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MEETING:	Cabinet
DATE:	Wednesday, 10 January 2018
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

AGENDA

1. Declaration of pecuniary and non-pecuniary interests
2. Leader - Call-in of Cabinet decisions

Minutes

3. Minutes of the previous meeting held on 13th December, 2017
(Cab.10.01.2018/3) (*Pages 5 - 8*)

Items for Noting

4. Decisions of Cabinet Spokespersons (Cab.10.01.2018/4)
5. Action Taken under Paragraph B6 of the Responsibility for Executive Functions - Officer Delegations Contained in the Council Constitution (Cab.10.01.2018/5)
(*Pages 9 - 10*)

Petitions

6. Petitions received under Standing Order 44 (Cab.10.01.2018/6)

Items for Decision/Recommendation to Council

Leader

7. Yorkshire Devolution - Community Poll - Results (Cab.10.01.2018/7) (*Pages 11 - 12*)

Core Services Spokesperson

8. Calculation Of Council Tax Base 2018/19 (Cab.10.01.2018/8) (*Pages 13 - 20*)
9. 2018/19 Business Rates - Calculation Of The Authority's Local Share
(Cab.10.01.2018/9) (*Pages 21 - 28*)
10. Housing Revenue Account - Draft Budget 2018/19 and Housing Capital Investment Programme 2018-2023 (Cab.10.01.2018/10) (*Pages 29 - 46*)
11. Strategic Risk Register - Full Review (Cab.10.01.2018/11) (*Pages 47 - 66*)
12. Community Asset Transfer; The Pavilion, Brierley Park, Brierley Grant Of A 25 Year Lease By The Council As Trustee Of The Miners Welfare Recreation Ground, Brierley, To Brierley Playmates (Cab.10.01.2018/12) (*Pages 67 - 74*)

RECOMMENDATION TO FULL COUNCIL ON 1ST FEBRUARY, 2018

Communities Spokesperson and Place Spokesperson

13. Principal Towns Investment Programme (Cab.10.01.2018/13) *(Pages 75 - 82)*

Place Spokesperson

14. Home to School Travel Assistance Policy 2018 - 2020 (Cab.10.01.2018/14)
(Pages 83 - 142)

RECOMMENDATION TO FULL COUNCIL ON 1ST FEBRUARY, 2018

People (Achieving Potential) Spokesperson

15. Barnsley Childcare Sufficiency Assessment 2017/18 (Cab.10.01.2018/15)
(Pages 143 - 190)
16. Exclusion of Public and Press
It is likely that the public and press will be excluded from this meeting during consideration of the items so marked because of the likely disclosure of exempt information as defined by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, subject to the public interest test.

Place Spokesperson

17. Barnsley Property Investment Fund 2 - Schemes Approval (Cab.10.01.2018/17)
(Pages 191 - 252)

Reason restricted:

Paragraph (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Cabinet Support Members:

Councillors Franklin, Frost, David Griffin, Lamb, Pourali and Saunders

Chair of Overview and Scrutiny Committee

Chair of Audit Committee

Diana Terris, Chief Executive

Rachel Dickinson, Executive Director People

Matt Gladstone, Executive Director Place

Wendy Lowder, Executive Director Communities

Julia Burrows, Director Public Health

Andrew Frostdick, Executive Director Core Services

Alison Brown, Service Director Human Resources and Business Support

Michael Potter, Service Director Business Improvement and Communications

Neil Copley, Service Director Finance

Katie Rogers, Communications and Marketing Business Partner
Anna Marshall, Scrutiny Officer
Ian Turner, Service Director, Council Governance
Chris Braithwaite, Senior Council Governance Officer

Corporate Communications and Marketing
Labour Group Room – 1 copy

Please contact Ian Turner on 01226 773421 or email governance@barnsley.gov.uk

Tuesday, 2 January 2018

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MEETING:	Cabinet
DATE:	Wednesday, 13 December 2017
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

MINUTES

Present Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Members in Attendance: Councillors Franklin, Frost, David Griffin, Pourali and Saunders and Sheard

141. Declaration of pecuniary and non-pecuniary interests

Councillor Roya Pourali declared a non-pecuniary interest in Item 147 in her capacity as a Berneslai Homes Board Member.

142. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 29th November, 2017 had been called in.

143. Minutes of the previous meeting held on 29th November, 2017 (Cab.13.12.2017/3)

The minutes of the meeting held on 29th November, 2017 were taken as read and signed by the Chair as a correct record.

144. Decisions of Cabinet Spokespersons (Cab.13.12.2017/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the weeks ending 1st and 8th December, 2017 were noted.

145. Petitions received under Standing Order 44 (Cab.13.12.2017/5)

It was reported that no petitions had been received under Standing Order 44.

Communities Spokesperson

146. Private Sector Housing Enforcement Policy (Cab.13.12.2017/6)

RESOLVED that approval be given to the implementation of the addendum referring to Houses in Multiple Occupation to the Private Sector Housing Enforcement Policy 2017 – 2020 as set out in the report now submitted.

Place Spokesperson

147. Homes and Communities Agency Empty Homes Programme 2018/21 (Cab.13.12.2017/7)

The Place Spokesperson explained that there was a discrepancy in the financial data presented within the body of the report and Appendix A to the report. He confirmed that Appendix A provided the correct financial information.

RESOLVED:-

- (i) that approval be granted for the acceptance of empty homes grant funding of £995,000 from the Homes and Communities Agency (HCA), as detailed in the report submitted;
- (ii) that the Executive Director, Core Services be authorised to enter into contract with the Homes and Communities Agency for the delivery of a new HCA Empty Homes Programme covering the period 2018/21; and
- (iii) that the Council's capital programme be amended to include the HCA Empty Homes Programme 2018/21 with a total value, including match-funding, of £3.591 million.

People (Safeguarding) Spokesperson

148. Social Worker Caseloads in Children's Social Care and Safeguarding Services (Cab.13.12.2017/8)

RESOLVED that approval be given to the funding and recruitment of 14 FTE additional social workers with a view to reducing caseloads in Children's Social Care front line social work teams; assessment; child protection; disability; children in care and care leavers (excluding adoption and fostering teams) from an average of 21.7 cases per social worker to an average of 18 cases per social worker, as set out in paragraphs 4.3 and 4.3.1 of the report now submitted.

149. Exclusion of Public and Press

RESOLVED that the public and press be excluded from the meeting during consideration of the following items, because of the likely disclosure of exempt information as described by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, as follows:-

<u>Item Number</u>	<u>Type of Information Likely to be Disclosed</u>
150	Paragraph 3

Core Services Spokesperson

150. Building Schools for the Future - Refinancing Proposal & Change in Law (Cab.13.12.2017/10)

The Core Services Spokesperson noted that the report stated that written confirmation from the Education Funding Agency (EFA) had not yet been received regarding the refinancing proposal. However, he informed the meeting that the EFA did not typically provide written confirmation of such agreements and therefore it was not intended to await such confirmation before implementing the proposals set out in the report.

RESOLVED:-

- (i) that the terms for refinancing the Phase 1 PFI Project Agreement in respect of the Building Schools for the Future Programme, as outlined in paragraph 3.3 of the report now submitted, be noted and approved;
- (ii) that the Change in Law terms as outlined at paragraphs 3.7 - 3.16 of the report submitted be noted and approved;
- (iii) that these proposals be agreed in the absence of written confirmation from EFA of the matter outlined in paragraph 3.6.
- (iv) that the Executive Director of Core Services and Solicitor to the Council and the Service Director Finance, or their authorised representatives, be authorised to finalise the Project Documents and any ancillary documents to ensure that financial close on the refinancing and the amendment to the Change in Law risk be reached on behalf of the Council;
- (v) that the Executive Director of Core Services and Solicitor to the Council or his representative be authorised to execute the Project Documents and any ancillary documents to which the Council is a party for the purposes set out at (iv) above;
- (vi) that Cabinet receive further updates on the refinancing/amendment to the Change in Law risk, where necessary; and
- (vii) that Cabinet receive reports on the Phase 3 PFI project agreement refinancings in due course.

