. Once an offer has been made, the Lead professional will normally, but not always arrange a multi-agency meeting to bring together all the professionals that have been working with the child to support their transition into their new educational provision.
- 4.4. The Inclusion Officer will determine if a pupil meets the panel criteria (4.2). All pupils who meet the criteria will be considered at a Fair Access Panel meeting. Background information will be collated by Nottingham City Council to support any application to the panel and the pupil's subsequent admission. NCSEP and GDFT and their associated schools and Academies will ensure background information is shared without delay. If the pupil does not meet the above criteria, the application will be processed through the normal admissions procedures, including year 10 and 11 pupils.

5. FAP Panel Membership

- 5.1. Membership of the panel is split between Core Membership and Support Membership. Core members of the Fair Access Panel will attend each meeting. At each meeting senior representatives from every school will also be in attendance as will 3 support services representatives. The collective panel membership will use their expertise and knowledge to secure a decision for each individual pupil that is best for them. **Final decisions will rest with Core Panel Members.** The Panel will need to balance between the pupil's needs and what school/Academy or provision can best meet their needs, whilst ensuring that the pupil is supported and that no school/Academy is asked to admit a disproportionate amount of pupils through the protocol.

² A 'looked after child' is a child who is (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.

- 5.2. All schools and Academies will provide educational expertise and knowledge as well as represent an overall educational perspective for the City. All schools and academies will be provided with case information 48 hours before a panel meeting, through secure File Transfer Protocols (FTP).
- 5.3. There will also be 3 representatives from Support Services across Children and Families that constitute the Support Membership of the panel. These representatives will attend on a rotational basis (See Appendix 1 attached). They will be expected to represent their Service Area and provide relevant information about any involvement and support that can be offered. Case information will be provided to support services 5 working days before a panel meeting in order to provide a report at the panel meeting.
- 5.4. All Panel members are responsible for arranging for an informed colleague to attend in their place should they be unable to attend. All professionals must come fully prepared with information pertaining to the individual cases to be discussed. School/Academy representatives must have the power to make decisions regarding admissions on behalf of their school/Academy.
- 5.5. The core membership of the Fair Access Panel will be:

Core Panel Membership	
Chair (Elected Annually)	
Inclusion Officer	
Executive Head Teacher, Learning Centres	
Behaviour Strategy Co-ordinator	
Educational Welfare Officer	
Big Wood School	Designated Senior staff from every school/Academy (The representative members of NCSEP will be those senior staff who sit on the PSLBN)
Bluecoat Academy	
Bluecoat Beechdale Academy	
Bulwell Academy	
Djanogly City Academy	
Ellis Guilford School	
Emmanuel C of E School	
Farnborough School	
Fernwood School	
Nottingham Academy	
Nottingham Girls' Academy	
Nottingham University Samworth Academy	
Trinity Catholic School	
Top Valley Academy	

- 5.6. The support membership of the Fair Access Panel will be:

Support Services	Representing	
Inclusive Learning Representative	Inclusive Education Service Special Educational Needs Behaviour Support Team Vulnerable Groups	
Family Community Team Representative		Child & Adolescent Mental Health Service Educational Psychology Service

**Children's Social Care
Representative**

Youth Offending Team
Family Community/Targeted support
Family Intervention Project
Children's Social Care – North
Children's Social Care – Central
Children's Social Care – South

6. Fair Access Panel Meetings

- 6.1. The Panel will meet twice per month with the exception of August each academic year. The meetings will be scheduled for the entire academic year.
- 6.2. Key contextual information will be provided by all schools and Academies prior to the panel meeting. This will be collated by the Inclusion Officer. Additionally, Fair Access statistics will be provided on a termly basis and shared with schools and Academies. In addition an annual report will be sent to the schools adjudicator.
- 6.3. Children who have recently experienced a traumatic family or domestic event or for whom there are clear medical grounds to support placement in a particular secondary school or Academy; such cases will be discussed in detail between the Inclusion Officer and the Headteacher/Principal prior to the Panel. Such placements will be made above the published admission number if necessary and may be brokered outside of a panel meeting.
- 6.4. The Partnership's Panel Co-ordinator will inform, in writing, the headteacher or principal of all schools/Academies and other stakeholders of the panels decision within 24 hours of the panel meeting. The school or academy must admit the pupil within 10 working days of being informed. If the Panel agree that a multi-agency meeting take place before admission, schools/Academies will have 15 working days in which to admit the pupil.
- 6.5. Funding is secured through the Schools Forum for the implementation of the Fair Access Protocol. This figure is currently £190,000 and is delegated to NCSEP to manage on behalf of the panel. This funding is secured to support Fair Access pupils' integration back into education through, translation costs, assessments, purchasing support services and providing alternative provision for pupils who are not ready for mainstream schooling. Pupils are to be allocated funding relevant to their need. A system to allocate funding for need will be consulted on during the Autumn Term 2012 by NCSEP. Education for pupils who have been permanently excluded will be provided by the appropriate Learning Centre (see section 7 below), and any costs recovered through agreed processes.

7. Learning Centre Reintegration

- 7.1. Within the City we are supported by two Learning Centres rated by Ofsted as 'Good' which support intervention within the City and educate permanently excluded pupils. Our Learning Centres work hard to identify pupils needs, address behaviour, attitudes and academic underperformance to try and raise achievement and reintegrate permanently excluded pupils back into mainstream

education. Reintegration into another mainstream school/Academy is the right option for the majority of pupils in year 7, 8, 9 and 10.

- 7.2. Pupils will not usually be considered for reintegration into a mainstream school/Academy until their behavioural, social or emotional needs have been addressed and they are ready to return to a mainstream setting. The Executive Headteacher will identify and support pupils who are ready to reintegrate back into mainstream education from Denewood Learning Centre or Unity Learning Centre. This will be supported by background information about the pupil and their progress whilst at the learning centre. Permanently excluded pupils ready for reintegration, attending an alternative PRU/Learning Centre will be considered through the panel and a recommendation sought from the Headteacher regarding their readiness for reintegration.
- 7.3. Pupils who live in the City boundary who have been permanently excluded will normally be placed on the roll of either Denewood or Unity Learning Centre. Permanently excluded pupils who move into the City, who are not ready for mainstream education will attend a Learning Centre until they are ready to be reintegrated back to mainstream education.
- 7.4. All secondary schools or Academies will take at least 1 reintegration pupil. Further reintegration pupils will be allocated through the panel and consideration will be given to the number of permanent exclusions issued by the school/Academy. Fair Access Protocols **must not** require a school/Academy to automatically take another child with challenging behaviour in the place of a child excluded from the school.
- 7.5. Reintegration placements should follow similar timelines to other panel pupils' admission. However, it is expected that the Denewood or Unity Learning Centres will continue to provide reintegration support for a specified period of time for any excluded pupils who are being reintegrated back into a mainstream school/Academy to ensure a smooth transition. Reintegration placements will be recorded and funded through the panel.

8. Other Key Documents

8.1. Other key documents are:

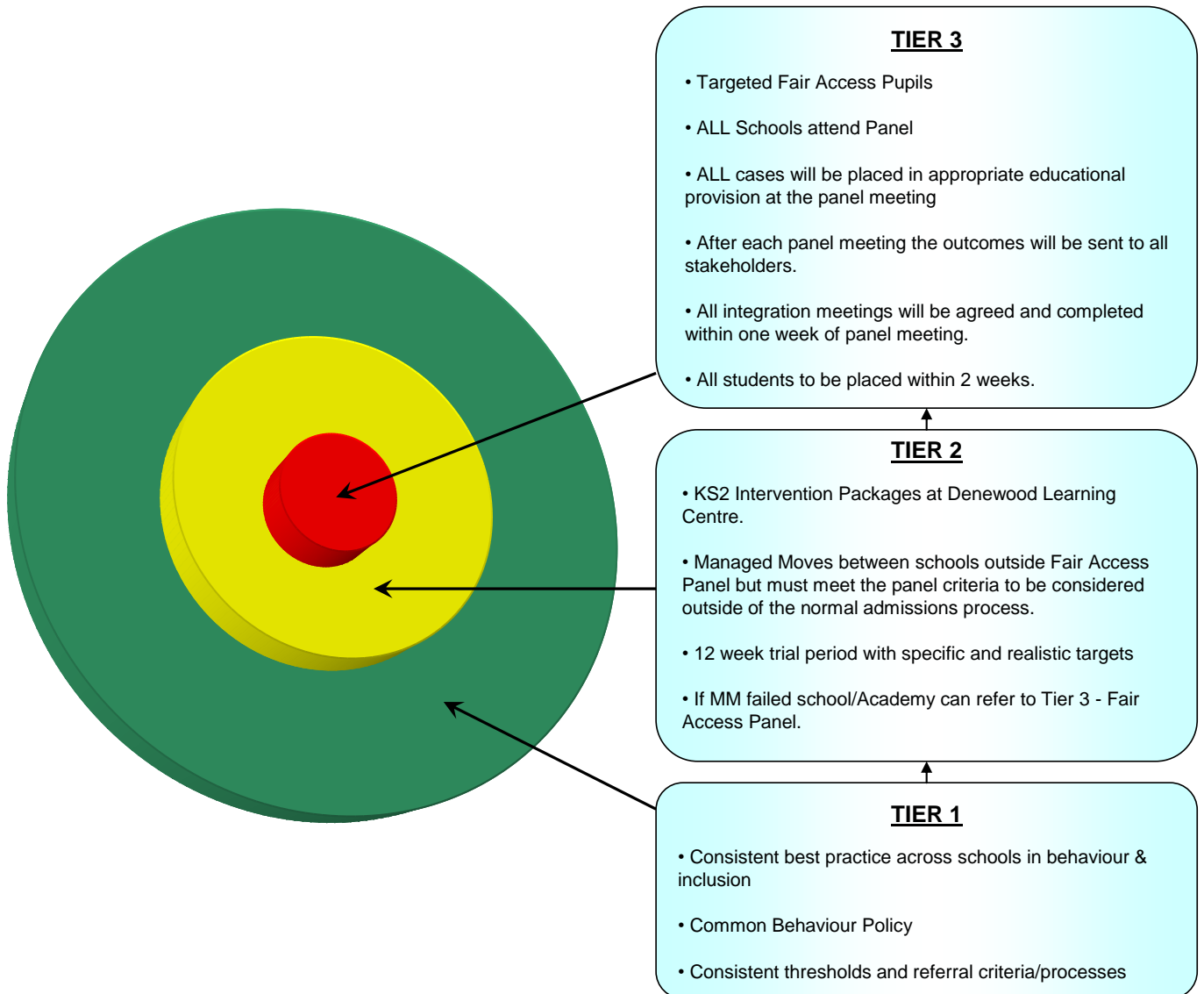
- NCSEP Managed Move Protocol
- Going to School in Nottingham – Information about admissions
- Schools Admissions Code – February 2012
- Intervention Protocol – Denewood Learning Centre

Fair Access Protocol

Primary Key Stage 1 & 2

Updated: September 2013

Overview of Support Leading to the Fair Access Protocol



Fair Access Protocol

1. Background

- 1.1. The School Admission Code which came into force on 1 February 2012 and requires there to be a Fair Access Protocol in operation in every Local Authority which has been agreed with the majority of schools in the area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour (School Admissions Code, 3.9).

This is issued under Sections 84 and 85 of the School Standards and Framework Act 1998. The School Admissions Code can be viewed in full at

<http://media.education.gov.uk/assets/files/pdf/s/school%20admissions%20code%201%20february%202012.pdf>

- 1.2. The Fair Access Protocol (FAP) exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school/Academy or alternative provision is appropriate, and to ensure that all schools/Academies in an area admit their fair share of children with challenging behaviour. The operation of Fair Access Protocols is outside the arrangements of co-ordination
- 1.3. The Protocol encourages local authorities, schools and Academies to work together in partnership to improve behaviour and tackle persistent absence. There is no duty for local authorities or admissions authorities to comply with parental preference when allocating places through this protocol.
- 1.4. **All** Admissions Authorities **must** participate in the agreed Fair Access protocol (School Admissions Code 2012, paragraph 3.11) in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school/Academy as soon as possible. This includes admitting children above the published admission number where the year group is already full. Nottingham City Council, Church of England and Catholic Diocesans, Academy Sponsors and Governing Bodies and their associated schools and Academies agree to comply with this protocol.
- 1.5. Children with statements of special educational need are **not** covered by this protocol as their needs are considered through a separate procedure.

2. Key Principles

- 2.1. There must be a balance between finding a place quickly, when the place might be in an undersubscribed school/Academy or one facing challenging circumstances, and finding a school/Academy place that is appropriate for the child. The principle of considering

the individual circumstances of the pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school/Academy will be best able to meet their needs **should** guide the operation of Fair Access Protocol.

2.2. The School Admissions Code states local authorities **must** ensure that no school/Academy, including undersubscribed schools/Academies, is asked to admit a disproportionate number of children who have been excluded from other schools/Academies or who have challenging behaviour (School Admissions Code 2012, paragraph 3.9).

2.3. It is expected that pupils on roll at a school or Academy within the City of Nottingham, considered at the Reintegration and Placement Panel (RAP), under the Fair Access Protocol (FAP) will have a Common Assessment Framework Form (CAF) and be open to the Team Around the Child (TAC) process.

2.4. Whilst each protocol covers only the schools/Academies in its local authority area, the home Local Authority should contact neighbouring authorities to help secure a place in that area under the protocol. The protocol is in effect a safety net for where normal admission procedures for in year admission have failed.

2.5. For the protocol to operate in accordance with the statutory requirement:

2.5.1. Schools/Academies will continue to admit pupils whose parents apply for an available place, under normal admission arrangements.

2.5.2. Pupils identified as Panel cases under the Fair Access Protocol will be given priority for admission over others on a waiting list or awaiting an appeal. Managed Moves will not be given priority for admission, unless they meet the criteria outlined in section 4.2 below.

3. Exceptions

3.1. The School Admissions Code states in paragraph 3.8:

*“Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.”*

3.2. However, the School Admissions Code continues in paragraph 3.12:

*“Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a*

*particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and **must** be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted."*

- 3.3. All schools and Academies will be expected to participate fully with the Fair Access Protocol and to admit pupils who are hard to place. The Local Authority and, if necessary, a Primary Reintegration and Placement Panel (P-RAP) will consider any valid concerns about admission (e.g. a previous serious breakdown in the relationship between the school/Academy and the family or serious historical issues with other children at the preferred school/Academy). Consideration will also be given to the individual situation, and contextual data for each school or Academy, including, the number of pupils admitted through the protocol and being supported by the school or Academy.
- 3.4. If a school or academy refuses to comply with the decision of the Local Authority or the P-RAP Panel, they must state their reasons in writing to the Inclusion Officer within 5 school days from the date of the decision. The Inclusion Officer will then determine a written view after consulting with the school/Academy and other agencies. All schools and academies will support the view and decisions through the protocol. Additionally, the Local Authority or Secretary of State can enforce the protocol decision by using any powers of direction, if required.

4. Criteria for Priority Pupils

- 4.1. A pupil placed under this Protocol is not necessarily a "challenging" pupil. Any child in this category is however potentially a vulnerable child as long as an appropriate educational placement has not been secured.
- 4.2. The School Admissions Code 2012 states 7 minimum categories³ to include in a Fair Access Protocol. These categories identify a child as potentially "Hard to Place or vulnerable". These are not meant to be exhaustive but provide an example of pupils who **must** be considered under the protocol. It is proposed that the City protocol monitors these pupils, but will have specific focus on the following criteria:

³School Admissions Code 2012 – 7 Minimum Fair Access Criteria

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement).

Priority Pupils - Triggers

7. Children in Public Care.
 8. Children attending Learning Centres who have been permanently excluded and who need to be reintegrated back into mainstream education. (See Section 7 below)
 9. Children seeking an alternative to permanent exclusion with a history of intensive multi-agency support (CAF) and where alternative placements have been unsuccessful e.g. managed move.
 10. Children who have been out of education for longer than one school term and/or have a history of serious attendance problems (below 50% attendance within a 12 month period)
 11. Children fleeing domestic violence
 12. Children returning from the criminal justice system
 13. Children whose parents have been unable to find them a school place because of a shortage of places:
 - after moving into the area
 - without a school place
 14. Children from unsupportive families where a place has not been sought.
- 4.3. Looked After Children⁴, will be given the highest priority for admission. The Inclusion Officer will establish in consultation with Social Care, the Virtual School and other agencies the preferred preferences for their education. The views of the schools preferred and any potential prejudice as a result of the placement will always be considered. However, in most circumstances a Looked After Child will be offered, in agreement with school or Academy, even if the year group is oversubscribed if the offer is considered in their best interests. Once an offer has been made, the Lead professional will normally, but not always arrange a multi-agency meeting to bring together all the professionals that have been working with the child to support their transition into their new educational provision.
- 4.4. The Inclusion Officer will determine if a pupil meets the Priority Pupils criteria (4.2). All pupils who meet the criteria will be considered as 'Priority Pupils' and background information (including a CAF or other relevant documentation) will be collated by Nottingham City Council. This information will be used to support any application to school and the pupil's subsequent admission. All schools and Academies participating in the protocol will ensure background information is shared without delay. If the pupil does not meet the above criteria, the application will be processed through the normal admissions procedures, however, if a place is not secured pupils may then be considered under point 7 above.
- 4.5. Pupils, who meet the above criteria, will be managed by the Inclusion Officer and consideration of a school place for Priority Pupils will be based on the school in their local area/catchment and

⁴ A 'looked after child' is a child who is (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.

the individual circumstances of the case. These cases will be brokered by the Local Authority with schools and admission authorities. However, if a resolution cannot be established a Primary Reintegration and Placement Panel will review the case and issue a decision. The decisions of the Primary Fair Access Protocol, for all schools, will be reported termly to Education Improvement Partnerships. In addition an annual report will be sent to the schools adjudicator.

- 4.6. Pupils who are considered through the normal admission round but are unable to secure a school placement may first be offered a mandatory offer through the School Admissions Team. However, if this cannot be arranged they will be considered as a Priority Pupil.
- 4.7. The 1998 School Standards and Framework Act determined that by September 2001, no infant child should be in a class above 30. The School Admissions Code states in paragraph 2.15 that:

2.15 Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round⁵;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Consideration will be given to the legal limit of class sizes in Key Stage 1. However, it may be necessary to admit pupils as exceptions through the Fair Access Protocol. If pupils do not meet

⁵ The School Admissions (Infant Class Sizes) (England) Regulations 2012. Previously looked after children are not excepted pupils for the purpose of these regulations until school year 2013/14.

one of the excepted pupil criteria, as stated in point 4.7 above, Priority Pupils will be given precedence for admission over others on a waiting list or awaiting an appeal.

- 4.8. Pupils transferring between City Schools and Academies in year 6 will be strongly discouraged.

5. Primary RAP Panel Meetings

- 5.1. If an admission can not be brokered directly with schools or Academies the Local Authority will arrange a Primary Reintegration and Placement Panel Meeting as outlined in section 4.5 above. There will generally be three panels (North, Central and South, although, these may adapt according to circumstance) which will be held by exception for pupils living in their catchment areas. The collective panel membership will use their expertise and knowledge to secure a decision for each individual pupil that is best for them. The Panel will need to balance between the pupil's needs and what school can best meet their needs, whilst ensuring that both are supported and that no school is asked to admit a disproportionate amount of pupils through the protocol, including consideration of Infant Class Sizes. All schools and Academies will support the decision of the panel.
- 5.2. Panel membership will consist of both school/Academy and support services representatives. All Panel members are responsible for arranging for an informed colleague to attend in their place should they be unable to attend. All professionals must come fully prepared with information pertaining to the individual cases to be discussed.
- 5.3. Schools and Academies will be represented by 3 head teachers from a maintained, Academy and Voluntary Aided Schools. School or Academy representatives will provide educational expertise and knowledge as well as represent an overall educational perspective for the City. Head Teacher representatives will be selected to represent the area schools. If pupils to be considered at the panel live near neighbouring panel borders, panel members may be selected from both panel areas to give an accurate representation of schools and local knowledge to secure appropriate education.
- 5.4. There will also be representatives from Support Services across Children and Families. They will be expected to represent their Service Area and provide relevant information about any involvement and support that can be offered.
- 5.5. The panel members will be provided with case information 5 working days before a panel meeting. Schools being considered for allocation will already have considered the case and expressed concerns in writing. However, they may inform their representative at least 2 working days prior to the meeting of any additional school information to be considered at the panel.
- 5.6. The core membership of the Primary RAP Panel will be (please see next page):

Core Members
Inclusion Officer (Chair) Support Services Representative(s) Denewood Learning Centre Representative Educational Welfare Officer Head Teacher Representatives (See table below)

Schools & Academies		
NORTH Panel	CENTRAL Panel	SOUTH Panel
1x City School 1x Academy 1x VA School	1x City School 1x Academy 1x VA School	1x City School 1x Academy 1x VA School
<ul style="list-style-type: none"> - AMBLESIDE PRIMARY - BULWELL ST. MARY'S CE VA PRIMARY - BURFORD PRIMARY - CANTRELL PRIMARY - CARRINGTON PRIMARY - CRABTREE FARM PRIMARY & NURSERY - GLADE HILL PRIMARY - HAYDN PRIMARY - HEATHFIELD PRIMARY - HEMPSHILL HALL PRIMARY - HENRY WHIPPLE PRIMARY - OLD BASFORD SCHOOL - OUR LADY OF PERPETUAL SUCCOUR C.V. ACADEMY - RISE PARK PRIMARY - ROBIN HOOD PRIMARY - ROSSLYN PARK PRIMARY - RUFFORD PRIMARY - SEELY PRIMARY - SNAPE WOOD PRIMARY - SOUTHGLADE PRIMARY - SOUTHWARK ACADEMY - SPRINGFIELD PRIMARY - ST. MARGARET CLITHEROW - STANSTEAD PRIMARY - WARREN PRIMARY ACADEMY - WESTGLADE PRIMARY - WHITEMOOR ACADEMY 	<ul style="list-style-type: none"> - BENTINCK PRIMARY - BERRIDGE PRIMARY - BROCKLEWOOD PRIMARY - CLAREMONT PRIMARY - DJANOGLY NORTHGATE ACADEMY - DUNKIRK PRIMARY - EDNA G OLDS ACADEMY - FERNWOOD INFANT - FERNWOOD JUNIOR - FIRBECK ACADEMY - FOREST FIELDS PRIMARY - GLENBROOK PRIMARY - JUBILEE PRIMARY - MELBURY PRIMARY - MELLERS PRIMARY - MIDDLETON PRIMARY - PORTLAND PRIMARY - RADFORD PRIMARY - ROBERT SHAW PRIMARY - SCOTHOLME PRIMARY - DJANOGLY STRELLEY ACADEMY - SOUTHWOLD PRIMARY - ST TERESA'S C.V. ACADEMY - ST. MARY'S C.V. ACADEMY 	<ul style="list-style-type: none"> - BLESSED ROBERT C.V. ACADEMY - BLUE BELL HILL ACADEMY - DOVECOTE PRIMARY - EDALE RISE PRIMARY - GLAPTON ACADEMY - GREENFIELDS PRIMARY - HIGHBANK PRIMARY - HOGARTH PRIMARY - HUNTINGDON ACADEMY - THE MILFORD ACADEMY - NOTTINGHAM ACADEMY (PRIMARY) - OUR LADY & ST EDWARD'S C.V. ACADEMY - RIVERSIDE PRIMARY - SNEINTON ST. STEPHEN'S V.A. - SOUTH WILFORD ENDOWED CE AIDED - ST PATRICKS V.A. PRIMARY - ST. ANN'S WELL ACADEMY - ST. AUGUSTINES C.V. ACADEMY - SYCAMORE ACADEMY - WALTER HALLS PRIMARY - WELBECK PRIMAY - WHITEGATE PRIMARY - WILLIAM BOOTH PRIMARY - WINDMILL L.E.A.D ACADEMY

6. RAP Panel Meetings

- 6.1. Panel meetings will be held as required. It is hoped that all but extremely exceptional cases can be brokered and placed through the main protocol. However, if there are serious concerns about an admission a Panel will be arranged to consider these cases.