(Note: In accordance with Part 2, Paragraph 5(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Chair of the Overview and Scrutiny Committee had given approval for the above item to be considered at a private meeting of Cabinet where it had not been possible to give 28 days' notice)

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Chair

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BARNSELY METROPOLITAN BOROUGH COUNCIL

**REPORT OF THE DIRECTOR OF
CORE SERVICES**

**Action Taken under Paragraph B6 of the Responsibility for Executive Functions –
Officer Delegations Contained in the Council Constitution**

1. Purpose of Report

To inform Cabinet of action taken as a matter of urgency under Paragraph B6 of the Responsibility for Executive Functions – Officer Delegations contained in the Council Constitution.

2. Recommendations

That the action taken under Paragraph B6 of the Responsibility for Executive Functions – Officer Delegations, as contained within the Appendix attached to the report, be noted.

3. Background

Individual actions taken following consultation with the appropriate Cabinet Spokesperson are detailed by Cabinet Portfolio in the Appendix to this report. In accordance with Paragraph B6 of the Responsibility for Executive Functions – Officer Delegations contained in the Council Constitution these actions are reported into the next available Cabinet meeting.

4. Implications

There are no local area, crime and disorder, financial, employee or human rights implications arising directly from this report.

5. Background Papers

Decision notices of action taken under Paragraph B6 of the Responsibility for Executive Functions – Officer Delegations contained in the Council Constitution available for inspection in the Council Governance Unit, subject to the notice not containing personal information as defined by the Data Protection Act 1998 or exempt information as described in Schedule 12A of the Local Government Act 1972.

Officer Contact: Chris Braithwaite **Telephone No:** 773425
Date: 22nd December, 2017

**Action Taken under Paragraph B6 of the Responsibility for Executive Functions –
Officer Delegations Contained in the Council Constitution**

**Date of
Decision**

21st December,
2017

1. **Elsecar – Acquisition of Land**

Executive Director, Place

- i) Approves the acquisition of land between Elsecar Heritage Centre and Elsecar Canal Basin.

BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has been included in the relevant Forward Plan.

Report of the Executive Director, Core Services
to Cabinet on 10th January 2018.

YORKSHIRE DEVOLUTION – COMMUNITY POLL – RESULTS

1. PURPOSE OF REPORT

- 1.1 To advise Cabinet of the outcome of the Yorkshire Devolution Community Poll, voting for which closed at noon on 20th December, 2017.

2. RECOMMENDATIONS

Cabinet is recommended to note the report.

3. BACKGROUND

- 3.1 On 9th November, 2017, the Council agreed to hold a Community Poll to test the opinion of the public of Barnsley as to the approach which the Council should take towards Devolution.
- 3.2 The question asked in the poll was:

“I would prefer Barnsley MBC to pursue a Devolution proposal with:-

- (a) wider Yorkshire
- (b) Sheffield City Region.”

4. RESULTS

- 4.1 The results of the Poll were announced on 21st December, 2017 and were as follows:

RESULT	No of votes	% of valid vote
Wider Yorkshire	34,015	84.9%
Sheffield City Region	6,064	15.1%

40,280 votes were received from 179,618 eligible voters (turnout: 22.4%). 201 votes were deemed to be invalid.

Contact Officer: A.C Frosdick, Executive Director Core Services (Tel 773001)

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BARNSELY METROPOLITAN BOROUGH COUNCIL

Cabinet: 10th January 2018

Report of the Executive Director of Core Services

Calculation Of Council Tax Base 2018/19

1. Purpose of Report

- 1.1 This report sets out the criteria to be taken into account in setting the 2018/19 Council Tax Base.

2. Recommendations

2.1 It is recommended that: -

- The calculation of the Council's Tax Base for the year 2018/19 be approved;
- The Council Tax Base for the year 2018/19 shall be 62,907.10. This figure has been calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012;
- Calculated in accordance with the above regulations the Council Tax Base for the year 2018/19 in respect of each Parish being listed in the table below;

Parish Area (by Area Code)	Band D equivalent chargeable properties	95% of Band D equivalent chargeable properties
Penistone	4,391.40	4,171.83
Billingley	98.50	93.57
Great Houghton	669.50	636.02
Little Houghton	187.70	178.32
Shafton	956.60	908.77
High Hoyland	69.70	66.22
Hunshelf	164.10	155.89
Langsett	110.00	104.50
Cawthorne	615.70	584.92
Dunford	250.90	238.36
Gunthwaite and Ingbirchworth	296.30	281.48
Thurgoland	757.00	719.15
Tankersley	628.50	597.07
Wortley	315.80	300.01
Oxspring	464.10	440.90
Silkstone	1,209.90	1,149.40
Stainborough	165.50	157.23
Barnsley and other Non-Parish areas	54,866.80	52,123.46
Total	66,218.00	62,907.10

- The above position will change if the Council implements the Empty Premises concession as outlined at para 5.4. This will be subject to a further report into Cabinet.

3. Introduction/Background

- 3.1 The Local Government Finance Act 1992 requires the Authority to calculate its Council Tax Base, before 31 January each year, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 3.2 The Valuation List dated 1 April 1993 shows domestic properties within the Borough subject to Council Tax and places each of them into a valuation band between A to H dependent upon a valuation as at an antecedent date of 1 April 1991.
- 3.3 The Council Tax Base is expressed in terms of band D equivalent properties and represents the estimated full year number of chargeable dwellings in the area after allowing for disabled persons relief, discounts and other statutory adjustments.

4. Consideration of Alternative Approaches

- 4.1 The calculation of the Council Tax Base is a statutory requirement and therefore there are no alternative approaches to consider.

5. Proposal and Justification

- 5.1 It is proposed that the Council Tax Base for the year 2018/19 shall be **62,907.10**
- 5.2 The relevant calculations for each Parish or district are calculated by applying the following formula: -

$$(H + J) \times \frac{F}{G}$$

where:

H is the estimated number of chargeable dwellings in the area and band after taking into account the effect of exemptions and discounts.

J is the amount of any adjustments in respect of changes in the number of chargeable dwellings or discounts calculated by the authority for 2018/19 (see notes at 5.3 below).

F is the number appropriate to each band as set out in Section 5(1) of the Act.

G is the number appropriate to band D as set out in Section 5(1) of the Act. In all cases for 2018/19 this is 9.

- 5.3 In determining the figure used at point J of the calculations the following aspects have been taken into account: -
- i) a full survey of the properties within authority's tax base was carried out at the commencement of council tax in 1993 to identify those properties entitled to discounts and/or exemptions. Each year further checks are made to ensure that the Council Tax database remains accurate;
 - ii) Each claimant's eligibility for discounts/exemptions is thoroughly investigated prior to being awarded, and an ongoing programme to survey present recipients is undertaken;

- iii) local knowledge has been used to identify which Parish will see an increase/decrease in the number of properties. This information is then used to obtain the revised number of band D equivalent properties that are in that particular area.

5.4 The Chancellor of the Exchequer in his Autumn 2017 budget speech stated that local authorities can charge landlords upto 100% (currently upto 50%) for empty premises. If this change is implemented it will change the calculation set out in this report. Subject to further details being released by Government, it is recommended that Cabinet receive a further report to consider this policy change and approve any overall council tax base change.

Example of Calculation – Penistone Town Council

5.5 By way of example using the formula in paragraph 5.2 above, the table below shows the calculated tax base for the Penistone Town Council area.

PENISTONE											Area 9
	BAND	A-	A	B	C	D	E	F	G	H	TOTAL
H	=	1.55	1,220.69	873.88	922.94	779.54	496.87	239.28	123.73	2.00	4,660.48
J	=					134.00					134.00
F	=	5.00	6.00	7.00	8.00	9.00	11.00	13.00	15.00	18.00	
G	=	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	
(H+ J) x F/G		0.90	813.80	679.70	820.40	913.50	607.30	345.60	206.20	4.00	4,391.40

COUNCIL TAX CALCULATED IN ACCORDANCE
WITH PARAGRAPHS 5.2 & 5.3 OF THE REPORT

x
95%
4391.40 = **4,171.83**

Tax base for 2018/19

5.6 Appendix A shows the relevant amount for each area. The total of the relevant amounts for 2018/19 for each of the valuation bands is summarised as follows: -

<u>Property Value</u>	<u>Band</u>	<u>Ratio</u>	<u>Band D equivalent chargeable properties</u>
Up to £40,000 with disabled reduction	A-	5/9	109.50
Up to £40,000	A	6/9	29,991.70
£40,001 to £52,000	B	7/9	11,758.60
£52,001 to £68,000	C	8/9	10,338.90
£68,001 to £88,000	D	9/9	6,790.20
£88,001 to £120,000	E	11/9	4,212.70
£120,001 to £160,000	F	13/9	1,974.30
£160,001 to £320,000	G	15/9	985.10
More than £320,000	H	18/9	57.00
			*66,218.00

* At 100% collection

- 5.7 The regulations require the authority to adjust the total relevant amount by a proportion which reflects the following: -
- i) Total amounts expected to be paid to the authority under the Local Government Finance Act 1992 less the total of any Council Tax Reductions for the year.
 - ii) Total of amounts in respect of Council Tax Reductions pursuant to directions under Section 98(5) and 98(4) of the 1998 Act.
- 5.8 It is estimated that the appropriate proportion in this respect is 95% and that the Estimated Council Tax Base for the 2018/19 financial year is therefore:-

$$\underline{66,218.00 \times 95\% = 62,907.10}$$

- 5.9 The collection rate is relatively prudent but takes into account the impact that the LCTS scheme has on overall collection rates. Moreover, any surplus over and above the target collection rate, falls into the Council's Collection Fund and is used to support front line Council services.

6. Delivering Sustainable Community Strategy Ambitions and Local Area Agreement Outcomes

- 6.1 None directly

7. Long Term Sustainability of the Proposal

- 7.1 None

8. Impact on Local People

- 8.1 None.

9. Compatibility with European Convention on Human Rights

- 9.1 None.

10. Promoting Equality and Diversity and Social Inclusion

- 10.1 None

11. Reduction of Crime and Disorder

- 11.1 None.

12. Conservation of Biodiversity

- 12.1 None.

13. Risk Management Issues

- 13.1 The Tax Base is a key variable in determining the resources estimated to be available to fund Council Services. Consequently, the risk of variations to the Tax

Base have been factored into the 2018/19 Service & Financial Planning process as far as is possible. In addition, the Tax Base will be subject to robust monitoring throughout the 2018/19 financial year to identify at an early stage any differences likely to make a material difference to the Council's spending plans.

14. Financial Implications

- 14.1 The estimated Tax Base of 62,907.10 is used to determine the total Council Tax yield available to support the 2018/19 budget.

15. Employee Implications

- 15.1 None.

16. Glossary

- 16.1 None.

17. List of Appendices

- Appendix A – Summary of relevant amounts

18. Background Papers

- The Local Government Finance Act 1992
- The Local Authorities (Calculation of Council Tax Base) Regulations 1992
- The Local Authorities (Calculation of Council Tax Base) SI 3012 (2003)

Office Contact: Neil Copley Service Director and Section 151 Officer - Finance
Telephone No: 773237 **Date: 16th December 2017**

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Appendix A

SUMMARY OF RELEVANT AMOUNTS

	A-	A	B	C	D	E	F	G	H	TOTAL
PENISTONE	0.900	813.800	679.700	820.400	913.500	607.300	345.600	206.200	4.000	4,391.40
BILLINGLEY	0.000	0.700	4.900	5.100	8.500	17.400	29.600	32.300	0.000	98.500
GREAT HOUGHTON	1.500	337.600	116.200	115.200	80.100	10.900	7.200	0.800	0.000	669.500
LITTLE HOUGHTON	1.200	125.600	17.700	8.400	22.200	7.900	1.400	3.300	0.000	187.700
SHAFTON	0.300	347.600	219.800	178.600	177.400	27.800	2.600	2.500	0.000	956.600
HIGH HOYLAND	0.000	0.000	2.700	9.900	5.500	10.700	10.500	30.400	0.000	69.700
HUNSHELF	0.000	0.900	11.800	10.900	26.900	40.600	56.700	16.300	0.000	164.100
LANGSETT	0.000	3.000	5.200	17.800	10.800	33.000	25.300	12.900	2.000	110.000
CAWTHORNE	0.000	5.100	38.900	70.800	67.500	154.200	98.900	156.300	24.000	615.700
DUNFORD	0.000	34.900	34.500	39.200	30.500	43.400	36.800	29.600	2.000	250.900
GUNTHWAITH& INGBIRCHORTH	0.000	7.200	19.000	61.600	48.000	92.600	46.200	21.700	0.000	296.300
THURGOLAND	0.000	109.000	88.900	73.200	104.500	194.200	128.900	58.300	0.000	757.000
TANKERSLEY	0.500	168.200	45.100	62.300	98.100	175.000	66.400	12.900	0.000	628.500
WORTLEY	0.000	11.300	27.200	28.400	72.300	61.600	69.200	45.800	0.000	315.800
OXSPRING	1.700	35.500	74.900	77.800	58.200	89.900	73.200	52.900	0.000	464.100
SILKSTONE	0.000	98.500	152.300	165.500	244.300	249.700	227.700	67.900	4.000	1,209.90
STAINBOROUGH	0.000	6.500	27.500	12.000	23.800	40.900	36.500	16.300	2.000	165.500
SUB TOTAL	6.100	2105.400	1566.300	1757.100	1992.100	1857.100	1262.700	766.400	38.000	11,351.20
OTHERS	103.500	27,887.00	10,191.10	8,581.70	4,795.40	2,355.50	711.500	222.100	19.000	54,866.80
TOTAL	109.600	29992.400	11757.400	10338.800	6787.500	4212.600	1974.200	988.500	57.000	66,218.00

95% Collection Rate **62,907.10**

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BARNSELY METROPOLITAN BOROUGH COUNCIL

Cabinet: 10th January 2018

Report of the Executive Director of Core Services

2018/19 BUSINESS RATES – CALCULATION OF THE AUTHORITY'S LOCAL SHARE

1. Purpose of Report.

- 1.1 This report sets out the 2018/19 estimated Business Rate Local Share for the Council that is built into the 2018/19 budget process and outlines the process for calculating the National Non Domestic Rates Return (NNDR1) which is required to be submitted to the Department for Communities and Local Government (DCLG) by 31st January 2018.

2. Recommendations.

- 2.1 **That Members note the process for estimating the retained Business Rate Local Share for 2018/19 set out in the report and agree that the 'local share' for Barnsley will be £22.314M (excluding S31 Grants) in line with the Council's Medium Term Financial Strategy (MTFS).**
- 2.2 **It is recommended that the final submission is approved by the Service Director (S151) Finance in consultation with the Cabinet Spokesperson for Core Services.**

3. Background

- 3.1 The Government's reform agenda introduced the local Business Rates Retention (BRR) scheme from 1st April 2013 which altered the way revenue from business rates is distributed. From this date, councils now collect and retain 49% of business rates (known as the Local Share) and this amount forms part of the funding of the Council's agreed 2018/19 budget.
- 3.2 In the 2015 Comprehensive Spending Review, Government announced the move to allow all Councils to retain 100% of business rates they collect by 2020/21. However, as a result of primary legislation on 100% retention not being included within the Queens Speech in the summer, the implementation date is expected to be delayed. Government have recently launched a prospectus inviting Local Authorities to pilot 100% business rate retention in 2018/19. The prospectus suggests interested Local Authorities should look to form pools with other authorities and apply jointly. However, it is not considered appropriate at this time for the Council to progress with an application for 100% retention pooling. Future reports will update Cabinet on this position.

4. **Current Position**

Local Business Rates Retention

- 4.1 Under the Business Rates Retention (BRR) scheme councils are required to estimate the total business rates to be collected in their area.
- 4.2 After taking account of reliefs, appeals and other variables, councils are required to pay 50% of this net amount over to Central Government and 1% to local Fire Authorities. The remaining amount is then available to contribute to the Council's budget planning process.
- 4.3 The key steps involved in the process of estimating the local share of business rates to be retained by the Council are attached at Appendix 1 although it is also worth highlighting a number of issues that need to be considered when calculating the Business Rate base for 2018.