- 6.2. Key contextual information will be provided by all schools and academies necessary prior to the panel meeting. This will be collated by the Admissions and Exclusion Team. Additionally, RAP statistics will be provided on a termly basis and shared with schools.

- 6.3. The Inclusion Officer will inform the Headteacher or Principal of the allocated school within 24 hours in writing of the Panel meeting. The school or academy must admit the pupil within 10 working days of being informed. If the Panel agree that a multi-agency meeting take place before admission, schools will have 15 working days in which to admit the pupil.
- 6.4. Funding is secured through the Schools Forum for the administration of the Primary Fair Access Protocol. This figure is currently £80,000. This funding is secured to support Fair Access pupils' integration back into education through, translation costs, assessments, purchasing support services and other inclusion strategies. Pupils are to be allocated funding relevant to their need. Education for pupils who have been permanently excluded will be provided by the appropriate Learning Centre (see section 7 below), and any costs recovered through agreed processes.

7. Learning Centre Reintegration

- 7.1. Within the City we are supported by two Learning Centres rated by Ofsted as 'Good' which support intervention within the City and educate permanently excluded pupils. Our Learning Centres work hard to identify pupils needs, address behaviour, attitudes and academic underperformance to try and raise achievement and reintegrate permanently excluded pupils back into mainstream education. Reintegration into another mainstream school/Academy is the right option for the majority of pupils.
- 7.2. Pupils will not usually be considered for reintegration into a mainstream school/Academy until their behavioural, social or emotional needs have been addressed and they are ready to return to a mainstream setting. The Executive Headteacher will identify and support pupils who are ready to reintegrate back into mainstream education from Denewood Learning Centre or Unity Learning Centre. This will be supported by background information about the pupil and their progress whilst at the learning centre. Permanently excluded pupils ready for reintegration, attending an alternative PRU/Learning Centre will be considered through the panel and a recommendation sought from the Headteacher regarding their readiness for reintegration.
- 7.3. Pupils who live in the City boundary who have been permanently excluded will normally be placed on the roll of either Denewood or Unity Learning Centre. Permanently excluded pupils who move into the City, who are not ready for mainstream education will attend a Learning Centre until they are ready to be reintegrated back to mainstream education.
- 7.4. All schools and Academies will take at least 1 reintegration pupil as required. Further reintegration pupils will be allocated through the panel and consideration will be given to the number of permanent exclusions issued by the school/Academy. Fair Access Protocols **must not** require a school/Academy to automatically take another child with challenging behaviour in the place of a child excluded from the school.

- 7.5. Reintegration placements should follow similar timelines to other panel pupils' admission. However, it is expected that the Denewood Learning Centre will continue to provide reintegration support for a specified period of time for any excluded pupils who are being reintegrated back into a mainstream school/Academy to ensure a smooth transition. Reintegration placements will be recorded and funded through the panel.

8. Other Key Documents

8.1. Other key documents are:

- Going to School in Nottingham – Information about admissions
- Schools Admissions Code – February 2012
- Intervention Protocol – Denewood Learning Centre

© Nottingham City Council – this document should not be reproduced without permission of the Inclusive Learning Service

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: School Admission Arrangements 2016/17
for community schools

Name of Author: Nick Lee

Department: Children and Adults

Director: Alison Michalska

Service Area: Access and Learning

Strategic Budget EIA Y/N (please underline)

Author (assigned to Covalent): Nick Lee

Brief description of proposal / policy / service being assessed:

School Admission Arrangements 2016/17 for community schools. That the proposed admission arrangements for 2016/17 be approved to include two minor changes to the arrangements determined for the 2015/16 arrangements. These changes are to include the revised definition of previously Looked After Children to give highest priority to all children adopted from care in line with the (DfE) guidance; and details of the process for requesting admission out of the normal age group, both changes are to comply with the revised School Admissions Code published on 19 December 2014.

Information used to analyse the effects on equality:

The proposal to include the revised definition of previously Looked After Children is a statutory requirement to comply with the revised School Admissions Code and has a positive effect on previously Looked After Children, giving them highest priority in admission arrangements. The proposal to include details of the process for requesting admission out of the normal age group in the admissions policy is a neutral proposal having no impact either negatively or positively on any specific group as the process has been in place for many years and is not changing.

Page 68	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The proposal to include the revised definition of previously Looked After Children is a statutory requirement to comply with the revised School Admissions Code and has a positive effect on previously Looked After Children, giving them highest priority in admission arrangements. As the number of previously Looked After Children affected by the updated definition applying for a community school place is so small, there is unlikely to be any negative impact on other groups.</p> <p>The proposal to include details of the process for requesting admission out of the normal age group in the admissions policy is a neutral proposal having no impact either negatively or positively on any</p>	<p>The action of revising the definition of previously Looked After Children has a positive impact on this group of children – the number affected is so small it is unlikely to lead to any negative impact on other groups of children.</p> <p>The proposal to include details of the process for requesting admission out of the normal age group in the admissions policy is a neutral proposal for all applicants.</p>
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children,	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

cohesion/ good relations,
vulnerable children/ adults).

**Please underline the group(s)
/issue more adversely affected
or which benefits.**

specific group as the process has been in
place for many years and is not changing.

Outcome(s) of equality impact assessment:

- No major change needed
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

The different criteria used for admission to all schools are available on an annual basis. The School Admission team will monitor and publish the oversubscription outcomes at the conclusion of each annual round. The admission arrangements for community schools are reviewed on an annual basis and, if changes are proposed, this will be publicly consulted on prior to any change being approved.

Approved by (manager signature):

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.

Date sent to equality team for publishing:

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.

This page is intentionally left blank

EXECUTIVE BOARD - 17 MARCH 2015

Subject:	Schools' Budgets 2015/16		
Corporate Director(s)/ Director(s):	Alison Michlaska, Corporate Director for Children and Adults Geoff Walker, Director of Finance and Chief Finance Officer		
Portfolio Holder(s):	Councillor Jon Collins – Leader/Portfolio Holder for Strategic Regeneration and Schools Councillor Graham Chapman – Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration		
Report author and contact details:	Ceri Walters, Acting Head of Departmental Financial Support 01158 764 128 ceri.walters@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £233.001m			
Wards affected: All		Date of consultation with Portfolio Holder(s): 4 March 2015	
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input checked="" type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input checked="" type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>This report presents the Council's Schools Budget for 2015/16. The Schools Budget has been prepared in line with the parameters agreed at Schools Forum and with the financial regulations issued by the Department of Education (DfE). Indicative budgets and guidance were issued to schools on 28 February 2015 with final budgets being confirmed by 31 March 2015.</p> <p>Where applicable, the Medium Term Financial Plan (MTFP) incorporates the impact from the Dedicated Schools Grant (DSG).</p> <p>This report contains the following appendices:</p> <ol style="list-style-type: none"> 1. Appendix A sets out the guidance issued to schools in relation to how the budgets are allocated. 2. Appendix B i sets out the schools block budget analysis with comparable years. 3. Appendix B ii sets out the Early years block budget analysis with comparable years. 4. Appendix B iii sets out the High Needs block budget analysis with comparable years. 5. Appendix C i-v are the DfE S251 returns for 2013/14 outturn and 2014/15 budget requiring publication to ensure compliance with legislation requirement. 			
Exempt information: None.			

Recommendation(s):	
1	To note the value of the 2015/16 Schools DSG budget is £233.001m and excludes 2 year old funding, as per Table 5.
2	To approve the in year DSG budget transfers and payments to schools, Private Voluntary Charitable and Independent settings and Academies totalling £220.845m as per Table 5.
3	To approve the in year DSG budget transfers and payments for 2 year old places estimated at c.£6m.
4	To approve external DSG spend associated with centrally retained expenditure. This allocation is £13.801m, as per Table 5.
5	To note any unallocated DSG will be transferred to the Statutory Schools Reserve (SSR) as noted in section 4.8.
6	To note that the procurement of external placements will be in accordance with the financial regulations, gaining approval through the appropriate processes.
7	To approve the allocation of Pupil Premium to Schools and Early Years settings in accordance with the grant conditions.
8	To approve spend associated with the use of the SSR to support the cost of split sites kitchens in 2014/15 as approved at Schools Forum.
9	To approve the transfer of any underspend associated with the Schools Building Maintenance de-delegated budget to the reserve as set out in section 4.10.
10	To delegate the authority to the Portfolio Holder for Children's Services and the Corporate Director of Children's and Families to approve any final budget adjustments.

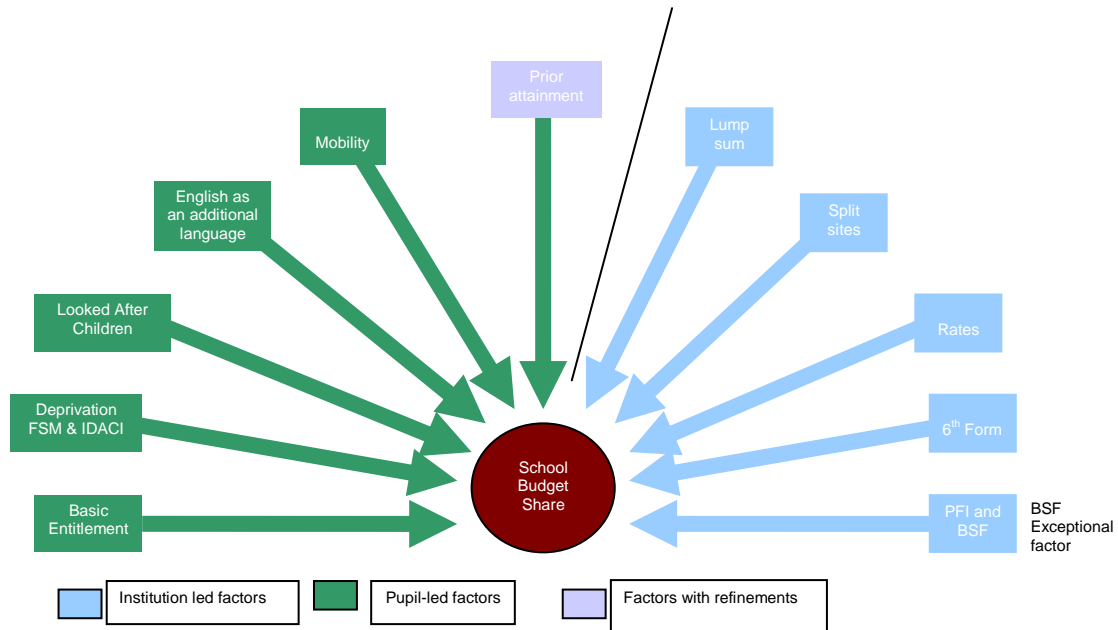
1 REASONS FOR RECOMMENDATIONS

- 1.1 To ensure an understanding of how and on what basis different DfE grants are allocated to the Local Authority (LA) and how they are then distributed to educational settings. This process enables the schools budgets to be established.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Construction of the 2015/16 budget - The purpose of this report is to provide a 2015/16 summary budget position for Schools; funding allocated to schools is made up from:
- a) DSG (see section 2.2);
 - b) High Needs Level 5+ (former Mainstream Support Group/School Action Plus) (see section 2.9);
 - c) Pupil Premium (see section 2.10);
 - d) Devolved Formula Capital Grant (DFC) (see section 2.11);
 - e) Free School Meals to Years 1 and 2 (Key Stage 1) (see section 2.13).
- 2.2 DSG funding is allocated over 3 blocks;
- a) Schools;
 - b) Early Years;
 - c) High Needs.
- 2.3 The distribution of funding is based on a range of factors and statutory guidance. To support schools in understanding how their budget has been constructed guidance is issued. The guidance issued to mainstream schools and academies is as per Appendix A; separate guidance is issued for Special Schools and Pupil Referral Units. The guidance also explains how other grants have been distributed.

2.4 The diagram below shows the factors used to allocate DSG.



2.5 Approvals required to allocate the DSG have all been gained at Schools Forum and incorporated into the budget setting process. A summary of the outcomes in accordance with the Schools and Early Years Financial Regulations 2014 are set out in Table 1 below:

TABLE 1: ANALYSIS OF APPROVALS		
	Status	SF Approval
De - Delegated Budgets		
Behaviour Support	Approved for Primaries only	18 December
Ethnic Minority Achievement	Approved	16 October
Trade Union Senior Representative Cover Time	Approved	16 October
Sports Safe Gym Maintenance Services	Approved	16 October
Copyright Licensing Agreement/Music Publishing Association Licences	Education Funding Agency (EFA)	
Building Maintenance Services	Approved	18 December
Central Budgets		
Schools and Early Years	Approved	18 December

2.6 These approvals enabled the construction of the budgets for Schools and Early Years blocks ensuring that at least 80% of the Schools block is allocated based on pupil-led factors with the exception of statutory functions delivered by the authority.

2.7 For 2015/16 the amount allocated to Schools based on pupil led factors is 95.9%; in 2014/15 this was 91.36% and in 2013/14 it was 91.09%.The

increase is an impact of the number of academisations within Nottingham City.

- 2.8 Initial DSG allocation - The initial 2015/16 DSG budget allocation for Nottingham is £233.001m; this is before academy recoupment and assumes:
- Flat cash rate per pupil.
 - Removal of the Carbon Reduction Credit Energy Efficiency Scheme.

2.8.1 This figure does not include:

- Pupil Premium.
- Year 7 Catch up Premium Grant.
- Pupil Premium Summer Schools Funding or
- Funding for 2 year olds.

2.8.2 The figure will alter throughout the year depending on academisations, 2 year old funding and Early years confirmed funding.

2.8.3 The DSG for 2014/15 (as at November 2014) is £228.737m; this includes 2 years old funding of £7.102m which is currently excluded from the 2015/16 indicative value.

2.8.3 The 2014/15 pre 2 year old funding is £221.595m, there is therefore an increase of £11.406m in 2015/16; this is due to the reasons set out in Table 2 below:

TABLE 2: 2015/16 BUDGET INCREASE ANALYSIS	
	£m
Transfer of responsibility to the LA for non-recoupment academies and free schools budgets	6.382
CRC Energy Scheme rate increase	(0.036)
Increased pupil numbers (City total 34,842 in 2014/15 36,025 in 2015/16)	3.825
Indicative Early Years Pupil Premium	0.525
Increase in High Needs	0.710
TOTAL	11.406

2.8.4 The DSG is allocated between 3 blocks. A detailed breakdown of the block allocations and comparable years is set out in Appendix Bi, ii and iii.

2.9 High Needs Level 5+ - This funding forms part of the DSG allocation initially allocated to the High Needs Block but then allocated to schools and included in the indicative budgets issued on 28 February 2015. This figure is subject to change depending on confirmation of the High Needs block allocation and the impact of the Children and Families Bill.

2.10 Pupil Premium (PP) - The total PP allocated to schools is made up of 3 of elements and each element has supporting pupil criteria, these are described below.

2.10.1 Pupil Premium - Indicative allocation for all schools will be confirmed in Summer 2015 based on the January census. The value for 2014/15 was £19.1m. Table 3 below shows the historical comparable rates. PP is allocated based on the number of pupils who have been eligible for Free School Meals (FSM) in the last 6 years.

TABLE 3: PUPIL PREMIUM COMPARISION				
	Primary	Secondary	Service Child	Looked after
	£	£	£	Children
				£
2015/16	1,320	935	300	1,900
2014/15	1,300	935	300	1,900
2013/14	953	900	300	900
2012/13	620		250	

2.10.2 Summer Schools Funding – The rate for 2014/15 was £250 per eligible pupil identified by each participating secondary school that will run a Summer School. Final allocations of funding are confirmed once the school has confirmed that the Summer School took place and the numbers of places that were confirmed for eligible pupils. This grant is allocated to the LA for maintained schools for distribution.

2.10.3 Year 7 Catch up Premium Grant – The rate was £500 for 2014/15 per Year 7 pupil who did not achieve at least level 4 in reading and/or mathematics at Key Stage 2 in 2013. This grant is allocated to the LA for maintained schools for distribution and the conditions of the grant are that it must be spent for the purposes of the school for the educational benefit of pupils registered at the school, or for the benefit of pupils registered at other maintained schools and on community facilities. Any underspends of this grant can be carried forward to future financial years.

2.11 Devolved Formula Capital Grant (DFC) - The DFC grant will be based on the January 2015 School Census. The budgeting setting process has assumed that where a school is academising the LA has not allocated that school any grant as it is assumed the DfE will allocate it direct in 2015/16.

2.12 Voluntary Aided schools receive their funding direct from the EFA. The 2014/15 rates for the DFC are set out in Table 4 below; these are still being confirmed for 2015/16:

TABLE 4: DFC RATES			
	Per Pupil		Lump Sum
	Per non-boarding FTE £	Per boarding FTE £	Per school £
Nursery / primary	11.25	33.75	4,000
Secondary	16.88	33.75	4,000
Special / PRU	33.75	33.75	4,000

2.13 Free School Meals (FSM) for Reception, Years 1 and 2 and Sixth Forms. From September 2014 new legislation was implemented entitling all children in Reception and Years 1 and 2 in state funded schools in England to be eligible for FSM. Free meals will also be extended to disadvantaged students in further education and sixth form colleges to mirror entitlement in school sixth forms.

2.14 It is the responsibility of the schools to ensure that parents still complete the forms for Pupil Premium purposes where applicable otherwise it will impact on the Ever 6 average allocation to schools.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 No other options are available as the recommendations align to the financial regulations issued by the DfE in relation to the allocation of DSG and pupil premium.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

4.1 As stated in section 2.8 the initial 2014/15 DSG budget allocation for Nottingham for 2015/16 is £233.001m before academy recoupment.

4.2 This is an increase of £11.406m on 2014/15 the reasons for this increase are set out in Table 3 above.

4.3 Table 5 below provides a summarised analysis of the DSG allocation.

4.4 In 2015/16 there are elements of funding that are being allocated outside of the DSG settlement. These are now shown as separate lines within the table.

TABLE 5: DSG BUDGET BLOCK ALLOCATION

	Schools £m			Early Years £m			High Needs £m			TOTAL £m		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Budgets	170.435	175.410	187.666	15.763*	18.246*	12.849	18.377	20.025	20.330	204.575	213.681	220.845
Central Expenditure	8.589	8.194	7.965	1.160	1.159	1.159	5.656	4.677	4.677	15.405	14.030	13.801
Block Totals	179.024	183.604	195.631	16.923	19.405	14.008	24.033	24.702	25.007	219.980	227.711	234.646
Funding not included in DSG settlement												(1.108)
Early Years reserve												(0.537)
Headroom										0.534	0.599	0
TOTAL										220.514	228.310	233.001

* Note that the 2013/14 and 2014/15 figures include 2 year old funding currently not allocated in 2015/16.

- 4.5 Centrally retained services in the Schools & Early Years blocks have been approved by SF in line with the Schools and Early Years Financial Regulations 2014.
- 4.6 Early years funding in 2015/16 is being allocated from the DfE to LA's based on participation and not place numbers. To support the indicative budget, an element of the ring fenced Early Years (EY) under spend from previous years, held in the Statutory Schools Reserve (SSR) from is required.
- 4.7 The amount required is £0.537m and was included in the SSR SF report on 18 December 2014.
- 4.8 Once the DSG has been confirmed any unallocated balance (headroom) will be transferred into the DSG SSR.
- 4.9 These figures are reflected where applicable in the 2015/16 Medium Term Financial Plan.
- 4.10 The de-delegation of Building Maintenance budgets (as per Table 1) ensures the LA has the appropriate budget to support its Health and Safety responsibility of maintained school sites. Any underspends of this de-delegation will be allocated to a maintenance reserve; this practice will support, where possible, the annual cycle of maintenance expenditure which can 'peak' and 'trough'. This recommendation has been agreed by SF and executive Board as part of previous budget setting processes.
- 4.11 As schools academise de-delegated budgets will reduce accordingly requiring services to be sold to the academy if required. A similar process occurs for other LA services funded from the Education Service Grant (ESG).
- 4.12 If buy back from academies does not occur, the service will need to reduce costs accordingly to mitigate any budget pressures. The part year impact of these reductions will be incorporated into the SSR risk register and will form part of the 2014/15 outturn report.
- 4.13 The 2015/16 budget includes an amount for split site catering however this issue has been approved by SF to be funded from the SSR in 2014/15. This totals £0.166m for 3 schools (£0.083m per annum each). This was approved at SF on 12 February 2015.
- 4.14 The SSR report presented to Schools Forum on 18 December 2014 showed an uncommitted balance of £5.558m forecast for the end 2014/15. This figure will be updated as part of the outturn report.
- 4.15 Appendix C i-v are DfE S251 returns for 2013/14 outturn and the 2014/15 budget. The inclusion of these returns within this report ensures compliance with publication requirements.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 The School and Early Years Finance (England) Regulations 2014 apply in relation to the financial year beginning on 1 April 2015 and set out the requirements in relation to the determination of a local authority's schools budget. This report seeks to address those requirements.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The allocation of the schools budget is set in accordance with the Schools and Early Years Financial Regulations 2014. These regulations ensure that the schools budget is allocated to educational settings on a fair and transparent basis.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required, as the report does not relate to new or changing policy, services or functions.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 Report to Schools Forum – Central Expenditure Budget 2015/16 – 18 December 2014.
- 10.2 Report to Schools Forum – Statutory Schools reserve 2014/15 – 18 December 2014.
- 10.3 Report to Executive Board - Medium Term Financial Plan (MTFP) 2014/15 - 2016/17 – 25 February 2014.
- 10.4 Report to Schools Forum - Budget 2015/16 – 12 February 2015.
- 10.5 Schools and Early Years Financial Regulations 2014.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

- 11.1 Sarah Molyneux – Legal Services Telephone: 0115 8764335

This page is intentionally left blank

APPENDIX A

Maintained Schools, Academies and Free Schools Funding Guidance 2015/16

27 February 2015
(Version 2)



CONTENTS

Section	Description	Page No.
1.	Introduction	3-4
1.1	Accessing your schools budgets for 2015/16	4
2.	Formula Funding	4-5
3.	Formula Guidance – Pupil led factors	5
3.1	Basic Entitlement (AWPU)	5
3.2	Deprivation (FSM & IDACI)	5-6
3.3	Looked After Children (LAC)	7
3.4	English as an Additional Language (EAL)	7
3.5	Mobility	7-8
3.6	Prior Attainment (Primary & Secondary)	8-9
4.	Formula Guidance – Other factors	9
4.1	Lump Sum	9
4.2	Sparsity Factor & Fringe Payments	9
4.3	Split Sites	9-10
4.4	Rates	10
4.5	Private Finance Initiative (PFI) Funding	10
4.6	Sixth Form Funding (Post 16)	11
5.	Minimum Funding Guarantee (MFG) & 3% Cap	11
6.	De-delegation	11-12
7.	Notional SEN	12
8.	Pupil Growth Fund	12-13
9.	Copyright Licences	13
10.	Early Years Block	14
10.1	3 & 4 Year Old Funding	14-15
10.2	Early Years Pupil Premium (EYPP)	15
10.3	2 Year Old Funding	15
11.	High Needs Block	15
12.	Special Resource Units	16
13.	Other funding sources	16
13.1	Pupil Premium Grant (PPG)	16-17
13.2	Devolved Formula Capital (DFC)	18
13.3	Universal Infant Free Schools Meals	18-19

14.	Appendix A - Formula Factors	20-21
15.	Appendix B - Growth and new schools–funding source	22
16.	Appendix C – Copyright Licences Factsheet	23-28

1. Introduction

This document outlines to maintained primary and secondary schools, academies, previously named non-recoupment academies and free schools (those which opened after September 2014) their main funding sources for 2015/16. The document informs schools which of the funding sources are indicative or final allocations and how they have been calculated.

It must be noted that the budgets are still **indicative** until:

- i. Confirmation of final census data is received enabling estimates to be replaced with actual allocations. Where estimates have been used this will be clearly set out in the guidance notes.
- ii. The budget has been taken through all the budget preparation procedures and these will be completed by the 17 March 2015.

The allocation of the Dedicated Schools Grant (DSG) aligns to the Department for Education (DfE) guidance “Schools revenue funding 2015 to 2016: operational guide” in respect of the funding formula factors used within the Schools Block for 2015/16.

The guidance also includes information relating to other areas of school funding such as early years and high needs, pupil premium, devolved capital and pupil growth funding and aims to assist schools and academies in understanding their level of funding through the various funding streams that schools receive and how the funding has been calculated.

The main arrangements for the DSG 2015/16 are:

- The continuation of the separate Schools Block, Early Years Block and High Needs Block
- Cash flat per pupil funding for the Schools and Early Years Block
- A decrease in funding due to the withdrawal of schools from the CRC Energy Efficiency Scheme
- A cash transfer has been included in the settlement for non-recoupment academies and free schools as authorities are now responsible for the calculation of their budgets from 2015/16, using the Local Authority’s (LA) local funding formula.
- The Minimum Funding Guarantee (MFG) will continue at minus 1.5% per pupil.
- The Early Years Pupil Premium (EYPP) for 3 and 4 year olds has been included in the settlement but this is a provisional allocation. The DfE will be conducting a survey in Autumn 2015 to check the actual take up of EYPP. Any adjustments required will be actioned in January 2016.
- Funding for disadvantaged 2 year olds has at present not been included in the DSG 2015/16 funding settlement. The initial allocations will be made in June 2015.
- High Needs Block – the funding settlement for 2015/16 is made up of:
 - The LA’s high needs block from 2014/15; plus
 - 5/12ths of the growth/deduction in pre 16 high needs places agreed for 2014 to 2015 academic year; plus
 - 4/12ths of growth/deduction in post 16 high needs places agreed for 2014 to 2015 academic year; plus
 - Changes to place funding in schools for the 2015 to 2016 academic year resulting

from the outcome of the high needs exceptions process, covering the first two terms of the increase (i.e. 7/12ths for pre 16 and 8/12ths for post 16); plus

- Increases in hospital funding from the high need exceptions process; and
 - Each LA has had to contribute its share of the top-up funding of £0.047m based on each LA's proportion of the 2-19 aged population projections for 2015.
- The High Needs Block has been calculated in two sub blocks: schools and post schools.

1.1 Accessing your schools budgets for 2015/16

Noted below are the spreadsheets you will need to access all the relevant information in support of your 2015/16 budgets:

- a) *Summary of School Budgets 2015/16*
- b) *Maintained Schools and Academies Budgets 2015/16*
- c) *Special Resource Units Funding 2015/16*
- d) *Devolved Capital Funding 2015/16*
- e) *Indicative Pupil Premium Budgets 2015/16*

a) Summary of School Budgets 2015/16

This spreadsheet outlines your schools total estimated funding for 2015/16. By entering your DfE number in cell A5 you will be able to see your schools Indicative Individual School Budget (ISB), Indicative Early Years funding, Indicative Special Resource Units funding, Level 5+, Additional Inclusion Allowance, Indicative Pupil Premium funding and Devolved Capital Funding.

b) The Maintained Schools and Academies Budgets 2015/16

This spreadsheet shows in detail the calculation of your schools Individual School Budget (ISB). By entering your DfE number in cell J15 on the 'Input DfE' worksheet this will then activate your schools data to be populated on the following worksheets:

- 2015/16 Budget
- Schools Block Dataset-DfE
- 2014/15 Baselines
- Factors
- Calc of Rates

Please refer to the *Guidance Notes* worksheet to find an explanation as to what each worksheet is for.

2. Formula Funding

The pupil numbers are based on the Autumn 2014 Census (October), the census is based on headcount irrespective of whether pupils are full or part-time. Where necessary the following adjustments have been made based on DfE guidance:

- a. A Reception Uplift has been applied to calculate the difference between the number of pupils on roll in Reception in each school between the October 2013 and January 2014 censuses. This is calculated by subtracting the total number of year R pupils in October 2013 from the total in January 2014, or given as zero if the result of this calculation would be negative. If there are no year R pupils at the school then the result is 0.

- b. Where the LA have commissioned places in Resourced Provision Units on school sites, the pupils are classed as High Needs Pupils (HNP) which are funded separately; therefore are deducted from the school number on roll (NOR).
- c. Pupils in LA maintained nursery classes are discounted as they are funded through the Early Years Single Funding Formula.
- d. Post 16 pupils attending school and academy sixth forms are excluded as they are funded by the Education Funding Agency (EFA) using the national formula for 16-19 year olds.

3. Formula Guidance – Pupil led factors

This section looks at the formula factors driven by pupil numbers, known as pupil-led factors.

The DfE specify that LA's must allocate at least 80% of the DSG through pupil-led factors i.e. basic entitlement, deprivation, prior attainment, Looked after Children (LAC), English as an additional language (EAL) and mobility.

In 2015/16 Nottingham City Council has delegated 95.9% through pupil-led factors.

3.1 Basic Entitlement - Average Weighted Pupil Unit (AWPU)

This factor assigns funding to individual pupils, the DfE recognises that there are differences in expenditure between the primary and secondary key stages; therefore there is a single rate for primary aged pupils and separate rates for Key Stage 3 and 4, see **Table 1** below:

Table 1: Basic Entitlement AWPU	
Description	Amount per pupil £
Primary (Years R-6)	3,050.15
Key Stage 3 (Years 7-9)	4,196.64
Key Stage 4 (Years 10-11)	4,893.07

3.2 Deprivation – Free School Meals (FSM) & Income Deprivation Affecting Children Index (IDACI)

The deprivation factors included within the formula are FSM and the IDACI.

The FSM factor is based on the proportion of pupils eligible for free school meals according to the Autumn 2014 Census and there are separate indicators for primary and secondary phase pupils.

In 2015/16 an issue has arisen regarding the calculation of the free school meals for primary aged pupils. The number of primary pupils eligible for free school meals have fallen dramatically between the financial years 2014/15 and 2015/16. Please see **Table 2** below

which shows the movement in numbers and funding.

Table 2: Comparison of Free Schools Meals 2014/15 to 2015/16						
	2014/15	2015/16	Year on year FSM Pupils Variance	2014/15	2015/16	Year on year FSM Budget Variance £m
	Total No. of FSM Pupils	Total No. of FSM Pupils		Total FSM Pupils Budget £	Total FSM Pupils Budget £m	
Primary	7,633.39	7,188.61	-444.78	£13.864m	£13.056m	-£0.808m

Built into the LA's funding formula is a minimum funding guarantee (MFG) whereby no schools budget can reduce by more than -1.5% per pupil year on year. Therefore, as there has been such a dramatic reduction in the FSM funding for primary aged pupils, many schools have now seen an increase in their level of MFG protection or are now in receipt of protection when they had not been previously. Therefore, the way that the funding has been allocated has changed. Instead of giving the funding through the Primary FSM Factor the funding has been passed onto primary schools through the MFG adjustment, although at a reduced amount, roughly -1.5%. To quantify this is very difficult as changes in the number on roll (NOR) also have an impact and changes in other formula factors if there are significant changes between years.

To avoid this re-occurring next year the LA will be liaising with schools to try to establish a way forward on this issue.

The IDACI factor is based on the known postcode for each pupil on the Autumn Census, which is then mapped to the relevant IDACI band which have been collated to measure area based deprivation (see **Appendix A** the for IDACI bands breakdown). **Table 3** shows the rates assigned to the FSM and IDACI bands in each phase:

Table 3: Deprivation Factors		
Description	Primary amount per pupil £	Secondary amount per pupil £
FSM	1,816.22	2,514.99
IDACI Band 1	101.27	101.27
IDACI Band 2	101.27	101.27
IDACI Band 3	101.27	101.27
IDACI Band 4	101.27	101.27
IDACI Band 5	282.48	282.48
IDACI Band 6	370.73	370.73

3.3 Looked After Children (LAC)

This factor is based on all children who were being looked after on 31 March 2014, regardless of how long they have been looked after.

The rate for this factor is equal for both the Primary and Secondary phases as per **Table 4** below:

Table 4: Looked After Children		
Description	Primary amount per pupil £	Secondary amount per pupil £
LAC	1,142.31	

3.4 English as an Additional Language (EAL)

This factor is based on pupils with English as an additional language. Pupils who are shown to have been in the statutory school system for less than 3 years (EAL 3) and are classed as "2_OTH" in the language code given in the autumn census will attract funding.

In this case, there are separate rates for Primary and Secondary phase pupils set out in **Table 5**:

Table 5: English as an Additional Language		
Description	Primary amount per pupil £	Secondary amount per pupil £
EAL 3	636.02	2,028.00

NB: Pupils in year 'R' are excluded from this measure.

3.5 Mobility

This measure counts pupils who have entered schools in the last three academic years, but did not start in August or September (or January for reception pupils). There is a 10% threshold and funding is based on the proportion above the threshold. So if a school has 12% mobility only 2% of its pupils would attract funding.

The rate for this factor is equal for both Primary and Secondary phases as set out in **Table 6**:

Table 6: Mobility		
Description	Primary amount per pupil £	Secondary amount per pupil £
Pupils starting school outside of normal entry dates	91.14	

3.6 Prior Attainment

This factor acts as a proxy indicator for low level high incidence special educational needs. There have been some key changes in both school phases since the introduction of the national funding formula in 2013/14. **Table 7** below illustrates the key changes from 2013/14 to 2015/16:

Table 7: Prior Attainment key changes			
School phase	2013/14	2014/15	2015/16
Primary	<ul style="list-style-type: none"> Funding targeted at all pupils who achieved fewer than 78 points on the Early Years Foundation Stage Profile (EYFSP) 	<ul style="list-style-type: none"> In 2013, the EYFSP changed, resulting in unavoidable change to primary prior attainment indicator. Included Yr 1 pupils who failed to achieve a good level of development. Older year groups assessed under the old profile, based on those pupils achieving a score below 78 points. 	<ul style="list-style-type: none"> Now includes Yr 1 and Yr 2 pupils who failed to achieve a good level of development. Older year groups assessed under the old profile, based on those pupils achieving a score below 78 points.
Secondary	<ul style="list-style-type: none"> Based on the number of pupils not achieving level 4 in English and Maths at KS2.* 	<ul style="list-style-type: none"> Based on the number of pupils not achieving level 4 in English or Maths at KS2.* 	<ul style="list-style-type: none"> No change to 2014/15

The rate for Prior Attainment differs for each school phase and is set out below in **Table 8**:

Table 8: Prior Attainment rate per pupil	
Description	Amount per pupil £
Primary pupils prior attainment	542.02
Secondary pupils prior attainment	432.34

4. Formula Guidance – Other factors

The other factors available for allocating budgets are as follows:

4.1 Lump Sum

This is an optional factor allocating a fixed sum per school; these lump sums can be different for each phase however as part of the budget setting process Schools Forum and the Local Authority (LA) agreed to a single rate for both phases to avoid budget turbulence. This value is £124,752 per school.

In the instance of an amalgamation, the school is entitled to retain 85% of the total lump sums in the year after they amalgamate (or in the same year if they amalgamate on the 1 April) instead of being reduced to one lump sum immediately.

4.2 Sparsity Factor & Fringe Payments

The Sparsity factor is an optional factor which the DfE introduced in 2014/15. This has not been used in the formula as it focuses on small schools in rural areas; the LA does not consider Nottingham City schools to fall within this category.

The Fringe Payments factor can only be used to support schools which pay higher teacher salaries due to being located in the London Fringe area; therefore, this has been discounted.

4.3 Split Sites

The purpose of this factor is to support schools with unavoidable extra costs due to having a split site. Schools Forum set the criteria in 2005 which calculates whether schools are eligible for this funding. The criteria has been amended in 2015/16 by Schools Forum to include funding for schools that incur extra fixed costs for catering due having a second kitchen. This would usually occur as a result of an amalgamation or the opening of a second site where it is not practical to have one kitchen. **Table 9** illustrates the lump sum funding criteria for each element:

Table 9: Split Site Funding Criteria			
Funding Element	Basis	Primary £	Secondary £
Block Allocation	All split site schools	7,125	7,125
Additional caretaking staff costs	If distance between sites >400m	14,765	14,765
Additional clerical staff costs	If distance between sites >400m	16,795	33,590
Additional management staff costs	If distance between sites >400m	21,313	*
Costs of additional telephone system	If second site <2000sqm	1,765	1,765
	If second site >2000sqm	4,707	4,707
Additional costs of 2nd curriculum internet connection	If distance between sites >400m	5,296	5,296
Additional Insurance costs	If distance between sites >400m & NOR >1000	20,669	20,669
Fixed costs of second kitchen	Schools that have unavoidable costs due to having a second kitchen	25,023	**

*No management costs are allocated to Secondary schools on the basis that they will have several members of staff on the leadership spine that could be based at the second site without driving extra costs over and above a similar sized Secondary on a single site.

**To date this funding has only been required for primary schools for the amalgamation of primary schools or expansions of primary schools onto second sites. Where we have secondary schools on more than one site and having more than one kitchen these schools will already be in receipt of separate lump sums, therefore they will already be receiving the funding for the fixed costs of two kitchens. For example, Nottingham academy will receive a lump sum and also Nottingham Girls Academy also receive a separate lump sum for their school as the budgets are calculated separately.

4.4 Rates

This is funded on the basis of actual costs; academies are reimbursed directly by the EFA in addition to their main budget allocation. For maintained schools, estimates of the business rates are made and included in the formula funding, these are then adjusted for actual charges in the following year.

4.5 Private Finance Initiative (PFI) Funding (through Building Schools for the Future)

This factor is to support schools which have unavoidable extra premises costs because they are a PFI school and/or to cover situations where the PFI “affordability gap” is delegated and paid back to the LA. The EFA have checked this factor is objective and transparent and is easily applicable to academies.

4.6 Sixth Form Funding (Post 16)

This is an optional factor based on Autumn 2014 Census. The rate for 6th form funding is restricted to the rate used in 2014/15; this rate is £362.07 per sixth form pupil.

5. Minimum Funding Guarantee (MFG) & 3% Cap

The pre-16 MFG will continue to be set at -1.5% per pupil as per DfE guidance preventing too much turbulence in schools budgets.

Schools that gain in budget on a year on year basis are capped at 3% per pupil to ensure budgets allocated do not exceed Nottingham City's overall allocation and to ensure a sustainable future position.

6. De-delegation

The revised school funding arrangement, implemented in April 2013, required the following services to be allocated out to schools as part of their budgets:

- Ethnic Minority Achievement (EMA)
- Sportsafe Gym Maintenance
- Trade Union Senior Representative Cover Time
- Behaviour Support Team (BST)
- Building Maintenance

Schools Forum approved the de-delegation of these budgets from maintained schools back to the LA to hold centrally in 2015/16. The de-delegation values are set out in **Table 10** below:

Table 10: De-delegation calculation basis breakdown							
	Per Pupil				Per School		
Basis	AWPU		EAL 3	FSM %	Lump Sum		
De-delegation element	Building Maintenance £	Staff supply costs £	Support to underperforming EM groups & bilingual learners £	BST £	Sportsafe Gym Maintenance £	Staff costs supply cover £	BST £
Primary	13.92	1.35	88.61	55.00	500.00	1,298	3,000
Secondary	13.92	1.35	88.61	-	500.00	1,298	-

Funding for these services has been delegated to academies, non-recoupment academies and free schools and is included in their Individual School Budget.

NB: Rates are equal for Primary and Secondary maintained schools and de-

delegation is not an option for academies, non-recoupment academies, free schools, special schools, nurseries or PRU's.

7. Notional SEN

In Nottingham City, the notional SEN budget consists of the full allocation for prior attainment, an element of FSM based funding (£715/£531 per primary/secondary pupil eligible for FSM respectively) and an element of the basic per pupil entitlement (£8.54/£14.23 per primary/secondary pupil respectively).

Schools should note that the notional SEN schools block budget figure **excludes** funding for SEN units and resourced provisions (to be allocated from the High Needs block – see section 11) and any top ups for mainstream high needs pupils.

8. Pupil Growth Fund

This fund is held separately within the Schools Block and is available for pupils aged 5-16. It is used to support schools undergoing reorganisations due to changes in age range and/or where schools are increasing their pupil admission number (PAN) which is usually requested by the local authority.

Schools Forum approved this fund for schools requiring:

- Additional support following formal school reorganisation proposals
- Unanticipated demand for school places and
- Potential breaches to Key Stage 1 class sizes following appeal panel decisions.

Table 11 below shows the maximum allocation by funding stream, of how the contingency may be allocated:

Table 11: Contingency Growth Fund allocations						
School Type	Funding period*	Teacher (M3) £	Teaching Assistant (Pt 22) £	Midday Supervisor (Pt 8) £	Utilities £	Total £
Maintained schools	7/12ths	17,824	14,242	2,150	4,500	38,716
Academies (recoupment)	12/12ths	30,555	24,415	3,686	7,714	66,370

*The maximum allocation for maintained schools is 7/12ths based on the date ranges September to March.

Where an academy is receiving funding from the growth fund, the LA is required to fund the full 12 months of the academic year as a result of the increased numbers not feeding through until the following September.