Small Business Rates Relief

- 4.4 From 1st April 2017 Government announced changes to the entitlement threshold for qualifying small businesses. The table below highlights the current threshold;

	Current Threshold (Gross RV)
100% Relief Awarded	Up to £12,000
Tapered Relief Awarded	From £12,001 to £14,999
Bills calculated on Small Business Rate Multiplier	From £15,000 to £51,000

- 4.5 Following these changes the Council has seen a significant increase in the Small Business Rate Relief awarded during 2017/18 and it is expected that this trend will continue. This results in a reduction in the amount of rates retained by the Council (the Local Share). Government did announce, during the 2017/18 Settlement consultation, that Local Authorities would be compensated for the effects of the change in the threshold via a specific (Section 31) grant. This compensation is expected to continue into 2018/19 and therefore provision has been included in the Council's MTFS.

Deductions for Estimated Charitable Reliefs

- 4.6 Charities are awarded 80% mandatory relief. This continues to be a significant issue for the Authority as schools that become academies will automatically receive relief on their business rate charge.
- 4.7 In Barnsley, 56 schools (including 6 secondary schools) are currently receiving charitable relief (academies and other charitable operated schools) with a further 3 schools (including 2 secondary) expected to convert during 2018/19. The effects of this have been built into the estimated cost of charitable relief for 2018/19.
- 4.8 In addition to this there are a number of ongoing national legal challenges associated with the award of charitable relief in particular around NHS Trusts. If these challenges are upheld the Council may face significant financial costs.

Empty Properties and Business Closures

- 4.9 Under the current Business Rates scheme, business properties that become vacant are entitled to apply for empty property relief. The amount of relief awarded is dependent on the type of property that becomes vacant. For industrial use properties a maximum of 6 months relief can be awarded with a maximum of 3 months relief being awarded to other property types. However, a business owner can re-apply for relief 6 weeks after the previous relief has expired meaning that a business can effectively receive over 10 months relief in any financial year.
- 4.10 Whilst the total amount of relief to be awarded during 2018/19 is difficult to predict, the total rates to be collected has been adjusted to reflect known circumstances. This includes the impact of the ongoing Town Centre regeneration scheme.
- 4.11 Finally, in 2017/18 Government introduced a relief for new properties that remain empty for upto 2 years. Government have compensated Local Authorities through S31 grant for this change which is expected to continue in 2018/19.

Enterprise Zones

- 4.12 As part of setting up Local Enterprise Partnership (LEP's) a framework was also established to offer incentives to businesses to build/ relocate within designated sites known as Enterprise Zones. EZ sites were placed within the control of LEP's and are split between those sites that offer business rate relief and those that offer Enhanced Capital Allowances (ECA) to properties within the EZ sites.
- 4.13 EZ sites have a direct impact on local authority funding because local authorities pay over to the LEP the business rates of properties that fall within these sites rather than retain the rates themselves. Under the BRR scheme, the business rates paid over to LEP's are funded jointly by local authorities and central government.
- 4.14 Barnsley has 2 approved enterprise zone sites at Shortwood and Ashroyd Business Parks.
- 4.15 The impact of the business rate relief at the Shortwood and Ashroyd sites is estimated at around £560k and the Council picks up 49% of this cost. The impact of this has been built into the 18/19 income forecast.

Appeals

- 4.16 Appeals occur when a business believes that the business rates they have been charged have been calculated unfairly. All appeals are processed by the Valuations Office. Appeals usually take place over a 5 year period in line with the Valuations Office property revaluation timetable.
- 4.17 Government introduced a new process for appeals from 1st April 2017. The new process follows a three stage process – Check, Challenge and Appeal.
- 4.18 Councils are required to make an estimate of the appeals that may be settled within any given year. It is expected that the new process will make it easier for the Council to more accurately estimate the financial impact that appeals may have on the Medium Term Financial plan, something which has been virtually impossible to

model previously.

Submission of the National Non Domestic Rates Return (NNDR1)

- 4.19 Councils are required to collect the information highlighted at Appendix 1 and submit it to Government via the NNDR1 return by no later than 31st January in any given year.
- 4.20 The NNDR 1 form has yet to be issued by Government at the time of writing this report. Once received this will be reviewed by officers over the next few weeks and may necessitate adjustments to the position reported in this report. Bearing in mind the deadline for submitting the NNDR 1 form is 31 January 2018, it is recommended that the final submission is approved by the Service Director (S151) Finance.
- 4.21 The position on business rates will continue to be carefully monitored throughout the financial year and reported to Members as part of normal budgetary procedures.

Reconciliation to the Council's MTFS

- 4.22 As mentioned the Council's NNDR 1 for 2018/19 reconciles to the updated forecast. There are also changes to the amount of Top Up grant and Section 31 Grant to be received as a result of higher than expected inflation. The estimated amounts to be received are detailed in the table below and have been reflected within the Council's updated MTFS.

	Feb 2017 £M	Latest Position £M	Difference £M
Local Share	22.532	22.314	(0.218)
S31 Grants Local Share	1.855	3.035	1.180 *
Top Up grant	31.144	31.640	0.496
S31 Top up	0.384	0.552	0.168
	55.915	57.541	1.626

*S31 Grant Local Share is estimated and subject to confirmation upon completion of NNDR1

- 4.23 It should be noted that there are a number of other potential variances that could impact upon the Council's NNDR forecast. The main variable is the Council's ability to affect the number of businesses in the borough and some of the factors impacting this have already been outlined earlier in this report. At this stage, the impact of these changes on the Council's NNDR base is largely believed to be neutral but the position will be closely monitored to ensure that any potential changes are reported into Cabinet at the earliest opportunity.

5. Options

- 5.1 The Council is statutorily required to submit a completed NNDR1 form no later than 31st January in any given year.

6. Local Area Implications

- 6.1 The impact on local businesses (especially in relation to Government policy changes) is outlined within the report.

7. Implications for local people and service users

- 7.1 No local people or services will be directly affected by the new scheme.

8. Financial Implications

- 8.1 From the introduction of the BRR scheme on 1st April 2013 the Council retained 49% of the amount it collects. Following the 2017 Business Rate Revaluation, an estimate of the amount to be retained in 2018/19 has been made and totals £22.314M. This amount has been built in to the 2018/19 Budgetary Process. In addition, the Council is required to notify Central Government and South Yorkshire Fire and Rescue Authority (SYFRA) of their share of business rates income.
- 8.2 The business rate baseline remains extremely volatile with a number of key factors that can influence its position none more so than the ongoing legal challenges currently being progressed. The move to 100% retention places even more importance on the monitoring of the budgeted position. A rigorous monitoring process has been put in place with any material variations against the budgeted retained element of business rates or the Section 31 Grant being reported to Cabinet as part of the normal quarterly financial monitoring process.
- 8.3 Any variations identified from this exercise will affect the Council's Collection Fund Reserves, which will in turn impact on future years budget strategies. Any variations also impact the amounts paid over to Central Government and the SYFRA.

9. Employee Implications

- 9.1 No existing employees are adversely affected by this report.

10. Communications Implications

- 10.1 None directly arising from this report.

11. Tackling Health Equalities

- 11.1 There are no known implications.

12. Climate Change & Sustainable Energy Act 2006

- 12.1 Councils are able to retain 100% of business rates levied on new renewable energy businesses from 1st April 2013. The Council has seen one such renewable energy business that has come onto the rating list since this time and as such has included 100% of the rates collected on this property in the amount to be retained for 2018/19 (see step 5 in Appendix 1).

13. Risk Management considerations

- 13.1 As the business rates retention scheme forms a major part of the Council's future funding position any forecast decline may pose a significant risk. As such this has been added to the Authority's risk register.

14. Health & Safety Issues

14.1 There are no implications.

15. Compatibility with European Convention on Human Rights

15.1 There are no implications.

16. Promoting Equality and Diversity and Social Inclusion

16.1 There are no implications

17. Reduction of Crime and Disorder

17.1 There are no implications.

18. Consideration of Biodiversity

18.1 There are no implications.

19. List of Appendices

Appendix 1- Process for calculating the National Non Domestic Rates Return

Officer Contact: N Copley Service Director and S151 Officer, Finance

Telephone No: 773237

Date: 21/12/2017

PROCESS FOR CALCULATING THE 2017/18 NNDR 1 FORM

Step 1 – Calculation of Gross Debit

The gross debit is calculated by taking the gross rateable value of properties on the ratings list within the Barnsley area and applying a business rate multiplier as set by Government.

The rateable value to be used is that based on the revised 2017 Revaluation as at 1st April 2017.