The allocation made to each school is dependent on the School Organisation Teams

assessment of each schools claim and each application is considered on a case by case basis.

Please see **Appendix B** which sets out how funding pupil growth works in different types of maintained school, recoupment and non-recoupment academies.

9. Copyright Licences

For 2015/16 the DfE will continue to purchase a single national licence, managed by the DfE, for all state-funded schools in England. This means that LA's and schools will no longer need to negotiate individual licences. These arrangements cover maintained schools, academies, non-recoupment academies, special schools, PRU's and nurseries and the funding for this will be held centrally by the LA. Post 16 academies are not included as they are not technically 'schools' and will need to make separate arrangements, as will 6th form colleges. **Appendix C** provides information on maintained schools and academies copyright licences for 2015/16 provided by the DfE.

Table 12 shows the licences included in this agreement.

Table 12: Copyright Licences
Copyright Licensing Agency (CLA)
Schools Printed Music Licence (SPML)
Newspaper Licensing Agency (NLA)
Education Recording Agency (ERA)
Filmbank Distributors Ltd (PVSL)
Motion Picture Licensing Company (MPLC)
New licences from 2015 to 2016
Christian Copyright Licensing International (CCLI)
Mechanical Copyright Protection Society (MCPS)
Performing Rights Society (PRS)
Phonographic Performance Limited (PPL)

There are other copyright licences that may be specific to your school and are not covered by the agreement. If this is the case schools must ensure they are covered for the relevant activity.

10. Early Years Block

10.1 3 & 4 Year Old Funding

The Early Years Single Funding Formula (EYSFF) is used to calculate schools' early years funding. There have been no changes to the EYSFF for 2015/16. The Indicative Early Years funding for 2015/16 uses participation in the Spring, Summer and Autumn terms of 2014 as the basis of the estimate for the three terms of the 2015/16 financial year. Actual funding will be adjusted termly based on actual participation in Summer 2015, Autumn 2015 and Spring 2016.

Funding is based on four hourly rates; Base rate; Deprivation; Quality and Abatement. **Table 13** provides an analysis of this:

Table 13: Early Years - Hourly Rates			
	Basis	Rate per hour £	
Base rate	Flat rate	4.00	
Deprivation	Proportion of children attending the 20% most deprived Super Output Area (S.O.A) is > an average of 50% over 2 years	0.10	
Quality	Ofsted score:	1 (outstanding)	0.10
		2 (good)	0.05
		3 & 4 (requires improvement & inadequate)	No funding
Abatement	All nurseries that are attached to schools*	0.41 per hr reduction	

* This does not apply to standalone nurseries.

The hours data is collected termly via the nursery headcount return for maintained schools and the Census return for academies. For maintained schools the initial start of year estimate is based on the previous years termly figures, with adjustments made when the final figures are known.

For example:

If the cumulative budget for 2015/16 is estimated at £0.050m and after the Summer Term data has been finalised and the budget recalculated at £0.049m, then a claw back of £1K would be processed.

If after the Autumn Term the total budget had increased to £0.051m then a reimbursement of £2K would be given to the school. The same principle would then also be followed in the Spring Term.

For Academies, there is an estimated budget for each term of the financial year and 50% of each term's estimate is distributed to the schools as cash at the beginning of each term. Once the actual hours are known after the termly census then a balancing payment is made to the

Academy being the difference between the actual EYSFF allocation for the term based on actual hours and the initial termly payment.

For all nurseries attached to schools and academies, children are funded to a maximum of 25 hours per week (15 hours are funded directly as part of the DSG funding calculation from the DfE, the additional 10 hours we then choose to fund as part of the local funding formula). If data returned from schools shows children attending for more than 25 hours, these additional hours are not funded.

10.2 Early Years Pupil Premium (EYPP)

Schools will receive a further £0.53 per hour in EYPP for nursery aged pupils that are registered as eligible for free school meals. Allocations will be calculated termly based on the census/headcount data. It will be administered in parallel with the EYSFF termly adjustments. The maximum EYPP allocation per pupil for 2015/16 will be £302.10 (£0.53*15 hours*38 weeks).

10.3 2 Year Old Funding

Schools will also receive funding for eligible 2 year olds (including pupils in the term of their 3rd birthday) for up to 15 hours based on actual participation at a rate of £4.88 per hour. No estimates for 2 year old funding have been included in the budget. Actual funding will be calculated termly using participation data from the census.

Allocations to providers will be based on termly counts of pupils accessing the 2 year old entitlement. An estimate of DSG income and expenditure relating to 2 year olds will be incorporated into the budget once January 2015 census data is available.

11. High Needs Block

From 2013/14, maintained schools and academies are expected to contribute the first £6k of any additional educational support and provision for high needs pupils from their notional SEN budget (pre-16) or a specific additional education support allocation of £6k for each high needs student on roll during the last academic year (post-16). This notional SEN budget forms part of the delegated budget and is calculated as outlined in Section 7.

The indicative budgets include HLN top-up funding from the high needs block to provide additional support for named pupils based on the outcome of the panel process. From April 2015, top-up funding is awarded at one of three bands (A-C) replacing 6 previous levels (5-10). Funding for bands A, B and C is set at £2678, £5356 and £9373 per annum respectively. Funding will be adjusted throughout the year to take account of pupil movements and the outcome of in-year funding panels. With fewer wider bands of funding, allocations per pupil will require less frequent review and will be easier for parents to understand. A reduction in the number of funding reviews per pupil will reduce the bureaucratic workload on schools and lead to more stability and predictability in funding.

Schools will also receive an Additional Inclusion Allocation (AIA) from the high needs block budget. This has been calculated based on £4017 per pupil (pro-rata) in the school that was in receipt of named pupil top-up funding in the previous academic year (2013/14). This funding is intended to provide an additional contribution alongside the notional SEN budget to the costs of the first £6k of additional support for pupils with high level needs.

12. Special Resource Units

If your school has a Special Resource Unit please refer to the *Special Resource Units Funding 2015/16* file.

Pupils in Special Resource Units are funded from the High Needs Block and funding is allocated on the following principles:

- 5/12ths of the commissioned place numbers in the academic year 2014/15
- 7/12ths of the commissioned place numbers in the academic year 2015/16
- Place funding for academies is provided by the EFA as this is recouped from the LA.
- Maintained Schools will receive place funding from the LA.
- The estimated number of actual pupils at each school is used to calculate the estimated Top Up funding for the school. This funding will be adjusted once the actual pupil numbers are known on a termly basis. Maintained schools estimated top up funding for the year will be allocated to the school at the beginning of each financial year. This will be adjusted on a termly basis once the actual numbers are known. The estimated top up funding for academies will be released at the beginning of each term and adjusted for the actual pupils on the following terms estimate.

13. Other funding sources

13.1 Pupil Premium (PP)

Pupil Premium funding is made up from three elements:

- Free School Meals (FSM) (Ever 6),
- Looked After Children (LAC) and
- Service Children (Ever 4).

The *Summary of Schools Budgets 2015/16* and the *Pupil Premium 2015/16* files include estimated amounts for the FSM, Post Looked After Children and Service Children elements of the grant. The LAC funding for children currently being looked after has not been included at present as it is still to be confirmed how the funding will be given out to schools in 2015/16. This element will be managed by the LA's designated Virtual School Head, Malcolm Wilson. The Virtual School Head will ensure that there are arrangements in place to discuss with the child's education setting – usually a designated teacher – how the child will benefit from PP funding. The allocation of this funding will be confirmed as soon as possible by Malcolm Wilson (email:Malcolm.Wilson@nottinghamcity.gov.uk).

The **indicative** allocation of these grants are based on the January 2014 Census.

The final pupil premium grant will be based on the January 2015 Census and adjusted once the final figures have been confirmed.

PP for 2015/16 will include those pupils who were looked after immediately before being adopted on or after 30 December 2005, or were placed in Special Guardianship or Residence Order immediately after being looked after.

The Service Child (Ever 4) element means a pupil recorded on the January 2015 Census who

was eligible for the Service Child premium in 2012/2013, 2013/2014 or 2014/2015 as well as those recorded as a Service Child for the first time on the January 2015. Each pupil will only be counted once: for example, if a pupil on the January 2015 Census is recorded as a Service Child in January 2015 and on the January 2014 Census, they will only be counted as one Ever4 Service Child for calculating allocations for the PPG in 2015-16. At present the DfE have not confirmed the rate for 2015/16, so we have based on the estimates on the 2014/15 rate of £300 per pupil.

Table 14 summarises the per pupil rate for each element:

Table 14: 2015/16 Pupil Premium rates per pupil		
Pupil Premium	Primary £	Secondary £
Free School Meals (Ever 6 children from January Census)	1,320	935
Looked After Children/Pupil premium plus	1,900	1,900
Service Children (Ever 4 children) – <i>rate to be confirmed</i>	300	300

All three elements of the PP are distributed to maintained schools only by the LA.

Academies will need to contact the EFA regarding the individual elements of the grant. If schools:

- Convert to academy status before the start of the Summer Term 2015, they will receive their PP directly from the EFA.
- If they convert to academy status by the start of the Autumn 2015, 5/12ths of their annual allocation will be allocated by the LA; or,

by the start of Spring Term 2016, 9/12ths of their allocation will be paid by the LA.

- Schools converting after the start of the Spring Term 2016 will be paid their full allocation by the LA.

When a school becomes an academy in year they will need to contact the EFA for the balance owing on their funding for when they become an academy.

13.2 Devolved Formula Capital (DFC)

The DFC funding is the final budget allocation for 2015/16. The DfE have based the allocations on the School Census January 2014. The rates for 2015/16 are shown in **Table 15**.

Table 15: DFC rates			
	Per Pupil		Lump Sum
	Per non-boarding FTE £	Per boarding FTE £	Per school £
Nursery / primary	11.25	33.75	4,000
Secondary	16.88	33.75	4,000
Special / PRU	33.75	33.75	4,000

Note: FTE = full time equivalent

At present Information relating to the final allocations have been released by the DfE but the FTE data has not been included and the LA are currently trying to confirm what FTE's the allocations were based upon as they do not agree for some schools back to the January 2014 School Census data provided last year.

DFC is distributed to maintained schools only; Voluntary Aided schools receive their funding direct from the EFA. In some instances, schools may have agreed for the LA to retain part/all of the funding to be used for particular projects.

13.3 Universal Infant Free Schools Meals (UIFSM)

Revenue funding is based on a rate of £2.30 for each meal taken by pupils who have become newly eligible for a FSM as a result of the UIFSM policy.

Schools were notified of their provisional full year allocation for the academic year 2014 to 2014 in June 2014. The LA received the first 2014 to 2015 payment at the end of June 2014, with academies and free schools receiving them in July 2014. This funding provided funding for the first two terms of the academic year (which represents the remaining two terms in the financial year 2014 to 2015).

This provisional allocation was based on the pupil data from the January 2014 Schools Census and was based on the assumption that (i) 87% of newly eligible pupils would take meals, and (ii) those pupils would take 190 school meals in the course of the academic year. The final allocation for the academic year 2014 to 2015 will be based on the actual take-up data derived from an average of the October 2014 and January 2015 schools censuses.

The final allocation will be used to calculate a third term payment, to be made in the early Summer 2015; schools will receive an amount equal to their final allocation minus the amount they received in June/July 2014. Any schools with low levels of take-up which results in the

final allocation lower than the amount paid in June/July 2014 would not receive the third term payment. The amount overpaid will be deducted from the first payment for the academic year 2015 to 2016.

Funding for this policy has not been confirmed by the DfE beyond the 2015 to 2016 financial year. The LA will inform schools on any updates we receive as soon as we receive them.

If you have any queries about your indicative budget please email in the first instance to school.funding@nottinghamcity.gov.uk. This will allow us time to look in to your query before getting back to you with an explanation.

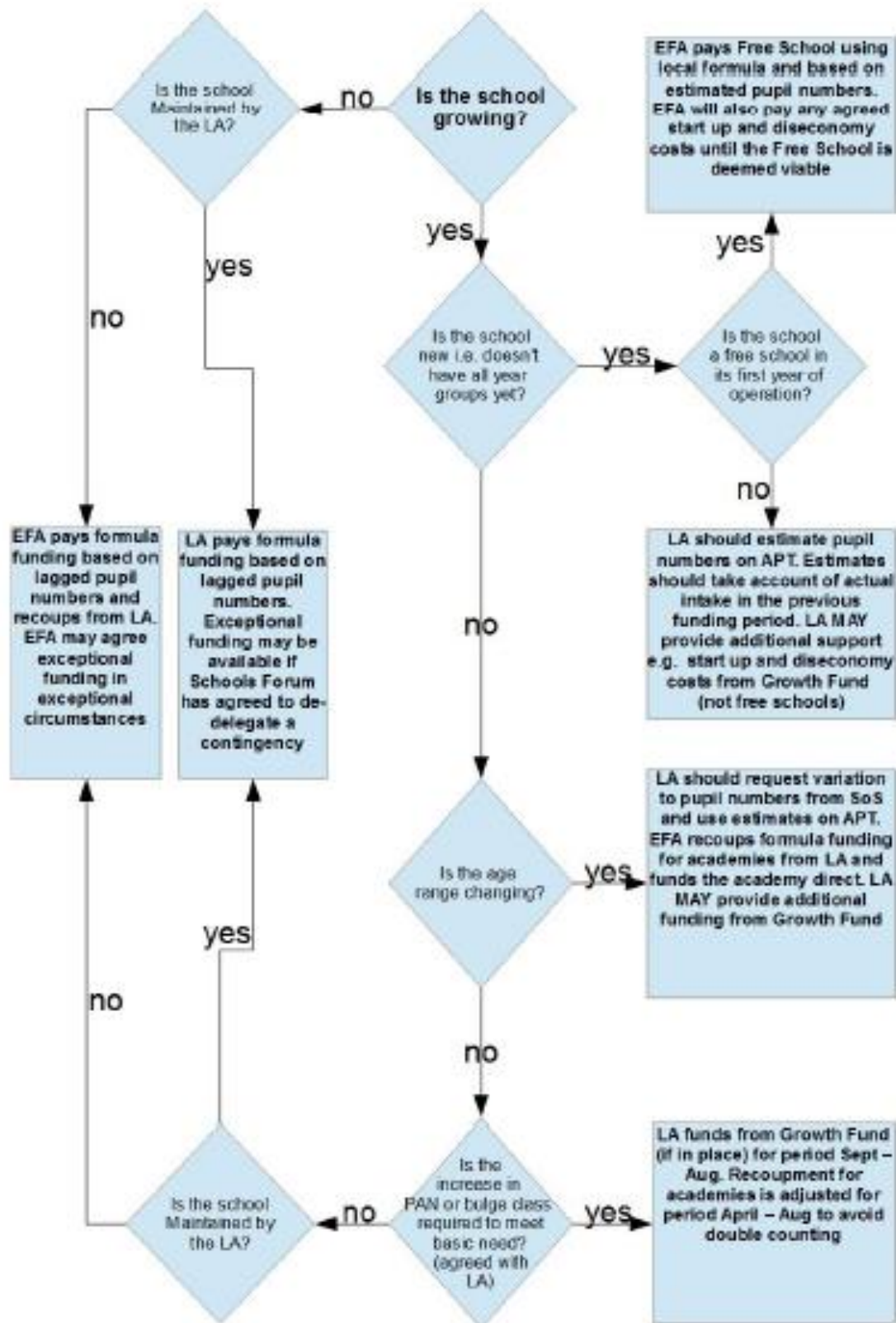
14. APPENDIX A – Formula Factors

	Formula Factor	Data	Data source
1	Basic Entitlement - AWPU	Numbers of pupils on roll excluding pupils in special units plus reception uplift.	Autumn 2014 Census
2	Deprivation - FSM	Number of pupils eligible for free school meals (Separate indicators for Primary and Secondary).	Autumn 2014 Census
3	Deprivation - IDACI (Income Deprivation Affecting Children Index)	Based on the known post code for each pupil and the probability that that pupil comes from an income deprived home: Band 1 - 20% to 25% probability Band 2 - 25% to 30% probability Band 3 - 30% to 40% probability Band 4 - 40% to 50% probability Band 5 - 50% to 60% probability Band 6 - 60% to 100% probability NB: Only pupils with an IDACI score above 20% can be assigned deprivation funding through this factor.	Postcodes mapped from Autumn 2014 Census
4	Prior Attainment - Primary phase	Years 1 and 2 pupils who failed to achieve a good level of development on the October 2014 Census will have been assessed under new EYSFP profile (published in March 2013). Years 3 to 5 will be assessed under the old profile - pupils who achieved less than 78 points on the pre March 2013 EYFSP.	EYFSP Total score mapped to the Autumn 2014 census for pupils in Y1,2,3,4 Mapping on UPN only
	Prior Attainment - Secondary phase	Funding is provided to pupils not achieving a level 4 in either English or Maths at Key Stage 2.	KS2_Eng_Lev and KS2_Mat_Lev mapped to the Autumn 2014 census for pupils in Y7-11. Mapping on UPN only

5	English as an Additional Language (EAL)	First language 'not English' or 'not believed English'. Funding is allocated to pupils who have been in the school system for less than 3 years and have a language code of "2_OTH", for pupils in the Primary and Secondary phases. NB: Pupils grouped as 3_UNK are excluded alongside Year R pupils.	Autumn 2014 Census
6	Looked After Children (LAC)	All pupils on the return who are being looked after on 31 st March 2014, regardless of how long they have been looked after.	SSAD903 March 2014 mapped on to the Spring 2014 Census. (Jan 2014)
7	Mobility	Targeted only at schools experiencing pupil mobility above a 10% threshold and funding is not provided for the first 10% of mobile pupils. (Separate Primary and Secondary).	Autumn 2014 Census
8	Lump Sum	Amount per school. Amalgamated schools retain 85% of total lump sum in the year after the amalgamation.	
9	Split Site	Paid to schools operating on a split site. Funding is allocated in line with a set criteria. Schools operating on a split site get a block allocation and then if they are more than 400 metres apart are entitled to additional funding for caretaking, additional admin, management, telephone system, 2 nd curriculum internet connection and insurance costs. There are separate rates for each of the elements of the formula for primary and secondary schools. Schools who incur additional costs due to having a second kitchen receive funding for the fixed costs of a second kitchen.	
10	Rates	Based on estimated NNDR bill for 2015/16 +/- any adjustments of previous over or underpaid rates.	NNDR Team

For factors 1 to 7, the DfE provide for each school, the percentage of pupils who match the criteria as set out above. This percentage is then applied to the numbers of pupils on roll to determine the numbers of units funded for each factor.

15. APPENDIX B: Growth and new schools – funding source



16. APPENDIX C: Copyright licences

COPYRIGHT LICENCING

This fact sheet provides information for maintained schools, academies and local authorities on copyright licensing in schools for 2015-16.

In 2014-15 the Department managed the copyright licences for all state maintained schools in England that cover print and digital copyright content in books, journals and magazines (Copyright Licensing Agency; CLA); printed music (Schools Printed Music Licence; SPML); licences for copyright content in newspapers and magazines (the Newspaper Licensing Agency media access (NLA) licence); recording and use of copies of radio and television programmes, including from a number of catch-up services (the Educational Recording Agency (ERA) licence) and the showing of films (the Public Video Screening Licence (PVSL) and Motion Picture Licensing Company (MPLC) licences).

Over the past year the Department for Education has been working with the music copyright management organisations (CMOs) to simplify the way in which their copyright licences are paid for by schools and academies. From April 2015 we will add to the above list the licences for the Performing Rights Society for Music (PRS) – payments for performances of covered work; Phonographic Performance Ltd. (PPL) – playing recorded music; the Mechanical Copyright Protection Society (MCPS) – rights to make CDs and DVDs containing copyright music; and Christian Copyright Licensing International (CCLI) – hymns and other Christian music.

Please see below for further information.

INFORMATION FOR SCHOOLS

What does this mean for schools?

With the inclusion of these four new licences the Department believes that schools will be covered for almost all their copyright requirements. There are other copyright licences that may be relevant in very specific cases and schools still need to ensure they are covered for any relevant activity. For these ten licences the Department will pay a single sum to each of the CMOs which will cover all primary and secondary schools in England, including academies, and all special schools and Pupil Referral Units. Independent fee paying schools are not licensed in the same way and may wish to seek advice direct from the contacts listed at the end of this briefing. Nursery schools are now included. However, post-16 academies are not included as they are not technically 'schools' and will need to make separate arrangements, as will 6th form colleges.

The licences covered by the new central arrangement are:

- 1 **The CLA licence.** This gives you the right to:
 - Photocopy books, magazines and journals published in the UK and 30 other countries giving your school access to a wide choice of published information
 - Make digital copies by scanning or re-typing for distribution to pupils, parents,

teachers or governors, from titles published in the UK and USA plus a growing number of other countries

- Make copies of content from digital material including CD ROMs, electronic workbooks, online journals and included websites
- Use copies with digital whiteboards, VLEs and presentation software programs
- Copy photographs, illustrations, charts or diagrams where they are included in an article or an extract

2 The School Printed Music Licence. This covers the copying and distribution of a school's sheet music to school members for curricular uses and for those extracurricular activities that are not Collective Worship.

The licence permits schools to legally make copies of sheet music by any of the following means:

1. Photocopying
2. Scanning
3. Score-writing software programs
4. Notation by hand
5. Posting on a school VLE

The licence also allows the adaption of the musical work so that it can be performed by any instrumental and vocal arrangements that your school wishes to use.

3 The Newspaper Licensing Agency Schools Licence. This permits the copying of content from national, regional and local newspapers and certain news websites.

4 The Educational Recording Agency licence. This allows educational establishments to record radio and television broadcasts received in the UK and to access copies of such recordings on agreed terms. Teaching staff can also access and download material on a number of on demand catch-up services including BBC iPlayer, 4OD, Five On Demand and ITV Player and Five on Demand. The recordings can then be retained, stored and copied for educational purposes at the licensed establishment. From April 2014 it also allows an educational establishment to enable students to access licensed recordings and clips from them when they are working off site and connect to the schools site.

5 The Public Video Screening Licence. This is issued by Filmbank Distributors Limited who represent all of the six major Hollywood studios in the education sector, (Warner Bros. Sony Pictures, Disney, 20th Century Fox, Universal, Paramount Pictures) and many other leading Hollywood, Bollywood and Independent film studios and distributors including MGM, Lionsgate, Miramax and Entertainment Film. The PVSL is required where schools screen films from studios participating in the PVSL scheme on their premises for entertainment purposes. Under the

PVSL scheme schools are able to screen films on DVDs that have been purchased or borrowed from legitimate UK outlets during the term of the licence. The PVSL does not cover screenings for commercial or fundraising purposes i.e. where a charge is made either directly or indirectly (e.g. selling tickets to screenings). In these circumstances please contact Filmbank directly via info@filmbank.co.uk who can provide you with a licence for this type of screening.

6 The Motion Picture Licensing Company licence. The MPLC licence is similar to the PVSL in that it allows for the non-educational screening of films on the premises of an educational establishment. MPLC represents over 400+ film and TV producers and distributors from major Hollywood studios to independent and foreign producers. Examples of the studios whose work is licensed by MPLC are National Geographic; the Discovery Channel; and the studios that own the rights to Bob the Builder and Angelina Ballerina. The MPLC licence does not cover: Commercially advertising the film title outside of the school; making a charge to view the film ; DVDs or downloads that are not a legal copy of the film or Outdoor screenings. If a school does wish to commercially advertise and/or make a charge to view a film, then they should apply for a separate Single Screening MPLC Movie Licence. For further information please visit: <http://www.themplc.co.uk/page/film-club-1>

7 The Performing Rights Society licence. The PRS licence covers performances of copyright music (including any associated words) which is controlled by The Performing Rights Society Limited (PRS for Music) or by any of the societies in other countries with which PRS for Music is affiliated.

8 The Phonographic Performance licence. The PPL licence is a collective licence authorising a school to play in public, or broadcast, all of its members' recorded music or music videos in the UK. Collective licences can also cover the copying of recorded music and music videos for certain purposes. Typical uses in a school would be: discos/end of term parties; telephone system music on hold; playing a record / radio / tape / CD / digital music player; school fetes (where music is being played) and Dance/Aerobics classes for students and staff only. The two licences are required by every school.

9 The Mechanical Copyright Protection Society licence. The MCPS 'limited manufacture' licence covers the use of music in DVDs and CDs produced by the school and sold to parents, e.g. by the PTA, to raise funds for the school. The licence provides the right for all schools to make and sell up to 1,000 copies a year of DVDs or CDs containing music.

10 The Christian Copyright Licensing International licence. CCLI administers two licences. The Collective Worship Copyright Licence (CWCL) permits schools to type song words into a computer and store them for later use, e.g. to create a song words database for use with their song projection software; to create service sheets and hand-outs for pupils and staff; to create OHP acetates; and to audio/video record music from services for those unable to attend, or as a keepsake. The Collective Worship Music Reproduction Licence (CWMRL) is supplementary to the CWCL. It permits schools to photocopy the words and music of hymns and worship songs directly from music publications and also to make customised arrangements of music for pupils using transposing

instruments (typically wind and brass instruments).

These licences are required either by all (or by the vast majority) of schools and there will be no way for schools to 'opt out' of the licences.

Who is the licensee?

The agreements between the DfE and the CMOs simply covers the administration of the licences. Each education establishment is a Licensee and as such responsible for ensuring that the terms and conditions of the licenses are adhered to by their staff.

Where is my licence?

If you require a copy of your licence, please contact the individual copyright management organisations below.

INFORMATION ABOUT WHAT THE LICENCES COVER

What is the SPML and what content is covered?

<http://schools.cla.co.uk/your-cla-schools-licence/schools-printed-music-licence/>

What is the CLA Licence and what content is covered?

<http://schools.cla.co.uk/your-cla-schools-licence/what-can-be-copied/>

What is the NLA Licence and what content is covered?

<http://schools.cla.co.uk/about-your-licences/nla-schools-licence/nla-licence-documents/>

What is the ERA Licence and what content is covered?

General information about the ERA Licence is at: www.era.org.uk

What is the PVSL and what content is covered?

For more information on the PVSL see www.filmbank.co.uk/pvsleducation

For a list of studios participating in the PVSL scheme go to: <http://www.filmbank.co.uk/pvslstudios>

What is the MPLC licence and what content is covered?

<http://www.themplc.co.uk/page/channel-overview-schools>

What is the PRS licence and what content is covered?

<http://www.prsformusic.com/SiteCollectionDocuments/PPS%20Leaflets/Schools%20leaflet.pdf>

What is the PPL licence and what content is covered?

<http://www.copyrightandschools.org/>

What is the MCPS licence and what content is covered?

<http://www.prsformusic.com/Pages/Rights.aspx>

What is the CCLI licence and what content is covered?

<http://schools.ccli.co.uk/>

Does the DfE cover all copyright licences for the sector?

The DfE has agreements with the above CMOs that cover their licences. Other licences may be required by your school for use of other content. More information can be found at:

<http://www.copyrightandschools.org/>

CONTACTS

Who should I contact?

- Terms and Conditions, rights and repertoire of the CLA, SPML or NLA Licence
<http://schools.cla.co.uk/get-in-touch/contact-the-schools-team-at-cla/>
- Terms and Conditions, rights and repertoire of the ERA licence www.era.org.uk
- Terms and Conditions, rights and repertoire of the PVSL www.filmbank.co.uk/pvslterms.

For information on the PVSL, contact T: **01494 836 231** or email pvsl@cefm.co.uk. The licence terms and conditions for the PVSL can be found at:

<http://www.filmbank.co.uk/images/80989/pvsl%20terms%20&%20conditions%20feb%202013.pdf>. By screening films from copyright owners licensed under the PVSL scheme, each school, agrees to be bound by and comply with these terms and conditions.

- Terms and Conditions, rights and repertoire of the MPLC
<http://www.themplc.co.uk/page/contact-the-mplc>
- Terms and Conditions of the PPL licence can be found at: <http://www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/>
- Terms and Conditions of the PRS licence can be found at:
<http://www.prsformusic.com/users/businessesandliveevents/generaltermsandconditions/Pages/default.aspx>
- Terms and Conditions of the MCPS Limited Manufacture licence can be found at:
<http://www.prsformusic.com/SiteCollectionDocuments/LM%20TandC.pdf>
- Terms and Conditions of the CCLI licence can be found at:

<http://schools.ccli.co.uk/pdfs/schools/terms/SchoolLicenceTermsUK.pdf>

- Independent fee paying school licensed through the Independent Association of Prep Schools can obtain advice at <https://www.iaps.org.uk/about/copyright-and-schools>

This page is intentionally left blank

This page is intentionally left blank

DIRECT EARLY YEARS PROVISION ANALYSIS

APPENDIX B ii

DESCRIPTION OF SERVICE	EDUCATIONAL OUTCOMES	EXPENDITURE TITLE	2013/14				2014/15			2015/16	
			Budget £m	Outturn £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m	Forecast £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m
Page 1 This budget aligns to the projection of funding that will be provided to maintained settings for 3 & 4 year olds based on the Early Years Single Funding Formula (EYSFF).	Funds the educational entitlement fo 3 & 4 year olds which impacts on outcomes for children across all areas of the EYFSP.	3 & 4 year old funding maintained schools and academies	8.269	7.910	(0.359)	Pupil numbers	8.371	8.371	0.000		8.579
This budget aligns to the projection of funding that will be provided to PVCI settings for 3 & 4 year olds based on the EYSFF.	Funds the educational entitlement fo 3 & 4 year olds which impacts on outcomes for children across all areas of the EYFSP.	3 & 4 year old funding PVCI settings	3.404	3.535	0.131	Year on year increase in funded hours in PVCI	3.383	3.695	0.312	Year on year Pupil number increases	3.695
This budget is a contingency for in-year termly adjustments to EYSFF allocations based on actual participation	Funds the educational entitlement fo 3 & 4 year olds which impacts on outcomes for children across all areas of the EYFSP.	3 & 4 Year Old funding - contingency	0.300	0.042	(0.258)	Variance is offset by overspend on PVCI expenditure above. Only £0.042m net in-year adjustment in maintained settings.	0.300	0.003	(0.297)	Termly adjustment for maintained sector have had near nil net effect. Underspend on contingency offsets projected overspend above for PVCI settings.	0.000
This budget will be for early education for eligible 2 year olds. From 2015/16 this will be based on participation. This has previously been based on estimated take up and included trajectory funding meaning prior year figures are not comparable. The indicative DSG allocation does not yet include 2 year old funding. This budget will be amended in year to align to the indicative DSG allocation for 2 year olds.	Funds the educational entitlement for eligible 2 year olds which impacts on outcomes for children across all areas of the EYFSP.	2 Year Old funding	3.740	2.707	(1.033)		6.142	6.142	0.000		TBC
This is additional funding to support pupils with SEN in the PVCI sector (ISG).	Supporting the inclusion, educational and aspirational attainment of vulnerable city children.	Top Up funding PVCI's	0.050	0.000	(0.050)		0.050	0.050	0.000		0.050
This budget aligns to the indicative allocation Early Years Pupil Premium.		EYPP									0.525
TOTAL DIRECT EARLY YEARS PROVISION			15.763	14.194	(1.569)		18.246	18.261	0.015		12.849
CENTRAL EXPENDITURE (Approved at SF on 18th December 2014)			1.159	0.950	(0.209)		1.159	1.000	(0.159)		1.159
TOTAL EARLY YEARS BLOCK (Excluding funding for 2 year olds for 2015/16)			16.922	15.144	(1.778)		19.405	19.261	(0.144)		14.008

This page is intentionally left blank

DIRECT HIGH NEEDS PROVISION ANALYSIS

APPENDIX B iii

DESCRIPTION OF SERVICE	EDUCATIONAL OUTCOMES	EXPENDITURE TITLE	2013/14				2014/15				2015/16			
			Budget £m	Outturn £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m	Forecast £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m			
This budget is for HLN support for named pupils in mainstream schools and Additional Inclusion Allowances.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	High Level Needs Support in Mainstream Schools	2.972	2.972	0.000					3.494	3.494	0.000		3.479
This budget is for top-up funding for pupils in SEN resource units attached to mainstream schools.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	SEN Resource Units	0.509	0.509	0.000					0.448	0.448	0.000		0.451
This budget corresponds to the indicative special school budgets. It excludes place funding that will be paid to Nethergate Special Academy directly by the EFA.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Special Schools Indicative Budgets	8.794	8.794	0.000					9.113	9.113	0.000		9.622
This is a new budget introduced as a result of the Special School Review in order to provide transition support for certain qualifying pupils in their first term.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Special Schools Transition Pupil Budget	NA	NA						NA	NA	NA	NA	0.150
This budget is a contingency for additional top-up and/or place funding in case pupil numbers in special schools are higher than projected in the indicative budgets.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Special Schools Contingency	NA	NA						0.267	0.100	(0.167)	Funding set aside to the level required if all places fully occupied.	0.100
This budget is for the net cost of top-up funding for pupils being educated outside of their home LA.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Cross-border top ups (net)	0.894	0.344	(0.550)	Budget took account of anticipated outstanding claims from prior years under old recoupment regulations. Actual cost relates to 2013/14 only under new arrangements.				0.386	0.386	0.000		0.386
This budget is for HLN support for post-16 pupils in Further Education settings.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Post-16 HLN budget	1.179	0.563	(0.616)	Budget was for a full year but actuals were part year September - March. This funding stream migrated into DSG from September 2013.				0.938	0.891	(0.047)		0.938
This budget is to pay the costs of provision for SEN pupils placed in independent/non maintained special schools.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Independent/Non Maintained Special Schools	0.675	0.672	(0.003)					0.675	0.675	0.000		0.675
This budget corresponds to a projection of the indicative PRU budgets for 2015/16.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Pupil Referral Units	4.002	3.911	(0.091)					4.020	4.086	0.066	Retrospective correction to QMC budget relating to 2 financial years.	4.379

DIRECT HIGH NEEDS PROVISION ANALYSIS

APPENDIX B iii

DESCRIPTION OF SERVICE	EDUCATIONAL OUTCOMES	EXPENDITURE TITLE	2013/14				2014/15			2015/16	
			Budget £m	Outturn £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m	Forecast £m	Variance - Over/ (Under) budget £m	Reason for Variance	Budget £m
Contingency for Children and Families Act implementation.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Children & Families Act Contingency					0.686	0.629	(0.057)		0.000
Contingency for alignment Home Tution charges to AWPU.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Contingency for alignment Home Tuition charges to AWPU	NA	NA			NA	NA	NA		0.100
Alternative Provision Contingency.	Supporting the inclusion, educational and aspirational attainment of vulnerable city resident school age.	Alternative Provision Contingency	0.304	0.000	(0.304)		NA	NA	NA		0.050
TOTAL DIRECT HIGH NEEDS PROVISION			19.328	17.765	(1.563)		20.025	19.821	(0.204)		20.330
CENTRAL EXPENDITURE (Approved at SF on 18th December 2014)			4.704	4.064	(0.640)		4.677	4.289	(0.388)		4.677
TOTAL HIGH NEEDS BLOCK			24.032	21.829	(3.767)		24.702	24.110	(0.797)		25.007

2013/14 OUTTURN - SCHOOLS FUNDING

APPENDIX C i

DEPARTMENT FOR EDUCATION DATA COLLECTION
Year 2013-14
TABLE A LA Level Information

LA

Nottingham

LA No.

892

Description	Early Years	Primary	Secondary	Special / AP	Post School	Gross	Income	Net	Net (Budget Totals)
1.0.1 Individual Schools Budget (before Academy recoupment)	13,651,426	67,277,066	22,166,897	5,239,764		108,335,153		108,335,153	186,546,060
1.1.1 Contingencies		210,468	112,007			322,475	0	322,475	340,897
1.1.2 Behaviour support services		423,566	295,649			719,215	137,330	581,885	564,331
1.1.3 Support to UPEG and bilingual learners		146,745	102,428			249,173	0	249,173	230,911
1.1.4 Free school meals eligibility		0	0			0	0	0	0
1.1.5 Insurance		0	0			0	0	0	0
1.1.6 Museum and Library services		0	0			0	0	0	0
1.1.7 Licences/subscriptions		0	0			0	0	0	31,000
1.1.8 Staff costs supply cover		70,220	49,013			119,233	0	119,233	142,974
1.2.1 Top up funding - maintained providers	18,153	1,630,075	134,808	5,683,376	0	7,466,412	0	7,466,412	6,289,283
1.2.2 Top up funding - Academies and Free Schools	0	604,781	871,741	480,355	563,536	2,520,413	0	2,520,413	598,884
1.2.3 Top up funding - independent providers	0	0	0	611,276	25,401	636,677	0	636,677	674,891
1.2.4 Other AP provision	0	12,900	196,336	110,000	0	319,236	78,180	241,056	4,849,309
1.2.5 SEN support services	169,723	944,668	659,378	18,140	0	1,791,909	143,772	1,648,137	1,992,760
1.2.6 Support for inclusion	32,736	182,206	127,180	3,499	0	345,621	21,483	324,138	429,784
1.2.7 Hospital education services				838,513		838,513	129,027	709,486	513,586
1.2.8 Special schools and PRUs in financial difficulty				0		0	0	0	0
1.2.9 PFI and BSF costs at special schools				782,243		782,243	0	782,243	0
1.2.10 Direct payments (SEN and disability)	0	0	0	0	0	0	0	0	0
1.3.1 Central expenditure on children under 5	1,522,086					1,522,086	0	1,522,086	1,509,363
1.4.1 Contribution to combined budgets	407,486	2,268,051	1,583,099	43,553		4,302,189	215,562	4,086,627	3,640,462
1.4.2 School admissions	0	344,472	240,442	0		584,914	0	584,914	584,914
1.4.3 Servicing of schools forums	786	4,375	3,053	84		8,298	0	8,298	30,001
1.4.4 Termination of employment costs	136,491	759,703	530,273	14,588		1,441,055	0	1,441,055	1,622,899
1.4.5 Carbon reduction commitment allowances	24,452	136,100	94,998	2,614		258,164	0	258,164	200,000
1.4.6 Capital expenditure from revenue (CERA)	74,781	1,074,057	542,528	15,507		1,706,873	0	1,706,873	1,507,825
1.4.7 Prudential borrowing costs	31,923	177,683	124,023	3,412		337,041	0	337,041	325,725
1.4.8 Fees to independent schools without SEN	0	0	0	0		0	0	0	0
1.4.9 Equal pay - back pay	0	0	0	0		0	0	0	0
1.4.10 Pupil growth/ Infant class sizes	0	486,122	22,917	0		509,039	0	509,039	550,000
1.4.11 SEN transport	0	0	1,081,036	0	0	1,081,036	0	1,081,036	1,000,000
1.4.12 Exceptions agreed by Secretary of State	5,632	31,345	21,879	602	0	59,458	0	59,458	63,026
1.5.1 Other Specific Grants	0	0	12,668	12,668	0	25,336	25,336	0	0
1.6.1 TOTAL SCHOOLS EXPENDITURE	16,075,675	76,784,603	28,972,353	13,860,194	588,937	136,281,762	750,690	135,531,072	214,238,885
1.7.1 - Dedicated Schools Grant brought forward from 2012-13						9,073,961			
1.7.2 Dedicated Schools Grant for 2013-14						137,907,000			
1.7.3 EFA funding						435,879			
1.7.4 Local Authority additional contribution						76,643			
1.7.5 Total funding supporting the Schools Expenditure (lines 1.7.1 to 1.7.4)						147,493,483			
1.8.1 Dedicated Schools Grant for 2014-15						11,962,384			
2.0.1 Therapies and other health related services						0	0	0	0
2.0.2 Central support services						2,552,770	2,274,897	277,873	83,405
2.0.3 Education welfare service						485,999	26,406	459,593	431,933
2.0.4 School improvement						1,166,539	577,673	588,866	403,516
2.0.5 Asset management - education						952,068	1,050	951,018	1,428,376
2.0.6 Statutory/ Regulatory duties - education						2,623,275	2,242,403	380,872	1,420,654
2.0.7 Premature retirement cost/ Redundancy costs (new provisions)						494,308	0	494,308	527,913
2.0.8 Monitoring national curriculum assessment						175,302	204,722	-29,420	28,338
2.1.1 Educational psychology service						777,588	268,379	509,209	486,231
2.1.2 SEN administration, assessment and coordination and monitoring						288,168	0	288,168	273,010
2.1.3 Parent partnership, guidance and information						40,465	0	40,465	107,180
2.1.4 Home to school transport (pre 16): SEN transport expenditure	88,541	492,815	343,985	9,463		934,804	0	934,804	
2.1.5 Home to school transport (pre 16): mainstream home to school transport expenditure	29,877	166,297	116,075	3,193		315,442	0	315,442	
2.1.6 Home to post-16 provision: SEN/LLDD transport expenditure (aged 16-18)					115,233	115,233	0	115,233	
2.1.7 Home to post-16 provision: SEN/LLDD transport expenditure (aged 19-25)					28,808	28,808	0	28,808	
2.1.8 Home to post-16 provision transport: mainstream home to post-16 transport expenditure					0	0	0	0	
2.1.9 Supply of school places						129,071	0	129,071	151,562
2.2.1 Young people learning and development			1,954,275	53,765		2,008,040	109,333	1,898,707	0
2.2.2 Adult and Community learning						148,693	149,277	-584	14,430
2.2.3 Pension costs						691,936	0	691,936	759,714
2.2.4 Joint use arrangements						0	0	0	0
2.2.5 Insurance						0	0	0	0
2.3.1 Other Specific Grant						0	0	0	0
2.4.1 Total Other education and community budget						13,928,509	5,854,140	8,074,369	
3 Capital Expenditure (excluding CERA)	5,018	403,016	73,257	43,678		524,969	0	524,969	0

This page is intentionally left blank

2013/14 OUTTURN - CHILDREN & YOUNG PEOPLE SERVICES
APPENDIX C ii

DEPARTMENT FOR EDUCATION DATA COLLECTION
 Year 2013-14
 Table A1 - CHILDREN AND YOUNG PEOPLE'S SERVICES

LA Name	Nottingham	LA No.	892
Contact	Julia Holmes	Email	julia.holmes@nottinghamcity.gov.uk
Tel No	0115 8763733		