Step 2 – Deductions for Estimated Reliefs Awarded

Certain types of organisation (certain small businesses, charities, empty properties) are entitled to business rates relief. These include charitable trusts and other similar organisations including academies.

Any estimated reliefs to be awarded in the forthcoming year are deducted from the gross debit and thus affect the amount to be retained by the Council.

Step 3 - Losses in collection

As part of the estimate of business rates revenue to be collected locally, councils are required to make an estimate of any losses in collection it anticipates in any given year.

A prudent estimate based on the current collection rate being achieved together with past years actual losses, has been made. This has been built into the overall calculation of business rates to be collected and equates to a collection rate in the region of 96.5%. There has been considerable investment in both time and resources in collection/ recovery processes over the last 18 months and the new methods adopted by the Council (including charging orders, a new enforcement framework and bankruptcy and petitions) should help us to achieve the target for 2017/18.

Step 4 – Enterprise Zones

Under the new scheme councils are required to pay 100% of the business rates collected on properties that sit within enterprise zones over to the Local Enterprise Partnership.

There are currently 4 properties within Barnsley that sit within the Sheffield City Region Enterprise Zone. The business rates to be collected on these properties will be deducted from the estimated business rates for 2017/18 to be paid to the LEP.

Step 5 - Renewable Energy Schemes

From 1st April 2013 the Council will be able to retain 100% of the business rates levied on companies engaged on new Renewable Energy business. To date only one property of this type has come on to the rating list since this time.

Step 6 - Business Growth/Decline

As part of the new scheme councils are also required to make an estimate for any growth or decline in businesses within their area. Council's will retain 49% of the business rates revenue estimated from any growth anticipated.

Based on local intelligence, an analysis has been made of any future growth within the Barnsley area. At this time there is no anticipated net growth within the area that would make a significant impact on the overall amount collected in business rates. It is therefore proposed not to include anything for net business rate growth in the final submission to Government.

Councils will however also have to take 49% of the loss in revenues from companies that go out of business. Although the current economic climate shows signs of improvement it is difficult to predict with any degree of certainty. There is expected to be a temporary decline in the business rate baseline as a result of the ongoing development within the Town Centre. This decline has been built into the 2018/19 NNDR1

Step 7 - Appeals

Appeals occur when a business believes that the business rates they have been charged have been calculated unfairly. All appeals are processed by the Valuations Office. Appeals usually take place over a 5 year period in line with the Valuations Office property revaluation timetable.

Councils are required to make an estimate of the appeals that may be settled within any given year. Government have to introduced a new appeals process form 1st April 2017 which has simplified the way the estimated provision is calculated for appeals.

Step 8 Transitional Protection Payments

Government undertakes a ratings revaluation of business premises every 5 years. The next revaluation has been undertaken and took effect from 1st April 2017. Where a properties ratings value has significantly changed as a result of revaluation the business in question is awarded Transitional Rate Relief to protect them from significant changes.

Transitional rate relief awarded is therefore deducted from the total amount of business rates levied.

BARNSLEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

**Joint Report of the
Executive Director-Core
Services – and the
Executive Director-Place**

**HOUSING REVENUE ACCOUNT –DRAFT BUDGET 2018/19 & HOUSING
CAPITAL INVESTMENT PROGRAMME 2018-2023**

1. Purpose of report

1.1 This report provides a summary of:-

- (i) The Housing Revenue Account HRA draft budget for 2018/2019;
- (ii) 5 Year HRA Forecast;
- (iii) Use of the HRA Working Balance and Berneslai Homes Surplus; and
- (iv) The 2018/23 proposed capital investment programme

2. Recommendations

It is recommended:-

- (i) That the Housing Revenue Account Draft Budget for 2018/2019 be approved, with any final amendments / additions being delegated to the Cabinet Spokesperson for Place and the Executive Director for Place in consultation with Cabinet Spokesman for Core Services and Service Director-Finance (S151);
- (ii) That the Development Proposals for 2018/19 as set out in Appendix C and section 3.10-3.21 be agreed;
- (iii) That the Service Charge Proposals for 2018/2019 as set out at Appendix E & Sections 3.33 to 3.35 be approved;
- (iv) That the 2018/19 Berneslai Homes Management Fee at section 3.45 is approved with any final amendments / additions being delegated to the Service Director, Culture, Housing and Regulation and the Executive Director Place in consultation with the Cabinet Spokesperson for Place;
- (v) That the use Unallocated Working Balances as outlined in section 3.30-3.31 be approved;
- (vi) The Council Housing Capital Investment programme for 2022-23 is approved.
- (vii) That a rent reduction in line with Government's rent policy be approved; and that;
- (viii) The Board of Berneslai Homes be authorised to vary any of the approved core capital schemes subject to a maximum variation on existing budgets of £250,000, with variations above this amount carried out in agreement with the Executive Director Place and the Cabinet Spokesperson for Place.

3. Introduction

- 3.1 This reports sets out the proposed 2018/19 HRA draft budget and the 2018/23 Housing Capital Investment Programme. At section 3.5-3.9 the five year financial forecast is shown highlighting the key pressures facing the HRA over the next five years.

Rent Policy

- 3.2 On the 8th July 2015 the Government made a surprise announcement to reduce social housing rents by 1% per annum for the next four years from 2016/17. Rent income forecasts had been previously based upon a rent increase formula of CPI plus 1%. In 2016/17 this amounted to a loss of income of £3.4M rising to £13.2M by 2020/21.
- 3.3 In September 2017 the Government confirmed that rents from 2020/21 would increase by CPI plus 1% for a five year period, this has been factored into the rent income forecasts.
- 3.4 The 1% rent decrease leads to an average rent decrease of £0.79p per week for 2018/19. All new lets, new build, acquisition and extended properties will be let at target rent.

Five Year Forecast

- 3.5 The table below compares the savings requirements reported in last year's business plan to those currently forecast. After funding the developments summarised in section 3.10-3.20 £0.504M is required from the HRA unallocated working balance.

	2018/19 £M	2019/20 £M	2020/21 £M	2021/22 £M	2022/23 £M
Savings Required Jan 17	1.493	4.333	4.520	4.255	5.013
Major Changes:					
Rental Income	-0.414	-0.612	-0.833	-1.087	-1.243
Management Costs	-0.462	-0.562	-0.661	-0.763	-0.870
Repairs	0.240	0.134	0.038	0.016	-0.051
Bad Debts	-1.043	0.020	0.025	0.731	0.025
Interest Charges	-0.092	-0.051	0.332	0.451	0.385
Transfer to Capital Prog	-0.264	-0.379	-0.526	-0.744	-1.064
Budget Developments	1.051	0.227	0.232	0.515	0.241
Other (net)	0.000	0.020	0.010	0.034	-0.087
Savings Required	-	3.130	3.137	3.407	2.349
Working Balance Requirement	0.504	-	-	-	-

- 3.6 The reasons for the key variation in the 2018/19 financial forecasts shown in the table above are summarised below:
- Rental income – Higher average stock number forecasts due to lower predicted Right to Buy sales.
 - Management costs – Lower management fee due to incorporation of savings identified from a zero based budget review
 - Repairs – Higher inflation rate applied (3%)
 - Bad debts – Delays in the roll out nationally of Universal Credit
 - Interest charges – lower interest rate assumptions on variable rate loans
 - Transfer to capital programme –Reduced resource requirement based upon the capital requirements in the 30 year capital plan.
- 3.7 It should be noted that significant savings still required from 2019/20 onwards.
- 3.8 A remodelled service offer is being developed to achieve the required savings in future years. The outcome of the service reviews and calls upon HRA reserves may also impact upon the level of future savings requirements.
- 3.9 A summary of the draft 2018/19 budget is included at Appendix A and the main variations are included at Appendix B.

Development Proposals

- 3.10 Appendix C summarises the development proposals showing a net cost to the HRA of £1.051M in 2018/19.
- 3.11 Three out of the four proposals are in relation to Health and Safety/Regulatory Compliance. The proposed developments are detailed below:

Domestic Electrical Testing

- 3.12 General domestic electrical tests are not statutory but are recommended as good practice by the Electrical Safety Council and undertaken by the majority of social housing providers. The current regime does not give full evidenced assurance that every domestic electrical system has had an electrical test. Increasingly housing providers are being asked by the Home and Communities Agency as regulator to provide assurance that health and safety requirements can be evidenced.
- 3.13 The proposal is to introduce periodic electrical testing on a ten year cyclical programme covering 100% of the stock. The current testing regime includes voids, decent homes work, new installation and covers approximately 85% of the stock.
- 3.14 In 2018/19 it is anticipated that first year inspection costs covering 3,000 properties would cost £0.450M with £0.250M potential additional repairs arising from the inspections. In subsequent years testing costs would amount to around £0.150M for tests on 1,000 dwellings per year. Additional resources are required to establish monitoring systems costing £0.097M, it is proposed that this is funded from Berneslai Homes reserves.

Domestic Legionella Risk Assessments

- 3.15 Currently risk assessments are carried out for our commercial properties but there is no provision for a legionella risk assessment of our domestic properties. The Health and Safety Executive has updated legislation to now include a responsibility for smaller water systems in domestic properties to be risk assessed.
- 3.16 In 2018/19 it is estimated that a full risk assessment which consists of a full physical inspection of all the housing stock will cost £0.278M. It is proposed that every three years the risk assessments are repeated at the same cost. Additional resources are required to establish monitoring systems costing £0.066M, it is proposed that this is funded from Berneslai Homes reserves.

Person Centred Fire Risk Assessments

- 3.17 In the summer of 2017 the National Fire Chiefs Council published new guidance on Fire Safety in Specialised Housing. Landlords are expected to take account of this guidance which is intended to assist with Fire Safety Order compliance. The guidance is designed to cover properties in which the fire safety design of the building supports a stay put strategy.
- 3.18 In order to comply with this guidance it is proposed to develop and adopt a person centred fire risk assessment approach in the 11 Independent Living (Under one roof former sheltered housing scheme) and the 3 medium rise block of flats on Sheffield Road (Britannia, Buckley and Albion) which have a stay put policy. In total this covers approximately 1000 properties. The additional duties applying to the Sheffield Road flats cannot be contained within existing resources of the team. The increased staffing costs equates to £0.016M per annum.
- 3.19 Following the Grenfell Tower Tragedy in June 2017, fire safety compliance checks were carried out on the three Sheffield Road storey block of flats. The flats are of different construction to Grenfell Tower and are not over clad. The checks gave assurance on the fire safety measures in place. As yet the Grenfell Tower public enquiry is still some way off making recommendations, but the scale of the tragedy will inevitably lead to far reaching recommendations. These may include the installation of fire suppression systems in buildings of certain types or where more vulnerable tenants live and the level of the recommendations may have an impact on future spending priorities and savings required from other HRA budget headings. Thus far working closely with the South Yorkshire Fire Service we have prioritised independent living schemes for fire suppression systems. Seven of these have or are in the process of having systems fitted and this has been supported by grant from the Fire Service.

Mental Health Support Workers

- 3.20 A successful mental health pilot scheme has been in operation since September 2016. It is proposed that this support is now embedded into core services.
- 3.21 The support makes provision for early help to vulnerable customers with mental health support needs and is supportive of the Borough's All Age Early Help Strategy. This will assist tenants to maintain and sustain their tenancy, avoiding escalation pressures and costs on in-house and partner agencies. The cost of this proposal is £0.057M per annum.

2018/19 Key Budget Assumptions

- 3.22 A number of assumptions have been built into the 2018-19 budget, the key areas are summarised below:
- Average housing stock of 18,420 dwellings
 - No requirement for new external borrowing
 - 1.5% of rent income for the bad debt provision
 - 1.0% rent loss due to voids
 - 3.0% inflation applied to repairs expenditure

- 3.23 The HRA borrowing cap is £301M, the estimated level of debt at the start of 2018/19 is £272M, giving a borrowing headroom of £29M. The current interest charges are based upon the existing level of debt any further borrowing will increase these charges in the HRA.

Available HRA Working Balances

- 3.24 The table below summarises the latest HRA working balance position and forecast spend of the earmarkings in the 2017/19 period.

	Latest Position £M	Spend 17/18 £M	Spend 18/19 £M	Balance 31/03/19 £M
HRA Working Balance *	44.7			
<u>Earmarked For:</u>				
i) Capital Programme Commitments	13.6	4.3	9.2	0.1
ii) HRA Reserve Fund	14.3	0.3	4.8	9.2
iii) Welfare Reform	3.0	0.0	0.0	3.0
iv) Sale of High Value Voids	2.5	0.0	0.0	2.5
v) New Build Bungalows *	2.4	0.8	1.6	0.0
vi) Budget Development Proposals	0.5	0.0	0.5	0.0
vii) General Contingency/Minimum Working Balance	3.5	0.0	0.0	3.5
viii) Unallocated	4.9	0.0	0.0	4.9
iv) Total	44.7	5.4	16.1	23.2

**Includes budget surplus allocated to new build bungalows in the 17/18 budget process*

- 3.25 The welfare reform earmarking is reviewed on an annual basis and will be released in later years subject to the impact of the full roll out of Universal Credit.
- 3.26 The £4.9M unallocated balance is due to the 2016/17 underspend on the HRA (£3.4M), release of an earmarked sum for impairment (£2M) partially offset by a funding requirement for 2018/19 development proposals (£0.5M). Revised statutory determinations in relation to the accounting treatment of impairment have been released which means the impairment earmarking in the working balance is no longer required.
- 3.27 The general contingency is set at 5% of the rent income budget, this is the minimum working balance.
- 3.28 The enforced sale of high value voids is a risk to the HRA as outlined at sections 11.11-11.12 and the Government's intentions regarding scale and timescales are still not clear. The position will be monitored on an ongoing basis and the earmarked resources will be released to support other priorities if no longer required.

Available Berneslai Homes Working Balances

- 3.29 The table below summarises the Berneslai Homes working balance position.

	£M
Berneslai Homes Working Balance at 31 st March 2017	11.04
Earmarked For:	
i) Modernisation	1.61
ii) Regulatory Compliance	0.16
iii) General Contingency (5% of turnover)	1.75
iv) Unallocated	7.52

Strategic Use of Unallocated Balances

- 3.30 The total unallocated balance across the HRA (£4.9M) and Berneslai Homes Ltd (£7.5) is £12.4M.
- 3.31 The identified strategic priorities are a sum of £1.5m over a three year period from the unallocated balances to assist with the Council's strategy of reducing the number of long term empty homes. The remaining unallocated balance is to be used to support site acquisitions, strategic residential developments, and improvements to poor quality private sector housing. Together with meeting key Council priorities arising through the Homelessness Reduction Act.
- 3.32 The 2017 Autumn Budget Statement shows a commitment to future housing growth, supporting 300,000 new homes a year by the mid 2020's and investing £44bn across the sector in housebuilding in capital funding, loans and guarantees. There may also be opportunities for the Council to get additional funding from the £2.7bn housing infrastructure fund and £1.1bn announced for unlocking strategic sites. In addition the budget statement makes reference to lifting borrowing caps in "high-demand areas" and we will await the detail on this statement

Service Charge Increases/Decreases

- 3.33 It is proposed that the communal facilities charge for those in housing for Independent living schemes should increase from £6.96 per week to £7.05 over 48 weeks in line with projected actual costs of the services provided.
- 3.34 There are 33 existing new build properties with shared facilities for which service charges are levied. It is proposed to levy the weekly charges in line with estimated actual costs, the individual scheme costs are shown in Appendix E.
- 3.35 The current charge for district heating is 9.5p per kilowatt hour. Based upon actual costs incurred it proposed that there is no change to this charge in 2018/19.