	OWN PROVISION	PRIVATE	OTHER PUBLIC	VOLUNTARY	TOTAL EXPENDITURE	INCOME	NET Current Expenditure	Govt. Grants Inside AEF	Govt. Grants Outside AEF	LEA NET Revenue Expenditure
	(a)	(b)	(c)	(d)	(k)	(l)	(m)	(n)	(o)	(q)
SURE START CHILDREN'S CENTRES AND EARLY YEARS										
1 Spend by individual Sure Start Children's Centres	4,013,338	0	0	0	4,013,338	11,293	4,002,045	0	0	4,002,045
2 Spend on local authority provided or commissioned area-wide services	663,110	0	0	0	663,110	133,515	529,595	0	0	529,595
3 Spend on local authority management costs relating to sure Start	326,502	0	0	0	326,502	0	326,502	0	0	326,502
4 Other early years expenditure	63,126	0	0	0	63,126	338	62,788	0	0	62,788
5 Total Sure Start Children's Centres and Early Years	5,066,076	0	0	0	5,066,076	145,146	4,920,930	0	0	4,920,930
CHILDREN LOOKED AFTER										
6 Residential care	4,225,456	8,084,500	0	0	12,309,956	678,731	11,631,225	0	0	11,631,225
7 Fostering services	5,359,404	8,039,106	0	0	13,398,510	678,731	12,719,779	0	0	12,719,779
8 Adoption services	2,340,155	0	0	0	2,340,155	84	2,340,071	586,590	0	1,753,481
9 Special guardianship support	1,272,443	0	0	0	1,272,443	0	1,272,443	0	0	1,272,443
10 Other children looked after services	2,265,508	0	0	0	2,265,508	143,460	2,122,048	0	0	2,122,048
11 Short breaks (respite) for looked after disabled children	173,701	0	0	0	173,701	0	173,701	0	0	173,701
12 Children placed with family and friends	113,009	0	0	0	113,009	0	113,009	0	0	113,009
13 Education of looked after children	149,577	0	0	0	149,577	0	149,577	0	0	149,577
14 Leaving care support services	884,420	0	0	0	884,420	0	884,420	0	0	884,420
15 Asylum seeker services - children	679,169	0	0	0	679,169	0	679,169	271,722	0	407,447
16 Total Children Looked After	17,462,842	16,123,606	0	0	33,586,448	1,501,006	32,085,442	858,312	0	31,227,130
OTHER CHILDREN'S AND FAMILIES SERVICES										
17 Other children's and families services	4,903,959	0	0	0	4,903,959	80,903	4,823,056	0	0	4,823,056
SAFEGUARDING CHILDREN AND YOUNG PEOPLE'S SERVICES										
18 Social work (includes LA functions in relation to child protection)	7,931,783	0	0	0	7,931,783	11,354	7,920,429	0	0	7,920,429
19 Commissioning and Children's Services Strategy	4,589,413	0	0	0	4,589,413	776,915	3,812,498	0	0	3,812,498
20 Local safeguarding children's board	1,517,277	0	0	0	1,517,277	439,457	1,077,820	0	0	1,077,820
21 Total Safeguarding Children and Young People's Services	14,038,473	0	0	0	14,038,473	1,227,726	12,810,747	0	0	12,810,747
FAMILY SUPPORT SERVICES										
22 Direct payments	743,215	119,270	0	0	862,485	0	862,485	0	0	862,485
23 Short breaks (respite) for disabled children	2,010,233	61,626	0	0	2,071,859	0	2,071,859	0	0	2,071,859
24 Other support for disabled children	94,434	0	0	0	94,434	0	94,434	0	0	94,434
25 Targeted family support	5,672,662	0	0	0	5,672,662	550,693	5,121,969	1,337,555	0	3,784,414
26 Universal family support	3,982,966	0	0	0	3,982,966	7,464	3,975,502	0	0	3,975,502
27 Total Family Support Services	12,503,510	180,896	0	0	12,684,406	558,157	12,126,249	1,337,555	0	10,788,694
SERVICES FOR YOUNG PEOPLE										
28 Universal services for young people	1,138,215	0	0	0	1,138,215	188,487	949,728	0	0	949,728
29 Targeted services for young people	0	0	0	0	0	0	0	0	0	0
30 Total Services for Young People	1,138,215	0	0	0	1,138,215	188,487	949,728	0	0	949,728
YOUTH JUSTICE										
31 Youth Justice					2,559,459	406,855	2,152,604			
32 Capital Expenditure from Revenue (CERA) (Children's and young people)					0	0	0			
33 CHILDREN AND YOUNG PEOPLE'S SERVICES EXPENDITURE					73,977,036	4,108,280	69,868,756			
34 CHILDREN AND YOUNG PEOPLE'S SERVICES EXPENDITURE					73,977,036	4,108,280	69,868,756			
SERVICES FOR YOUNG PEOPLE										
35 Substance misuse services (Drugs, alcohol and volatile)					0					
36 Teenage pregnancy services (included in lines 27 and 28 above)					0					

This page is intentionally left blank

EY Pro Forma Table: FUNDING PERIOD (2014-15)

Department for Education Section 251 Financial Data Collection

LEA 892 Nottingham

	Description	Unit Value (£)			Unit Applied	Number of Units			Anticipated Budget (£)				Proportion of funding
		PVI	Nursery School	Primary Nursery Class		Unit Type	PVI	Nursery School	Primary Nursery Class	PVI	Nursery School	Primary Nursery Class	
1. EYSSFF (three and four year olds) Base Rate(s) per hour, per provider type	A rate of £4 per hour is paid to all providers for children attending up to 15 hours per week	4	4	4	PerHour	801,450	55,230	1,929,471	3,205,800	220,920	7,717,884	11,144,604	96.62
2a. Supplements: Deprivation	The deprivation supplement only applies to providers where more than 50% of pupils live in wards classified as amongst the most deprived nationally. Nursery settings qualify if they meet the 50% or either over a two year average.	0.1	0.1	0.1	PerHour	482,625	55,230	1,452,797	48,263	5,523	145,280	199,065	1.73
2b. Supplements: Quality	If a provider receives an OFSTED score of 1 (Outstanding) they receive £0.10 per hour.	0.1	0.1	0.1	PerHour	38,049	0	283,058	3,805		28,306	32,111	0.28
	If a provider receives an OFSTED score of 2 (Good) they receive £0.05 per hour.	0.05	0.05	0.05	PerHour	635,860	55,230	1,158,945	31,793	2,762	57,947	92,502	0.8
2c. Supplements: Flexibility	Where the settings have a flexible offer across they day and over at least 44 weeks.	0.1	0.1	0.1	PerHour	532,278	55,230	0	53,228	5,523		58,751	0.51
2d. Supplements: Sustain-ability	No budget lines entered												0
3. Other formula	A £0.15 contribution per child per session for healthy snacks.	0.05	0.05		PerHour	801,450	55,230		40,073	2,762		42,834	0.37
	A reduction of -£0.41 is applied to Primary Nurseries attached to schools. This is due to the school already receiving funding for its premises costs through the schools funding formula.			-0.41	PerHour			1,929,471			-791,083	-791,083	-6.86
4. Additional funded free hours	A rate of £4 per hour is paid to providers for children who attend above 15 hours but less than 25 hours per week.		4	4	PerHour		9,800	191,886		39,200	767,544	806,744	6.99
	A supplement is paid where more than 50% of children live in wards classified as amongst the 20% most deprived nationally. Nursery settings qualify if they meet the 50% or over a two year average. This rate is paid for between 15 to 25 hours.		0.1	0.1	PerHour		9,800	160,548		980	16,055	17,035	0.15
	If a provider receives an OFSTED score of 1 (Outstanding) they receive £0.10 an hour for participation between 15 and 25 hours per week.			0.1	PerHour			23,640			2,364	2,364	0.02
	If a provider receives an OFSTED score of 2 (Good) they receive £0.05 an hour for attendance between 15 and 25 hours per week.		0.05	0.05	PerHour		9,800	129,196		490	6,460	6,950	0.06
	A reduction of -£0.41 per hour is applied to nursery settings attached to schools. This is due to the school already receiving funding for the premises costs through its school formula funding. This is applied to participation between 15 and 25 hrs			-0.41	PerHour			191,886			-78,673	-78,673	-0.68
	Where settings have a flexible offer across the day and over at least 44 weeks of the year £0.10 is paid per hour for children participating between 15 and 25 hours per week.		0.1		PerHour		9,800			980		980	0.01
	A contribution of £0.15 per child per session for healthy snacks for children participating between 15 and 25 hours		0.05		PerHour		9,800			490		490	0
TOTAL FUNDING FOR EARLY YEARS SINGLE FUNDING FORMULA (2c AND 4c)									3,382,961	279,629	7,872,083	11,534,673	100
5. Two year old Base Rate(s) per hour, per provider type	A rate of £5.00 per hour is paid to all 2 year old nursery providers.	5	5	5	PerHour	956,677	12,339	61,695	4,783,385	61,695	308,475	5,153,555	26.56
6a. Two year old supplements Quality	No budget lines entered												0
6b. Other supplements	No budget lines entered												0
TOTAL FUNDING FOR EARLY YEARS SINGLE FUNDING FORMULA FOR 2 YEAR OLDS									4,783,385	61,695	308,475	5,153,555	25.08
7a. Early years contingency funding 2 year olds	Remaining balance to be allocated											215,451	1.87
7b. Early years contingency funding 3 & 4 year olds	Funding set aside for increases in hours that may occur in year at all nursery settings.											300,000	2.6
	Inclusive Support Grant (PVI's)											50,000	0.43
	Nursery Contingency - to cover costs not funded through the Early Years Single Funding Formula EYSSFF, for example catering, business and water rates, broadband connection, etc											219,603	1.9
TOTAL FUNDING FOR CENTRAL EXPENDITURE													
8a. Early years centrally retained spending 2 year olds	Funding set aside for the management and administration costs associated with three year old placements, for example Training, Continual Professional Development (CPD) and support grants.											956,000	8.29
	Funding allocated to support marketing, a Capita Headcount Portal for data collection and additional place provision and the costs associated with the early introduction of the extended eligibility criteria.											772,602	6.7
8b. Early years centrally retained spending 3 & 4 year olds	Funding set aside for management and administration costs associated with 3-4 year old placements, for example Training, Continual Professional Development (CPD) and support grants. Funding set aside for the management and administration											203,000	1.76

This page is intentionally left blank

LA Table: FUNDING PERIOD (2014-15)

Department for Education Section 251 Financial Data Collection

Report produced on 23/01/2015 16:07:12

Local Authority 892 Nottingham

Description	Early Years	Primary	Secondary	SEN/ Special Schools	AP/ PRUs	Post School	Gross	Income	Net
1.0.1 Individual Schools Budget (before Academy recoupment)	16,688,224	106,808,522	68,198,337	4,734,422	2,056,000		198,485,505		198,485,505
1.1.1 Contingencies		207,825	45,294				253,119	0	253,119
1.1.2 Behaviour support services		421,951	72,940				494,891	0	494,891
1.1.3 Support to UPEG and bilingual learners		225,368	6,655				232,023	0	232,023
1.1.4 Free school meals eligibility		0	0				0	0	0
1.1.5 Insurance		0	0				0	0	0
1.1.6 Museum and Library services		0	0				0	0	0
1.1.7 Licences/subscriptions		24,000	2,000				26,000	0	26,000
1.1.8 Staff costs supply cover		0	0				0	0	0
1.1.9 Staff costs – supply cover for facility time		109,070	13,110				122,180	0	122,180
1.2.1 Top up funding - maintained providers	8,946	2,001,033	129,107	5,015,640	1,664,315		8,819,041	0	8,819,041
1.2.2 Top up funding - Academies and Free Schools	0	795,535	878,581	475,492	0	0	2,149,608	0	2,149,608
1.2.3 Top up funding - independent providers	0	0	100,000	674,871	0	0	774,871	0	774,871
1.2.4 Additional high needs targeted funding for mainstream schools and academies	0	0	0				0	0	0
1.2.5 SEN support services	179,704	857,858	840,524	19,207	0	0	1,897,293	2,271	1,895,022
1.2.6 Hospital education services				0	25,085		25,085	0	25,085
1.2.7 Other alternative provision services	164,986	787,596	771,682	17,634	0	0	1,741,898	0	1,741,898
1.2.8 Support for inclusion	39,867	190,312	186,467	4,261	0		420,907	0	420,907
1.2.9 Special schools and PRUs in financial difficulty				0	0		0	0	0
1.2.10 PFI and BSF costs at special schools				809,599	0		809,599	0	809,599
1.2.11 Direct payments (SEN and disability)	0	0	0	0	0	0	0	0	0
1.2.12 Carbon reduction commitment allowances (PRUs)					11,767		11,767	0	11,767
1.3.1 Central expenditure on children under 5	2,716,656						2,716,656	0	2,716,656
1.4.1 Contribution to combined budgets	369,014	1,761,569	1,725,976	39,441	0		3,896,000	120,613	3,775,387
1.4.2 School admissions	60,828	290,374	284,507	6,501	0		642,210	0	642,210
1.4.3 Servicing of schools forums	2,841	13,565	13,290	304	0		30,000	0	30,000
1.4.4 Termination of employment costs	150,951	720,600	706,040	16,134	0		1,593,725	0	1,593,725
1.4.5 Falling Rolls Fund	0	0	0	0	0		0	0	0
1.4.6 Capital expenditure from revenue (CERA)	142,815	681,760	667,985	15,264	0		1,507,824	0	1,507,824
1.4.7 Prudential borrowing costs	30,851	147,276	144,300	3,297	0		325,724	0	325,724
1.4.8 Fees to independent schools without SEN	0	0	0	0	0		0	0	0
1.4.9 Equal pay - back pay	0	0	0	0	0		0	0	0
1.4.10 Pupil growth/ Infant class sizes	0	642,532	77,432	0	0		719,964	0	719,964
1.4.11 SEN transport	0	0	0	1,000,000	0	0	1,000,000	0	1,000,000
1.4.12 Exceptions agreed by Secretary of State	0	0	0	0	0	0	0	0	0
1.4.13 Other Items	52,352	291,391	203,391	5,596	0	167,625	720,355	0	720,355
1.5.1 Other Specific Grants	0	0	0	0	0	0	0	0	0
1.6.1 TOTAL SCHOOLS BUDGET (before Academy recoupment)	20,608,035	116,978,137	75,067,618	12,837,663	3,757,167	167,625	229,416,245	122,884	229,293,361
1.7.1 Estimated Dedicated Schools Grant for 2014-15							228,502,700		
1.7.2 Dedicated Schools Grant brought forward from 2013-14							0		
1.7.3 Dedicated Schools Grant brought to 2015-16							0		
1.7.4 EFA funding							686,666		
1.7.5 Local Authority additional contribution							103,595		
1.7.6 Total funding supporting the Schools Budget (lines 1.7.1 to 1.7.5)							229,292,961		
1.8.1 Academy: recoupment from the Dedicated Schools Grant (please show any recoupment from the DSG as a negative in the cell)							-87,238,809		
2.0.1 Therapies and other health related services							73,532	0	73,532
2.0.2 Central support services							1,025,160	586,088	439,072
2.0.3 Education welfare service							553,694	0	553,694
2.0.4 School improvement							543,919	8,014	535,905
2.0.5 Asset management - education							994,244	0	994,244
2.0.6 Statutory/ Regulatory duties - education							2,265,979	262,112	2,003,867
2.0.7 Premature retirement cost/ Redundancy costs (new provisions)							527,913	0	527,913
2.0.8 Monitoring national curriculum assessment							89,671	8,100	81,571
2.1.1 Educational psychology service							595,077	148,000	447,077
2.1.2 SEN administration, assessment and coordination and monitoring							279,950	0	279,950
2.1.3 Parent partnership, guidance and information							107,180	0	107,180
2.1.4 Home to school transport: SEN transport expenditure(0 - 25)	0	0	0	836,603	0	0	836,603	0	836,603
2.1.5 Home to school transport: other home to school transport expenditure	0	0	0	367,758	0	0	367,758	0	367,758
2.1.6 Supply of school places							188,347	0	188,347
2.2.1 Young people's learning and development			0	0	0		0	0	0
2.2.2 Adult and Community learning							0	0	0
2.2.3 Pension costs							759,714	0	759,714
2.2.4 Joint use arrangements							0	0	0
2.2.5 Insurance							0	0	0
2.3.1 Other Specific Grant							0	0	0
2.4.1 Total Other education and community budget							9,208,741	1,012,314	8,196,427
3.0.1 Funding for individual Sure Start Children's Centres							6,859,409	24,800	6,834,609
3.0.2 Funding for local authority provided or commissioned area wide services delivered through Sure Start Children's Centres							778,731	131,000	647,731
3.0.3 Funding on local authority management costs relating to Sure Start Children's Centres							0	0	0
3.0.4 Other early years funding							64,779	0	64,779
3.0.5 Total Sure Start Children's Centres and Early Years Funding							7,702,919	155,800	7,547,119
3.1.1 Residential care							12,003,052	839,545	11,163,507
3.1.2 Fostering services							14,185,396	839,545	13,345,851
3.1.3 Adoption services							1,592,011	33,260	1,558,751
3.1.4 Special guardianship support							548,010	0	548,010
3.1.5 Other children looked after services							3,108,271	25,884	3,082,387
3.1.6 Short breaks (respite) for looked after disabled children							69,572	0	69,572
3.1.7 Children placed with family and friends							0	0	0
3.1.8 Education of looked after children	6,078	29,014	28,428	650	0		64,170	0	64,170
3.1.9 Leaving care support services							820,822	0	820,822
3.1.10 Asylum seeker services children							1,161,838	939,080	222,758
3.1.11 Total Children Looked After	6,078	29,014	28,428	650	0		33,553,142	2,677,314	30,875,828
3.2.1 Other children and families services							29,907	0	29,907

LA Table: FUNDING PERIOD (2014-15)

Department for Education Section 251 Financial Data Collection

Report produced on 23/01/2015 16:07:12

Local Authority 892 Nottingham

Description	Early Years	Primary	Secondary	SEN/ Special Schools	AP/ PRUs	Post School	Gross	Income	Net
3.3.1 Social work (including LA functions in relation to child protection)							11,614,773	1,876,601	9,738,172
3.3.2 Commissioning and Children's Services Strategy							6,239,698	641,724	5,597,974
3.3.3 Local Safeguarding Children Board							462,719	265,958	196,761
3.3.4 Total Safeguarding Children and Young People's Services							18,317,190	2,784,283	15,532,907
3.4.1 Direct payments							932,168	0	932,168
3.4.2 Short breaks (respite) for disabled children							2,203,888	0	2,203,888
3.4.3 Other support for disabled children							79,912	0	79,912
3.4.4 Targeted family support							3,647,467	782,632	2,864,835
3.4.5 Universal family support							0	0	0
3.4.6 Total Family Support Services							6,863,435	782,632	6,080,803
3.5.1 Universal services for young people							2,143,534	97,010	2,046,524
3.5.2 Targeted services for young people							0	0	0
3.5.3 Total Services for young people							2,143,534	97,010	2,046,524
3.6.1 Youth justice							2,709,371	1,388,905	1,320,466
4.0.1 Capital Expenditure from Revenue (CERA) (Non-schools budget functions and Children's and young people services)							0	0	0
5.0.1 Total Schools Budget and Other education and community budget (excluding CERA) (lines 1.6.1 and 2.4.1)							238,624,986	1,135,198	237,489,788
5.0.2 Total Children and Young People's Services and Youth Justice Budget (excluding CERA)(lines 3.0.5 + 3.1.11 + 3.2.1 + 3.3.4 + 3.4.6 + 3.5.3 + 3.6.1)							71,319,498	7,885,944	63,433,554
6 Total Schools Budget, Other education and community budget, Children and Young People's Services and Youth Justice Budget (excluding CERA) (lines 5.0.1 + 5.0.2)							309,944,484	9,021,142	300,923,342
7 Capital Expenditure (excluding CERA)	0	0	0	0	0		0	0	0
8a.1 Substance misuse services (Drugs, Alcohol and Volatile substances) (included in 3.5.1 and 3.5.2 above)							0	0	0
8a.2 Teenage pregnancy services (included in 3.5.1 and 3.5.2 above)							0	0	0

S251 Budget 2014-15 - School Table Report

S251 Budget 2014-15 Table 2: School table high needs & AP settings

Report produced on 23/01/2015 16:08:50

Local Authority 892 Nottingham

School Name	DfE Number	School Opening Closing	Date Opening Closing	Type of Establishment	Special Educational Needs (SEN) Places		SEN Place Funding	Alternative Provision (AP) Places		AP Place Funding	Hospital Education Places		Hospital Education Place Funding	Total Place Funding
					April 2014 to August 2014	September 2014 to March 2015	(£)	April 2014 to August 2014	September 2014 to March 2015	(£)	April 2014 to August 2014	September 2014 to March 2015	(£)	
Denewood Learning Centre	1104			PRU	0			40	40	320,000		0		320,000
Beckhampton Centre	1107			PRU	0			20	20	160,000		0		160,000
Hospital and Home Education PRU	1109			PRU	0			0			64	64	767,287	767,287
Unity Learning Centre	1110			PRU	0			123	123	984,000	0	0		984,000
Woodlands School	7033			SPE	59	59	590000	0				0		590,000
Rosehill School	7035			SPE	100	108	1046667	0				0		1,046,667
Westbury School	7040			SPE	53	61	576667	0				0		576,667
Oak Field School and Specialist Sports College	7042			SPE	158	160	1591667	0				0		1,591,667

This page is intentionally left blank

EXECUTIVE BOARD – 17 March 2015

Subject:	District Heating Network Replacement Programme		
Corporate Director(s)/ Director(s):	John Kelly, Corporate Director Communities Andy Vaughan, Strategic Director of Neighbourhood Services		
Portfolio Holder(s):	Councillor Alan Clark, Portfolio Holder for Energy and Sustainability		
Report author and contact details:	Chris Keane, Head of Highway & Energy Infrastructure 0115 8761363		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £6.293m			
Wards affected: Citywide	Date of consultation with Portfolio Holder(s): 27 February 2015		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter	<input type="checkbox"/>		
Cut crime and anti-social behaviour	<input type="checkbox"/>		
Ensure more school leavers get a job, training or further education than any other City	<input checked="" type="checkbox"/>		
Your neighbourhood as clean as the City Centre	<input type="checkbox"/>		
Help keep your energy bills down	<input checked="" type="checkbox"/>		
Good access to public transport	<input type="checkbox"/>		
Nottingham has a good mix of housing	<input type="checkbox"/>		
Nottingham is a good place to do business, invest and create jobs	<input checked="" type="checkbox"/>		
Nottingham offers a wide range of leisure activities, parks and sporting events	<input type="checkbox"/>		
Support early intervention activities	<input type="checkbox"/>		
Deliver effective, value for money services to our citizens	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
<p>This report outlines the requirements for the City Council to replace its district heating network; the Council is in a privileged position to own its own district heating network, providing a green heating solution to a significant number of households and businesses.</p> <p>The district heating scheme is at the heart of public service provision, supporting our role as a leading Energy City, meeting the needs of citizens and commercial customers who rely on district heating for the provision of heat and hot water provision.</p> <p>Enviroenergy has been through a radical transformation over the last 2 years from previously operating at a loss to providing the City with significant income following a successful insourcing programme and management leadership under Commercial & Neighbourhood Services. This not only contributes to the Medium Term Financial Plan (MTFP) but provides opportunity to invest in this essential asset.</p> <p>The City has a contractual obligation to maintain its assets to a satisfactory standard and in order to do so an effective asset management strategy has been developed with the introduction of quality survey data combined with operational expertise and local knowledge. The end result is targeted maintenance in order that spend is best placed in order to minimise service failure and disruption to our domestic and commercial customers.</p>			

The report proposes that the Council invests £6.293m over the next five years to undertake the necessary mains renewal programme, with the Council being reimburse for the costs of these works by Enviroenergy through an agreed repayment plan. The report identifies works and seeks approval to agree a 5 year programme (2014/15- 2018/19) in the sum of £6.293m.