2018/23 Council Housing Investment Programme

- 3.36 Cabinet previously approved a five year Council Housing Capital Investment Programme 2017-22 (Cab.11.1.2017/9). Moving forward a year this report sets out the proposed investment programme for 2022/23.
- 3.37 The proposed 2018-23 Council Housing Investment Programme totals £137.886M. The aim of the core investment programme is to maintain the council housing stock in Barnsley at decency standards as determined by the Homes and Communities Agency Home Standard which is a regulatory requirement for all local authorities. This is the Barnsley Homes Standard and Appendix D details the five year programme and the resources available for investment.
- 3.38 The 2018-23 Barnsley Homes Standard (BHS) budget is kept at a level to keep properties from falling into non decency. This programme targets those properties where, through the passage of time, elements such as kitchens; bathrooms; heating systems; windows and external doors are worn out and need replacing. Investment in the council housing stock ensures properties remain lettable and the rental income ensures the viability of the HRA.
- 3.39 The five year programme also includes the main non Barnsley Homes standard budgets including planned replacement items, major adaptations and structural extensive works.
- 3.40 The programme includes funding for new build and acquisition schemes to support the Council's priority of housing and economic growth and providing affordable rented housing. In 2016/17 savings totalling £14.3M were identified within the Council Housing capital programme (£9.3M) and from a review of the HRA working balances (£5M) to support this area.
- 3.41 Additional budgets for new build targeted at older persons and vulnerable adults and individual acquisition purchases (including right of refusal on right to buys and long term empty homes) are also part of the HRA added value investment.

- 3.42 The proposed investment in acquisitions and new build will enable the Council to utilise its '1-4-1' receipts generated from the sale of Council dwellings through 'Right to Buy (RTB)'. These receipts can be used to invest in eligible new build schemes and acquisitions but must be spent within 3 years or be returned back to the Government. In addition the 1-4-1 contribution can only represent 30% of the total cost of the investment, the other 70% is required from other HRA capital resources and cannot be match funded with any other government grant.
- 3.43 Investment in further New Build and acquisitions helps to offset the stock loss and subsequent rent income loss from sales through RTB's, helping the sustainability of the HRA.

Management Fee

- 3.44 Berneslai Homes challenges itself each year to identify savings and efficiencies to enable inflationary and other cost pressures (e.g. pay awards, pensions increases, impact on rents team of welfare reform) to be contained. This is demonstrated by the agreed budget for the Management Fee over the last 4 years as shown below:-

2014/15 Management Fee £13.775M
 2015/16 Management Fee £13.946M
 2016/17 Management Fee £13.946M
 2017/18 Management Fee £13.937M
 2018/19 Management Fee £13.840M (proposed)

During 2017/18 Berneslai Homes has undertaken a zero based budget review, which identified management fee savings shown in the table below.

- 3.45 The proposed Berneslai Homes Management Fee for 2018/19 is detailed below.

	£
Original Management Fee 2017/18	13,936,570
<u>Variations</u>	
Salaries (pay award 1%)	57,390
Insurance Premium Increase	40,000
Zero Based Budget Review	-291,330
Other	24,360
Total Variations	-169,580
Updated Management Fee (Before Development Proposals)	13,766,990
Development Proposals (per Appendix C)	73,110
Proposed Management Fee 2018/19	13,840,100

4. Consideration of alternative approaches

- 4.1 The budget has been developed with the aim of ensuring wherever possible that existing approved policies and support of corporate strategies can continue to be delivered. From the many alternative approaches available the package of proposals in this report is considered to best achieve this intention.

5. Proposal and justification

- 5.1 It is proposed that individual dwelling rents be decreased in line with the Government's rent policy. In addition it is proposed that the use of Unallocated Working Balances as set outlined in 3.30-3.31 be approved and that the proposed developments as set out in sections 3.10-3.21 & Appendix C be approved. It is proposed that the 2018-23 capital programme (Appendix D) is approved. The programme is affordable over the five year period and consistent with the Council's approved Housing Strategy.

6. Implications for local people / service users

- 6.1 The effective management of the HRA helps to consistently drive forward service improvements for the benefit of both council tenants and the wider community, and ensure investment and maintenance in council housing.
- 6.2 The capital programme is designed to meet decency standards and has aspects within it to help reduce fuel poverty and to maximise opportunities to invest in affordable warmth initiatives. The major adaptations budget also supports the continued independent living of vulnerable people.

7. Financial implications

- 7.1 In total these proposals will maintain the minimum working balance at the required level of £3.5M.
- 7.2 The total cost of the 2018/23 capital programme is £137.886M and is affordable over this five year period.

8. Employee implications

- 8.1 Any employee implications will be addressed as detailed scheme proposals are developed and approved.

9. Communications implications

- 9.1 A joint press release will be issued. Berneslai Homes will continue to communicate directly with those tenants who will be directly affected by proposed capital works in a timely manner.

10. Consultations

- 10.1 Discussions have taken place with the Director –Finance, Property & Information Services and the Executive Director – Place.
- 10.2 Consultations with local members on the Barnsley Homes Standard and on any other major capital schemes in their area will continue to take place.
- 10.3 Consultations on the Council Housing Capital Investment Programme have and will continue to take place with BMBC Planning and Highways, Legal Services, Internal Audit and NPS Barnsley where appropriate.

11. Risk management issues

- 11.1 In preparing the draft budget for 2018/19 a number of risks have been identified which will require attention during the financial year. Risks have been identified where they would have a significant impact on the ability of the Council and Berneslai Homes to achieve the stated objectives and to ensure a balanced budget at the year-end.

(1) Welfare Reform

- 11.2 Rent collection rates in the first 6 months of 2017/18 continue to remain strong at 98.11% compared to 98.27% at the same point of time last year. This can be attributed to the excellent efforts in the rent collection team, their flexible approach in supporting tenants to downsize in order to reduce their financial commitments and the team being proactive in helping tenants to claim grants and benefits including discretionary housing payments.
- 11.3 Welfare Reform continues to be a major risk to the HRA Business Plan, in particular the reduced benefit cap implemented from November 2016 and, the full roll out of the digital Universal Credit (UC) service which went fully live in Barnsley in September 2017. In September 2016 Berneslai Homes were aware of 103 tenants who were in receipt of UC. By the end of September 2017 this had risen to 238 tenants with 79% of them being in rent arrears totalling £99,890.
- 11.4 In October this year the government dropped plans to cap housing benefit in the social housing sector at Local Housing Allowance (LHA) rates. The LHA caps which had been due to be introduced in April 2019 could have left tenants with a shortfall between housing benefits and rents due increasing the risk to rent collection levels.
- 11.5 The 2017 autumn budget statement has announced that the seven-day initial waiting period for processing of Universal Credit claims is to be scrapped. Therefore potentially this will have a positive impact on rent collection rates.
- 11.6 The annual provision for Bad Debts within the HRA Business Plan has been reviewed in light of the delays in the roll out of Universal Credit. The budget has been set at 1.5% of rental income in 2018/19 rising to 3% in 2019/20 to 2021/22 reducing to 2% thereafter. This reflects the impact of the roll out of Universal Credit and a return to more normal levels after.

(2) Treasury Management

- 11.7 With the introduction of self financing the HRA exposure to treasury management risk has significantly increased as the protection from increased interest rates provided by the previous Housing subsidy system has ceased. The Council's approach to managing treasury management risk is set out in the Treasury Management Strategy agreed annually as part of the budget process. The types of risk which are most relevant to the HRA are interest rate risk and refinancing risk.
- 11.8 In the 2018/19 budget variable rate loans previously included at 2% have been reduced to 1.5% rising to 2.0% in 2019/20. This does increase the interest rate risk and will need to be monitored closely.

(3) Right to Buy

- 11.9 The level of sales through the 'Right to Buy' is greater following Government changes which have made the scheme more attractive through increases to the amount of discount which tenants receive. The actual sales for 2016/17 were 198 compared to 40 sales in 2011/12. The estimate for 2017/18 is 200 and 2018/19 is 215. The first call against the receipt from each **additional** sale is to meet the debt for that property taken on under the self financing regime. Yet increased sales through 'Right to Buy' still places a burden on the 30 year plan due to the loss of economies of scale, difficulties in downsizing to match new lower income levels and potential restructuring costs. Maintaining stock levels by taking advantage of acquisition and new build opportunities will mitigate against this risk and provide homes for people in housing need.

(4) 1-4-1 Receipts

- 11.10 1-4-1 receipts are generated from the sale of Council dwellings through Right to Buy (RTB) sales. 1-4-1 receipts can be used to invest in eligible new build schemes and acquisitions but can only represent 30% of the total cost of a scheme, 70% is required from the HRA Reserves Fund. If RTB numbers increase the amount of 1-4-1 receipts increases requiring further match funding. 1-4-1 receipts are returned to the Government if they are not spent within 3 years of receipt.