An assessment of the network identifies immediate essential works required to be completed in-year with significant risk of potential service failure over the 2015-16 winter period should these works not take place. This would have an adverse impact on citizens and businesses. In addition an indicative forward programme of investment is identified based on asset condition surveys and further investigatory inspections.

Delivery of the programme will be managed by Highway & Energy Infrastructure Team, core to this service is great service delivery and in-house delivery supporting the creation of local jobs, training opportunities, further stimulates the local economy through these activities. This will be demonstrated through skilling up in-house delivery teams and supporting the 2015 apprenticeship scheme.

Exempt information: None

Recommendation(s):

- 1** To approve a 5 year forward capital works programme provision of £6.293m as described in the report, and to delegate authority to the Portfolio Holder for Energy and Sustainability to commit expenditure over the five years.
- 2** To approve the management and delivery of all construction works through the Highway & Energy Infrastructure in-house delivery teams supported by specialist sub-contractors (under approved framework) as required.
- 3** To delegate authority to the Strategic Director of Commercial & Neighbourhood Services to award contracts for specialist work activities under the established OJEU (Official Journal of the European Union) compliant Highway Procurement Framework supporting the delivery of this programme.

1 REASONS FOR RECOMMENDATIONS

- 1.1 A continual investment programme in district heating will improve the overall condition and life expectancy of the Council owned asset. A comprehensive maintenance programme will reduce risk of service failure and the dependency on reactive maintenance resources to respond to network failures.
- 1.2 The recommendations support the Council's strategic Energy Strategy objective to provide affordable heating, the Carbon Management Plan's commitments to reduce Council CO₂ emissions by 31% by 2020, and the Council's priority of job creation

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Nottingham's district heating scheme services approximately 4,500 homes in St Ann's plus approximately 100 key commercial premises within the City Centre. The original pipe network was installed some 40 years ago in the early 1970s and in places is reaching the end of its useful life. A 5 year forward programme of replacement is essential to ensure continuity of service provision of essential heating and hot water to a substantial citizen and commercial customer base.

- 2.2 To date there has been much success in the improved position of Enviroenergy and the management of its essential assets needs to be prioritised. Through 2015/16 Business Planning process this will be built upon through asset management strategy, operational improvements, financial transparency and effective communications.
- 2.3 A forward maintenance programme has been established by Highway & Energy Infrastructure and approved in principle by the Company Board of Directors as part of an overall investment strategy in district heating. Annual programmes and specific schemes delivered per annum will be by agreement with the Board.
- 2.4 This report seeks to approve funding through the Council's Capital Programme between 2014/15 to 2018/19.
- 2.5 This investment will be funded through prudential borrowing. The City Council will implement a separate legal agreement to recognise the use of the asset by Enviroenergy. A commercial charge will be levied that reflects the commercial benefit of the use of the asset by Enviroenergy.
- 2.6 The investment will be funded through prudential borrowing.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do not have a planned forward maintenance programme. This option was rejected, as it is essential some works be completed in-
- 3.2 Do not progress with planned works. This option was rejected, as it would increase the risk of more costly emergency works, cause increased disruption to road users, and risk service failure, particularly over winter periods.
- 3.3 Do nothing. This option was rejected, as it would offer no contribution to the policy commitments or energy strategy.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 Capital Expenditure – The Capital Programme will be updated to include £6.293m for the 5 year programme. The forecast expenditure profile is as included in the table below:

Prioritised Schemes	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	Total £m
Abbotsford Drive	0.355	0.000	0.000	0.000	0.000	0.355
Huntingdon St	0.000	0.080	0.000	0.000	0.000	0.080
Glasshouse St	0.339	0.000	0.000	0.000	0.000	0.339
Canal St	0.000	0.150	0.000	0.000	0.000	0.150
Hungerhill Rd	0.633	0.000	0.000	0.000	0.000	0.633
London Rd Railway Bridge	0.499	0.350	0.000	0.000	0.000	0.650

Substation Replacement*	0.000	0.400	0.400	0.400	0.400	1.500
Secondary Mains Replacement*	0.000	0.500	0.500	0.500	0.400	1.900
Tertiary Mains Replacement*	0.043	0.086	0.086	0.086	0.086	0.347
District Heating Capital Programme	1.869	1.566	0.986	0.986	0.886	6.293

* Schemes to be identified based on asset condition survey

- 4.2 Capital Finance - The programme will be financed from prudential borrowing (assumed 10 years based on asset life).
- 4.3 MTFP Implications - The average annual repayment on borrowing £6.23m (based on a PWLB rate of 2.46%) is £0.717k, of which £88k is interest. The cost of this is to be included within the charge for the use of the assets levied on Enviroenergy. The charge will be at a commercial rate and will be made in accordance with transfer pricing legislation to ensure tax compliance.
- 4.4 Financial Risks - There is a potential risk that the charge levied on Enviroenergy may not cover the costs of any substantial future works that may be required on the district heating network. Ensuring that the agreement is set up to allow regular reviews should help to mitigate this risk. Enviroenergy is a wholly owned company of Nottingham City Council, therefore, any risks associated with Enviroenergy not meeting its contractual obligations in relation to the agreement are deemed to be minimal.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 The Highway & Energy Infrastructure team within Commercial and Neighbourhood Services is responsible for identifying, managing and mitigating the programme and associated risks. These are managed in line with the corporate risk management framework and mitigated through effective programme management and partnership working.
- 5.2 There are no significant legal issues arising from the report. The proposed action is to ensure that the Council complies with its contractual obligations and its assets are protected and maintained.
- 5.3 As works are undertaken legal advice should be sought as appropriate with regard to any contracting arrangements particularly those falling outside of the scope of the Highways Framework arrangement jointly procured between Nottingham City Council and Derby City Council.
- 5.4 Much of the delivery of essential works identified is to be undertaken in-house with no procurement implications. For specialist works this will include utilisation of the established Highway Procurement Framework, compliant with procurement regulations.

- 5.5 Legal Services will advise Highway & Energy Infrastructure on appropriate terms and conditions of contract with preferred contractors and associated documentation for the programme.
- 5.6 A continual investment programme in district heating will improve the overall condition and life of the Council owned asset. Further reduce risk of service failure and the resources to respond.
- 5.7 Highway & Energy Infrastructure have an established delivery model and through this broadened work scope to actively support the Councils “Make or Buy” Policy including mechanical & electrical works. This in turn has resulted in local work opportunity and a supported apprenticeship programme.
- 5.8 Procurement comments - I understand that all of the improvement works identified under the 5 year programme are to be managed by the in-house Highways and Infrastructure team, where necessary supported by external contractors utilising the Highway Procurement Framework. This framework is EU compliant and approved for use by NCC. There are therefore no significant procurement concerns with this decision.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The recommendations will help to provide affordable heating, reduce CO₂ emissions, and create local employment opportunities.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA has not been completed, because it does not relate to new or changing policies, services or functions.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 None

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

- 11.1 Antony Greener – Acting Head of Energy Services, 0115 8765643
antony.greener@nottinghamcity.gov.uk
- 11.2 Claire Gavagan – Business Partner 0115 8763722,
Claire.gavagan@nottinghamcity.gov.uk

11.3 Tina Adams – Capital & Taxation Manager 0115 8763658,
tina.adams@nottinghamcity.gov.uk

11.4 Dawn Cafferty - Procurement Category Manager, 0115 8765888,
dawn.cafferty@nottinghamcity.gov.uk

11.5 Andrew James - Team Leader Contracts and Commercial, 0115 876 4431,
Andrews.james@nottinghamcity.gov.uk

EXECUTIVE BOARD – 17 March 2015

Subject:	Cycle City Ambition Programme 2015/16 and 2016/17		
Corporate Director(s)/ Director(s):	David Bishop, Deputy Chief Executive/Corporate Director for Development and Growth		
Portfolio Holder(s):	Councillor Jane Urquhart, Portfolio Holder for Planning and Transportation		
Report author and contact details:	John Bann, Cycling and Roadspace Transformation Manager. Tel: 0115 8764014. Email: john.bann@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital		
Significant impact on communities living or working in two or more wards in the City	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Total value of the decision: £6.1 million			
Wards affected: All	Date of consultation with Portfolio Holder(s): 21 July 2014		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter	<input checked="" type="checkbox"/>		
Cut crime and anti-social behaviour	<input type="checkbox"/>		
Ensure more school leavers get a job, training or further education than any other City	<input type="checkbox"/>		
Your neighbourhood as clean as the City Centre	<input type="checkbox"/>		
Help keep your energy bills down	<input type="checkbox"/>		
Good access to public transport	<input checked="" type="checkbox"/>		
Nottingham has a good mix of housing	<input type="checkbox"/>		
Nottingham is a good place to do business, invest and create jobs	<input checked="" type="checkbox"/>		
Nottingham offers a wide range of leisure activities, parks and sporting events	<input checked="" type="checkbox"/>		
Support early intervention activities	<input type="checkbox"/>		
Deliver effective, value for money services to our citizens	<input type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
<p>On 7 July 2014, the Government announced a series of Growth Deals with Local Economic Partnerships (LEPs) across the country for 2015/16 and beyond with the funding to be provided through the Local Growth Fund mechanism.</p> <p>The Growth Deal for the Derby, Derbyshire, Nottingham, Nottinghamshire (D2N2) LEP comprised of a range of investments totalling £174.3 million. Part of this deal was a £6.1 million investment by the LEP into Nottingham's cycle infrastructure. Investment in cycle infrastructure was recognised as a key feature in the Growth Deal because it supports economic growth, access to housing and the creation of new jobs as well improving health, social inclusion and access to work.</p> <p>The purpose of this report is to secure approval for the 2015/16 and 2016/17 Cycle City Ambition Programme. The funding has been split to allow £3 million to be spent in 2015/16 and £3.1 million in 2016/17. In securing the funding the Council has outlined a commitment to spend an additional £3,280,000 on transport investment and cycle promotion which will complement the £6.1 million. The areas where this investment is being made are listed within section 4 of this report. In order to allow the Council to deliver the schemes to the highest standards it is also proposed that the Council will look to utilise the latest cycle infrastructure design standards. This will include adopting and developing London Cycling Design Standards (once finalised) and the Sustrans Handbook for Cycle Friendly Design and other good practice from around the world into a Cycle Design Guide for Nottingham.</p>			

Exempt information:
None
Recommendation(s):
1 To accept £6.1 million from the D2N2 Local Economic Partnership to invest in the City's cycle infrastructure. £3 million in 2015/16 and £3.1 in 2016/17, subject to receipt of the formal grant award from Derbyshire County Council who are acting as the Accountable Body for the D2N2 Local Economic Partnership.
2 Subject to the formal grant award, to approve the expenditure to deliver the schemes and delegate authority to the Deputy Chief Executive/Corporate Director for Development and Growth and Portfolio Holder for Planning and Transportation to make variations to the programme.
3 to approve the development of a design guide for cycling in Nottingham, using where appropriate the London Cycling Design Standards and the Sustrans Handbook for Cycle Friendly Design

1 REASONS FOR RECOMMENDATIONS

- 1.1 The delivery of high quality cycle infrastructure is a key priority for the Council and this funding provides the opportunity to begin a step change in the quality and nature of provision within the City. The funding will kick start an investment at a level of at least £10 per head of population, which is the level of investment it is felt necessary (All Party Parliamentary and Walking and Cycling strategy) to bring cycle infrastructure up to standards where a greater proportion of the population will adopt it as a regular mode of travel

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 In April 2013 the Government through the DfT provided a bidding opportunity for Local Authorities to apply for funding as part of a competitive process with limited funds.
- 2.2 Nottingham City Council made a bid entitled Nottingham's Cycle City Ambition Grant and a major scheme business case was put together to justify a grant of £6.1million from the fund. Unfortunately the bid was unsuccessful but subsequent discussions with the DfT found that the bid was both strong and sound.
- 2.3 Due to the importance the investment will have on Nottingham's highway infrastructure and the impact it will have on beginning the process of transforming the City's road network, the funding bid was resubmitted via the D2N2 LEP into the Local Growth Fund process. The bid was successful and the £6.1 million additional funds have been made available to the City Council.
- 2.4 The bid is made up of five key strands outlined below:
- 2.4.1 Two high quality cross city cycle corridors. From the north to the south and from the east to the west of the City. These corridors will be built to a high standard in-keeping with the latest design guidance. The design principles used on the corridors will be rolled out on future corridors throughout the City.
- 2.4.2 An inner core cycle route will be delivered as well as a network of cross City Centre cycle routes. These will link to the cycle corridors and enable cyclists to access where they need to get to in the City Centre.

- 2.4.3A package of neighbourhood improvements to ensure the roads in our communities are the sort of roads which will encourage new and inexperienced cyclists to cycle more when going about local trips and journeys.
- 2.4.4A package of improvements which will offer good quality and direct alternatives from using roads for both leisure and commuter cyclists. This will include the creation of cycle routes in many of our parks, a walking and cycling route alongside the River Leen and looking at how we can provide off road cycle routes between the facilities.
- 2.4.5The expansion of the Citycard Cycles hire scheme to benefit more places where people live and work.
- 2.5 Investment in cycle infrastructure is a high political priority for the City Council. All elements will be designed to an agreed standard following a set of principles which will be agreed with the Council Leader and Transport Portfolio Holder.
- 2.6 Prior to any construction work taking place on any of the above elements, the schemes and designs will be discussed with the Council Leader and Transport Portfolio Holder. Local Councillors will also be consulted on any proposal which affects their ward.
- 2.7 Nottingham City Council has been working with engineers who have been involved in the creation of both the Transport for London and Sustrans design documents. This has ensured that the Council's internal design resource considers all possible options and allows the maximum benefit for cyclists to be gained from the proposed changes to the highway. Examples of potential features are set out in Appendix A as well as the features to be included in the Nottingham Cycle Design Guide.
- 2.8 In addition to the design documents, the Government have released a Draft Walking and Cycling Strategy. The key elements of this are:
- 2.8.1 Create partnerships between Local Authorities and the Government who are willing to sign up to delivering ambitious targets for improving walking and cycling levels. It has been indicated that this will include priority access to funding.
- 2.8.2 Ensuring cyclists are considered from the outset of any design process.
- 2.8.3 Address the public's perception around the safety of cycling and highlight the health benefits.
- 2.8.4 Appoint an influential champion such as an elected member.
- 2.8.5 Work towards ensuring a £10 per head of population investment in cycling nationally by 2020/21.
- 2.8.6 A target of 10% of all trips by bike by 2025.

- 2.9 In order to ensure the Council's policies are aligned with Government strategy and to maximise any potential national investment in Nottingham's cycle infrastructure, the Council will engage with the Department for Transport to establish a dialogue on the best ways to promote and build infrastructure which will increase cycling and walking levels.
- 2.10 As part of the process of engagement the Council will update its Cycling Action Plan to ensure it takes account of the strategy and the latest design standards. The intention is to update the document to coincide with the current available funding in April 2015. The document will also be aligned to ensure cross departmental working with other key Council departments who are working to promote cycling, such as Sport, Leisure and Culture and the Festival of Cycling proposals.
- 2.11 From this process the Council will seek further funding to ensure the £10 per head level of investment, which is provided through the Cycle City Ambition Package, is sustained beyond the two year funding allowance currently provided.
- 2.12 Transport for London and the sustainable transport charity Sustrans are leading on national cycle infrastructure design standards. Their developing design ideas, standards and recommendations are the starting point for the Council's planners and engineers to enhance and promote priority on the highway for both cyclists and pedestrians in Nottingham. A cycling design guide for the City will be produced.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Not to accept the funding: This option was rejected, as there is not enough funding available within other transport budgets to support this level of investment in the City's cycle infrastructure, and it may significantly impact on the Council's ability to attract similar funding in the future.
- 3.2 Not to consider design documents: This option was rejected, as the Council is looking to provide the highest possible standards in cycle infrastructure design, which is consistent across the City.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 The Cycle City Ambition Programme is a grant that will be awarded to Nottingham City Council as part of The Growth Deal for the Derby, Derbyshire, Nottingham, Nottinghamshire (D2N2) LEP.
- 4.2 The funding is expected to be split over two financial years, with £3.0 million of funding in 2015/16, and a further £3.1 million of funding in 2016/17.
- 4.3 Derbyshire County Council as the Accountable Body are developing a Local Assurance Framework which Nottingham City Council will have to adhere to in order to recover its cost. The framework will cover the reporting, publicity and auditing requirements etc and arrangement for grant payments. Failure to adhere to the requirements in the Framework would lead to loss of grant and an unfunded cost to the Nottingham City Council.
- 4.4 Within the current agreed budgets, the Council will not provide direct match funding towards the delivery of the five key strands of the bid (as listed in section

2), which are to be solely delivered with the £6.1 million from the LEP. In securing the £6.1 million from the LEP the Council has committed to spending £3,280,000 on transport investment and cycling promotion which will directly compliment the LEP funded investment. (The areas of investment are listed below). It is proposed that this funding is split between the two years, with £1,740,000 of funding in 2015/16, and a further £1,540,000 of funding in 2016/17.

4.5 The Council's funding for 2015/16 will come from the following complementary work:

4.5.1 Local Transport Plan (Cycle schemes and Arkwright Walk) £265,000

4.5.2 Local Sustainable Transport Fund £600,000

4.5.3 Ring Road Major (Walking and cycling elements) £875,000

4.6 The Council's funding for 2016/17 will come from the following complementary work:

4.6.1 Local Transport Plan (Cycle schemes) £540,000

4.6.2 Connecting Eastside (Walking and cycling elements) £1,000,000

4.7 In terms of delivering the works, minimising delivery risk and achieving best value the Council will deliver the programme through the following processes:

4.7.1 In-house – Highways Infrastructure Service in Communities Department;

4.7.2 Building on existing contractual arrangements and Framework Agreements (established through previous competition); and

4.7.3 Competitive tendering.

4.8 The Transport Strategy team will put procedures in place to ensure compliance to the grant conditions, and maximise the grant drawdown to cover expenditure incurred by the Council and address other reporting requirements as a result of this grant award.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

5.1 Risks to programme delivery will be tracked in accordance with the City Council's corporate risk management principles. The risk management framework requires the identification and recording of risks, an evaluation of their potential and any mitigation actions and monitoring of ongoing progress.

5.2 A risk log was prepared as part of the funding and will be updated as the programme evolves. The types of risks associated with delivery relate to legal, operational, technical, financial, and political risks, which without mitigation could result in increased costs to the programme, reductions in the quality of outputs and slippages in timelines, all impacting the overall benefits and outcomes the programme seeks to deliver.

- 5.3 These risks will be subject to on-going monitoring and mitigated through effective programme management and partnership working. The Risk Register will be presented and reviewed at Project Team meetings and key risks escalated and discussed with the LEP.
- 5.4 Some elements of the design standards in the two documents (Transport for London and Sustrans design guides) are a departure from the highway standards as laid out in The Design Manual for Roads and Bridges. Some features developed by the City Council may be more innovative than those proposed by Transport for London and Sustrans. Where a departure from highway standards is considered it will be subject to a full safety audit and if it is felt necessary that dispensation from the Department for Transport is required in order to implement the design, this process will be fulfilled.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 A key element of the programmes business case was demonstrating that the schemes will deliver value for money and an economic return on the investment. The programme returned a strong benefit cost ratio but also highlighted that it provides a high level of wider benefits including a high social value. Examples of this include:
- 6.1.1 Providing sustainable and affordable travel to jobs.
- 6.1.2 Increasing the opportunities to encourage an increase in the number of people who undertake active travel. This will improve the health of citizens.
- 6.1.3 Reducing car journeys and subsequent reductions in greenhouse gases and air pollution.
- 6.1.4 Improving neighbourhoods.
- 6.1.5 Supporting family leisure activities through the work in the Parks

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Cycling schemes will encourage people to engage in more physical activity and take greater responsibility for their own and their family's health.