(5) High Value Sales

- 11.11 The Housing and Planning Act 2016 introduced the 'Right to Buy' for Housing Association tenants. To fund this scheme and compensate Housing Associations for the loss of their housing stock the government plans to introduce an annual levy on Local Authority HRA's. The levy is payable regardless of any high value stock actually becoming vacant or being sold.
- 11.12 In 2015/16 HRA final accounts report (cab.15.6.2016/9) approval was given to earmark savings to mitigate against the impact of the Sale of High Value Voids avoiding the need to sell around 30 dwellings. The date of implementation of the levy and the scale of the levy are still unknown.

12. **Glossary**

Strategic Plan - This document sets out Berneslai Homes' priorities, planned outputs and targets for the coming year and is agreed with the Council.

HRA – Housing Revenue Account

Working Balance - The accumulated surplus (excess of income over expenditure) on the Housing Revenue Account

Earmarked Working Balance - Working Balance which is set aside to meet planned future expenditure

Unallocated Working Balance - Working balance which is not set aside and is potentially available to fund priority additional expenditure items

PRIP - Property Repairs and Improvement Partnership

MRR - Depreciation Charges to the HRA are transferred to the Major Repairs Reserve pending their use to fund capital schemes

Impairment Charges - these are made to reflect reductions in the value of assets due to changes in the physical condition of the property over and above normal wear and tear and reductions due to changes in market conditions. These charges can first be made against the revaluation reserve of the asset (if one exists). Charges in excess of the revaluation reserve have to be made to the income and expenditure statement.

13. **List of appendices**

Appendix A - Housing Revenue Account Draft Budget 2018/19

Appendix B - Major Variations

Appendix C - Development Proposals

Appendix D - Housing Capital Investment Programme 2018-23

Appendix E - Proposed 2018-19 Service Charge Increases

14. **Background papers**

14.1 Welfare and Work Act 2016

14.2 Housing and Planning Act 2016

14.3 Budget working papers containing exempt information - not available for inspection.

Officer Contact: Service Director-Finance (S151)

Tel No: 773101

Executive Director – Place

Tel No: 772001

Date December 2017

Housing Revenue Account - Draft Budget 2018/19

	2017/18 Original £	2018/19 Draft £
<u>INCOME</u>		
1 Dwellings Rent	69,843,580	68,890,540
2 Non Dwellings Rents	371,480	360,560
3 Heating Charges	574,780	524,780
4 Other Charges for Services and Facilities	471,060	464,950
5 Contributions towards Expenditure	927,720	1,107,220
	72,188,620	71,348,050
<u>EXPENDITURE</u>		
6 Repairs and Maintenance (including fees)	18,294,990	18,811,460
7 Supervision, Management & Special Services	2,737,070	2,667,290
8 Management Fee	13,875,060	13,705,270
9 Rents, Rates, Taxes and Other Charges	201,300	246,250
10 Increased Provision for Doubtful Debts	1,047,650	1,033,360
11 Depreciation & Impairment of Fixed Assets	12,027,970	14,456,800
12 Debt Management Costs	94,580	96,000
	48,278,620	51,016,430
13 Net Cost of Services	-23,910,000	-20,331,620
14 Interest Payable and similar charges	10,635,600	10,629,720
15 Amortised Premiums and Discounts	77,570	77,570
16 Investment Income	-107,230	-89,280
17 Net Operating Expenditure	-13,304,060	-9,713,610
Appropriations		
18 Transfer to/from Major Repairs Reserve	8,907,170	6,870,380
19 Revenue Contribution to Capital	7,819,640	15,809,200
20 Debt Repayment	2,028,530	2,109,680
21 Base Budget	5,451,280	15,075,650
22 Use of (-) / Contribution to Working Balance	-7,819,640	-16,126,260
23 Set Aside for Additional New Build	2,368,360	0
24 2018/19 Development Proposals-Management Fee		73,110
25 2018/19 Development Proposals - Repairs		977,500
26 Surplus (-) /Deficit to be Financed	0	0

Housing Revenue Account - Draft Budget 2018/19

ITEM	£	£
1 2017/18 BUDGET		5,451,280
2 ADD VARIATIONS		
3 Increase in Revenue Contribution to Capital	7,989,560	
4 1% Rent Decrease	953,040	
5 Increase in the transfer to the major repairs reserve re depreciation in line with the Self Financing Settlement	354,020	
6 Debt Repayment in line with approved Council Debt Repayment Policy	81,150	
7 Repairs & Maintenance 3% inflation	383,970	
8 Decrease in Management Fee	-169,790	
9 Increase in NPS Fees - PRIP Tender Costs	130,000	
10 Other Variations	-97,580	
11 TOTAL VARIATIONS		9,624,370
12 2018/19 DRAFT BASE BUDGET		15,075,650

Housing Revenue Account - Draft Budget 2018/19

<u>DEVELOPMENT PROPOSALS</u>		2018/19 Expenditure £	Full Year Effect £
<u>HRA</u>			
1	Domestic Electrical Testing	700,000	150,000
2	Domestic Legionella Risk Assessments *	277,500	277,500
3	Sub-Total	977,500	427,500
Berneslai Homes Management Fee			
3	Person Centered Fire Risk Assessments	16,340	16,340
4	Mental Health Support Workers	56,770	56,770
5	Sub-Total	73,110	73,110
6	Net Cost to HRA	1,050,610	500,610

* It is proposed that the risk assessments are carried out every 3 years

Housing Capital Investment Programme 2018-23

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
	£M	£M	£M	£M	£M	£M
Expenditure:						
Core Programme:						
1 Barnsley Homes Standard	18.178	13.954	14.176	18.368	15.237	79.913
2 Heating Works	1.258	1.070	1.097	1.124	1.146	5.695
3 Replacement Items	1.526	1.539	1.587	1.636	1.669	7.957
4 Major Adaptations	2.040	2.007	2.097	2.150	2.193	10.487
5 Structural Extensive Works	1.650	1.686	1.785	1.758	1.793	8.672
6 Other	0.823	0.514	0.526	0.538	0.548	2.949
Added Value Investment:						
7 Housing Reserve Fund	4.830	4.900	3.894	0.000	0.000	13.624
8 New Build	3.554	0.556	0.000	0.000	0.000	4.110
9 Acquisitions	2.873	1.163	0.443	0.000	0.000	4.479
10 Total Expenditure	36.732	27.389	25.605	25.574	22.586	137.886
Resources:						
12 Major Repairs Reserve	19.043	19.877	20.372	24.662	21.670	105.624
13 Capital Receipts	0.689	0.702	0.702	0.714	0.714	3.521
14 1-4-1 Capital Receipts	1.163	1.163	0.443	0.000	0.000	2.769
15 Revenue Contribution to Capital *	10.979	0.729	0.194	0.198	0.202	12.302
16 HRA Reserve Funding	4.830	4.900	3.894	0.000	0.000	13.624
18 Other	0.028	0.018	0.000	0.000	0.000	0.046
19 Total Resources	36.732	27.389	25.605	25.574	22.586	137.886

Proposed 2018/19 New Build Service Charges

Location	Current Charge £	Proposed Charge £
Vernon Crescent	2.70	2.51
Lidgett Close	6.02	6.33
Halifax Street	4.53	4.78
Roy Kilner Road	2.66	2.22
Huddersfield Road – Flat 1	0.93	0.58
39 Huddersfield Road Flats 2-5	1.17	0.58

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Executive
Director (Core Services)**

CABINET – 10th January 2018

STRATEGIC RISK REGISTER – Full Review

1. Purpose of the Report

- 1.1 The Strategic Risk Register (SRR) contains those high level risks which are considered to be significant potential obstacles to the overall achievement of the Council's corporate objectives.
- 1.2 Like all risk registers, it is important that the SRR remains up to date and is reviewed regularly in order to accurately reflect the most significant risks to the achievement of corporate objectives and facilitate timely and effective mitigations of those risks.
- 1.3 Following a review of the SRR in March 2017, a further review of the SRR was undertaken in October 2017. The outcomes of that review are detailed in the body of this report.

2. Recommendation

2.1 It is recommended that:

- i. **Cabinet confirms that the high level strategic risks articulated within the SRR fully reflect the current position of the Council; and,**
- ii. **Cabinet considers the content of this report, and continues to commit to support the