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is attached at appendix B. Due regard has been given to the equality implications identified in the attached EIA.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 Draft London Cycle Design Guide: <https://consultations.tfl.gov.uk/cycling/draft-london-cycling-design-standards>

- 10.2 Sustrans Handbook for Cycle Friendly Design:
http://www.sustrans.org.uk/sites/default/files/file_content_type/sustrans_handbook_for_cycle-friendly_design_11_04_14.pdfm
- 10.3 All Party Parliamentary Cycling Group: Get Britain Cycling:
http://allpartycycling.files.wordpress.com/2013/04/get-britain-cycling_goodwin-report.pdf
- 10.4 Nottingham City Council Streetscape Design Manual:
http://www.nottinghaminsight.org.uk/insight/search/unified_search.aspx?q=streetscape
- 10.5 Design Manual for Roads and Bridges:
<http://www.standardsforhighways.co.uk/ha/standards/dmrb/index.htm>
- 10.6 International Cycling Infrastructure Best Practice Study:
<https://www.tfl.gov.uk/cdn/static/cms/documents/international-cycling-infrastructure-best-practice-study.pdf>
- 10.7 Growth Deal funding announcement:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/327618/08_D2N2_Growth_Deal.pdf
- 10.8 Report to Executive Board - Local Sustainable Transport Fund 2015/16 Programme - 18 November 2014:
<http://committee.nottinghamcity.gov.uk/ieListDocuments.aspx?CId=177&MId=3916&Ver=4>

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

- 11.1 Maria Balchin, Finance Analyst, maria.balchin@nottinghamcity.gov.uk
- 11.2 Sarah O'Bradaigh, Senior Solicitor, sarah.obradaigh@nottinghamcity.gov.uk
- 11.3 John Watson, Procurement Category Manager – Transport,
john.watson@nottinghamcity.gov.uk
- 11.4 Adisa Djan, Equality and Diversity Consultant, adisa.djan@nottinghamcity.gov.uk

This page is intentionally left blank

Appendix A: Nottingham Design Guide Features

A full review of the design principles for Nottingham's streets is underway. Areas covered include:

- High quality in terms of design and materials
- Junctions
- Crossings
- Segregation/shared space
- Signing
- Parking
- Lighting
- Coloured surfaces – all modes
- Maintenance standards
- Cycle proofing/audits/designer training & awareness

Learning from good practice

The following examples have been taken from:

- London Cycling Design Standards
- Sustrans Handbook for Cycle Friendly Design
- International Cycling Infrastructure Best Practice Study

(Links to the documents are available in section 10).

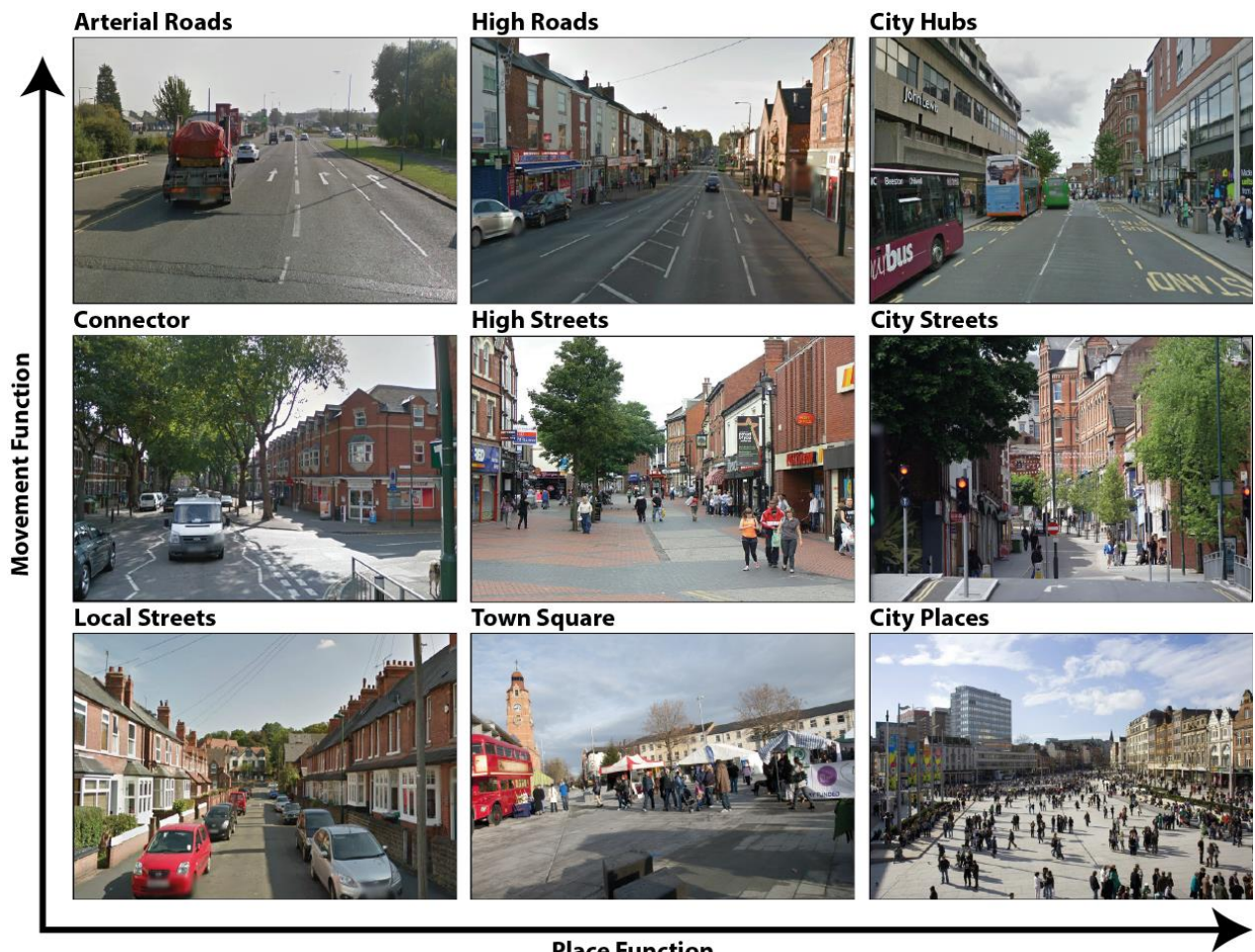
When looking at the type of cycle infrastructure to consider on a specific street the City Council will consider the function of the street. Some streets are designed to encourage fast and efficient movement, whilst others act as a destination where Citizens may wish to spend time. We will ensure a focus is placed on how cyclists and pedestrians will use these roads when looking at the street's function.

Figure 1 on the next page is an example which has been prepared by Transport for London and it shows examples of cycle infrastructure which they have installed on the various street types. Figure 2 shows streets in Nottingham highlighting the types of street which will need to be looked at in order that Nottingham can be cycle proofed.

Figure 1 – London Cycling Design Standards



Figure 2 – Nottingham streets within the hierarchy



Examples of Key Features

Cycle corridors (arterial roads)

We will look at how we can segregate cyclists to provide additional priority and safety whilst also providing the benefits and the rights a cyclists would have if using the road. This includes provision through junctions.

Two-way tracks segregated from traffic



Segregated but maintaining cyclists priority over side roads



Opening up the City Centre and Neighbourhood Centres (City Places)

Opening up our one-way streets for two way cycling



Route markings of a higher aesthetic quality than white lines





Designing streets which are welcoming to cyclists and pedestrians



Neighbourhoods (Local Streets)

Streets which have been designed to consider the needs of pedestrians and cyclists first and where the car is a guest. Such as cycle streets where cars are not permitted to overtake a cyclist.



Consideration to road closures whilst allowing cyclists through

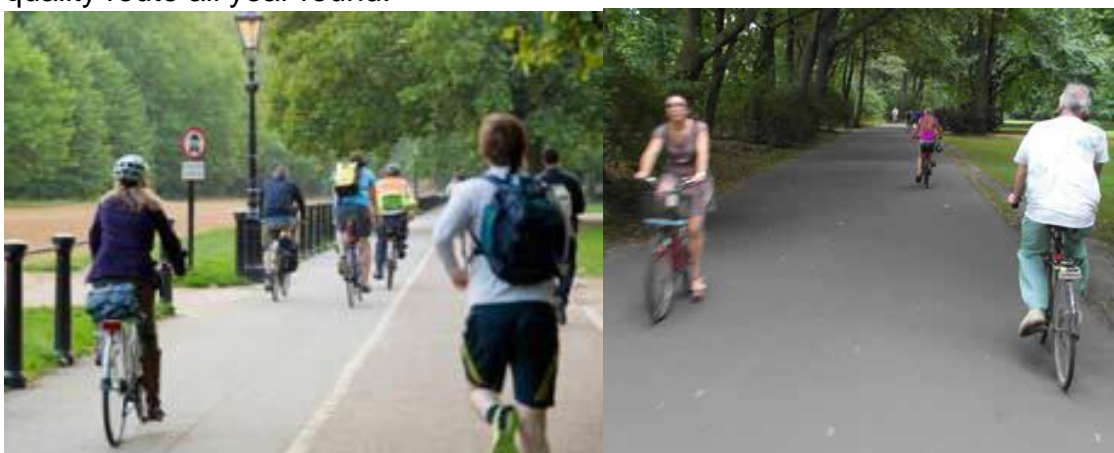


Signing



Off road and through Parks

We will consider surfaces which are suitable for all types of bike and will provide a high quality route all year round.



Materials

We will sign and brand our routes and look at innovative solutions to problems such as drainage and drainage covers within cycle routes.



Appendix B: Equality Impact Assessment

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Cycle City Ambition Programme

Department: Development

Service Area: Transport Strategy

(please underline)

Author (assigned to Covalent): Keith Morgan

Name of Author: Keith Morgan

Director: Sue Flack

Strategic Budget EIA: N

Brief description of proposal / policy / service being assessed:

Expansion of Nottingham City Car Club scheme: Car Plus Demonstration Funding

On 7th July 2014, the Government announced a series of Growth Deals with Local Economic Partnerships (LEPs) across the country for 2015/16 and beyond with the funding to be provided through the Local Growth Fund mechanism.

The Growth Deal for the Derby, Derbyshire, Nottingham, Nottinghamshire (D2N2) LEP comprised of a range of investments totalling £174.3 million.

Part of this deal was a £6.1 million investment in Nottingham's cycle infrastructure. Investment in cycle infrastructure was recognised as a key feature in the Growth Deal because it supports economic growth, access to housing and the creation of new jobs as well improving health, social inclusion and access to work.

The purpose of the Executive Board report which this EIA accompanies is to secure approval to accept the available funding and commence the delivery of the 2015/16 and 2016/17 Cycle City Ambition Programme. The funding has been split to allow £3 million to be spent in 2015/16 and £3.1 million in 2016/17.

In order to allow the Council to deliver the schemes to the highest standards it is also proposed that the Council will look to utilise the latest cycle infrastructure design standards. This will include adopting and developing London Cycling Design Standards (once finalised) and the Sustrans Handbook for Cycle Friendly Design.

In order to secure the funding an EIA was produced as part of the bidding process and formed part of the suite of documents which made up the business case. This has now been updated to accompany this report.

The bid is made up of five key strands outlined below:

- Two high quality cross city cycle corridors. From the north to the south and from the east to the west of the City. These corridors will be built to a high standard in-keeping with the latest design guidance. The design principles used on the corridors will be rolled out on future corridors throughout the City.
- An inner core cycle route will be delivered as well as a network of cross City Centre cycle routes. These will link to the cycle corridors and enable cyclists to access where they need to get to in the City Centre.
- A package of neighbourhood improvements to ensure the roads in our communities are the sort of roads which will encourage new and inexperienced cyclists to cycle more when going about local trips and journeys.

A package of improvements which will offer good quality and direct alternatives from using roads for both leisure and commuter cyclists. This will include the creation of cycle routes in many of our parks, a walking and cycling route alongside the River Leen and looking at how we can provide off road cycle routes between the facilities.

- The expansion of the Citycard Cycles to benefit more places where people live and work.

The key equalities issues:

- Helping residents to get around Nottingham by bike and on foot, to access services and opportunities.
- Reducing the cost of travel for families and individuals.
- Reducing the number of vehicles on the road helping to tackle congestion and reducing pollution.
- Supporting people to travel to work.
- Investing in Nottingham's public realm.
- Ensuring materials and design meet the requirements of blind and partially sighted users.
- Providing facilities which have been designed to be used by a variety of bikes, tricycles and trailers.
- Upgrading surfaces in Parks, off road and alongside the road which will be used by older people, people with disabilities and those in

wheelchairs.

Key documents relating to the bid can be found at: http://www.nottinghaminsight.org.uk/insight/search/unified_search.aspx?q=cycle city
 The Strategic Case and Application form give the most information as to what the scheme will deliver.

Information used to analyse the effects on equality:

When schemes within the Cycle Ambition Programme a range of evidence was used to assess the existing barriers to transport such as the Mosaic database, perception and satisfaction surveys such as the Big Ideas Survey as well as the consultation and engagement that took part during the development of the Nottingham Local Transport Plan.

A programme-wide Equality Impact Assessment was submitted as part of the business case to the Department for Transport – this has now been updated to accompany the Executive Board report.

Page 150

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The scheme has the potential to increase access to services and opportunities. The schemes will reduce severance caused by the car and increase accessibility in particular for those who do not own a car. The scheme will provide safe facilities which will enable citizens to travel to work around the City by bike and on foot. This will have a positive benefit on the physical and mental health of 	<ul style="list-style-type: none"> Through the wider work of the Transport Strategy Team a strong network of community involvement has been established. This will be used to ensure the scheme is consulted with (at the design stage) and promoted to all of the groups listed within this EIA. The delivery Team will work with the Equalities Team to ensure that as many groups and organisations as possible are consulted with.
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		

Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

<p>Nottingham's citizens.</p> <ul style="list-style-type: none"> • The resurfacing of pavements, off road routes and routes through parks will make areas of the City more accessible by providing new routes as well as upgrading and providing hard well drained surfaces where currently there is a softer surface. • The scheme will make our roads safer for cycling. Cyclists will be segregated from traffic and vehicle speeds will be reduced. This will encourage more families to be able to cycle together as well as providing cycle facilities which can be used by young people. • This funding will work alongside additional funding which will support cycle training for adults and young people, to ensure citizens are trained and confident to use the new facilities. • The facilities which are built will be well connected to the public transport network. This will mean that cycling and walking can become a greater feature in peoples' lives whilst also providing increased accessibility to the wider sustainable transport network. • An increase in cycling could cause as increase in conflict between different road users. The Council support organisations such As Ridewise who offer child and adult cycle training. They also run a course for professional lorry and van drivers to raise their awareness of cyclists. This increases safety and 	<ul style="list-style-type: none"> • Through work with organisations such as Ridewise cycle promotion will actively reach out to groups which may have a lower proportion of cyclists. • The provision of high quality cycle infrastructure which is segregated from traffic will enable more people and groups to feel confident cycling. It will also provide a safe facility for cyclists to use, enabling cycle numbers to grow but without causing an increase in the levels of cyclists who are killed and seriously injured. All facilities will undergo a rigorous safety audit prior to construction. • The work which will be undertaken will enhance Nottingham's public realm and make the City easier to get around on foot and by bike. Consultation on design will take place with disability groups to ensure that the work will not disadvantage anyone from a particular group. Due to the nature of the infrastructure a particular focus will be provided to the needs of blind and partially sighted citizens. • A consultation website specifically designed for this scheme is under construction. This will enhance the information which is put out to citizens and provide an additional platform for them to respond. The scheme will also be consulted on via traditional methods to ensure anyone who does not have access to the internet will also be made
---	---

			<p>increases respect between different modes. The Council will also actively engage in national campaigns to increase road safety in particular for vulnerable road users.</p>	<p>aware of the potential changes. This will include the formal transport consultation process, leaflets, public meetings and information via Councillors and the press.</p> <ul style="list-style-type: none"> • Young people will be involved in the scheme through work undertaken as part of the Local Sustainable Transport Fund. This will see direct engagement with young people in areas such as Broxtowe. This fund also undertakes annual surveys of participants which can be analysed and broken down to measure the impacts upon different groups.
--	--	--	--	---

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

The delivery of the new cycle and public realm within Nottingham will be a step change in the way this sort of infrastructure is currently delivered. It is therefore proposed that a design manual outlining the design principle which will be worked to will be produced. This will be subject to further consultation and Councillor sign off. This will also be subjected to the EIA process as it will represent a change in Council policy.

Approved by (manager signature):

Date sent to equality team for publishing: 18th

March 2015

John Bann
john.bann@nottinghamcity.gov.uk
0115 8764014

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.

This page is intentionally left blank

EXECUTIVE BOARD – 17 March 2015

Subject:	Byron House Refurbishment Works		
Corporate Director/ Director:	David Bishop, Corporate Director for Development and Growth Stuart Knight, Director of Strategic Asset and Property Management		
Portfolio Holder:	Councillor Graham Chapman, Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration		
Report author and contact details:	Simon Peters, Head of Property Investment 0115 876 5475 - simon.peters@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: See exempt appendix			
Wards affected: Radford and Park	Date of consultation with Portfolio Holder(s): 28 October 2014		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input checked="" type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input checked="" type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input checked="" type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The City Council owns an office building, Byron House, which has been identified as being of a suitable size and layout to accommodate the requirements of the Council's Community Protection section and a new Central Police Station. In order to proceed with the relocation approval is required for: -</p> <ol style="list-style-type: none"> 1. a lease agreement with the Police for occupation of part of the office building, and 2. expenditure on alterations and fitting out works. <p>Colocation within Byron House will provide efficiency and revenue benefits for both the Council and the Police. In addition Nottinghamshire Police has agreed to sell the Guildhall Central Police Station site to the City Council and relocation will enable redevelopment.</p>			
Exempt information:			
<p>An appendix to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of particular persons (and the Authority holding the information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because it includes terms of sale including price for land/property which, if disclosed, will prejudice the Council's position in negotiations relating to the proposed site.</p>			

Recommendation(s):

- 1 To delegate authority to the Corporate Director for Development and Growth in consultation with the Portfolio Holder of Resources and Neighbourhood Regeneration to approve lease terms with Nottinghamshire Police to occupy part of Byron House on terms set out in the exempt appendix.
- 2 To delegate authority to the Corporate Director for Development and Growth in consultation with the Portfolio Holder of Resources and Neighbourhood Regeneration to approve expenditure on alterations and fitting out works to Byron House to accommodate Nottinghamshire Police and Community Protection on a colocation basis as set out in the exempt appendix, subject to identification of sources of funding as per appendix, linked to and accounted for within the Guildhall Scheme.

1 REASONS FOR RECOMMENDATIONS

- 1.1 The City Council owns an office building, Byron House, which has been identified as being of a suitable size and layout to accommodate the requirements of Community Protection and a Central Police Station. In order to proceed with the relocation approval is required for a lease agreement of part of the office building to Police and expenditure on alterations and fitting out works.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Nottinghamshire Police has identified Byron House as a suitable location for a new Central Police Station to collocate with the Council's Community Protection team. The existing Central Police Station is old and is of a character and layout that is no longer suitable for modern ways of working and the delivery of an integrated Police and Community Protection service.
- 2.2 Nottingham City Council Community Protection currently occupies part of the Central Police Station. They also occupy Exchange Buildings North and were relocated there on a temporary basis from their previous offices within Lawrence House when that was sold in 2012 for redevelopment. Exchange Buildings North is part of the Council House complex (a Grade II Listed building) and its present layout does not facilitate modern working practices. There is a significant backlog of maintenance and considerable expenditure necessary to refurbish the property to provide good quality offices that meet current day needs.
- 2.3 The Council and Nottinghamshire Police have a Partnership Agreement to deliver the Aurora Programme developing a single integrated, uniformed, compliance and enforcement service for Nottingham and this situation presents an opportunity to bring together Police and Community Protection under one roof in the city centre.
- 2.4 Byron House occupies a prominent location on the corner of Maid Marion Way and Park Row. It is owned by the City Council and has been let to a range of tenants since 1989. It is now substantially vacant - the head lease expired in December 2014 and the one remaining tenant is due to leave in March 2015. It provides approximately 37,000 sq ft of open plan office space on six floors and has 38 parking spaces in the basement. It is large enough to accommodate the city centre requirements of both Community Protection and

Police and provide an open plan layout that will enable better integrated working practice.

- 2.5 Byron House has been well maintained, but is 25 years old and some alterations and fitting out works are required to provide suitable accommodation for the colocation and operational needs of the Police and Community Protection. Expenditure on the works is to be limited to the budget as set out in the financial implications section in the exempt appendix
- 2.6 There is further background information in the exempt appendix.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This option was rejected, because the Police need to reduce costs by finding a sustainable new location in the city centre and selling Central Police Station. Closure of the Central Police Station would require relocation of Community Protection staff presently in this building to remaining sub-standard Council space in the short term.
- 3.2 Find separate alternative accommodation. This option was rejected, because it would not challenge the commitment and future effectiveness of the Aurora Programme, and the pressure to find suitable alternative premises for Community Protection would remain. The proposal to utilise Byron House as a joint facility is not only a cost effective solution for both parties, but also has the potential to significantly improve the effectiveness of the Aurora partnership.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 See exempt appendix

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 The Council and Nottinghamshire Police have agreed Heads of Terms for an Agreement for Lease and Lease. The principal terms are laid out in the exempt appendix.
- 5.2 From a legal perspective the proposal to grant a new lease to the Police on the indicative terms set out above raises no significant legal issues. Legal Services will draft the lease on the basis outlined and will progress it to legal completion.
- 5.3 The report also refers to a number of other matters which will require legal engagement to ensure that they are fully and properly documented. This will ensure that there is precise clarity on the nature of the arrangements agreed between the parties and avoid any future uncertainty.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Not applicable

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable.

8 EQUALITY IMPACT ASSESSMENT (EIA)

8.1 An EIA is not needed, as this report does not relate to new or changing policies, services or functions.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 Leader's Key Decision, published 07 October 2013: 'Property acquisition - Shakespeare Street, Nottingham', ref: 1037.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Malcolm Townroe, Head of Legal Services, Email: Malcolm.townroe@nottinghamcity.gov.uk Telephone: 0115 876 4332.

11.2 Jim Driver, Strategic Finance Manager, Email: jim.driver@nottinghamcity.gov.uk Telephone: 0115 876 4226.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank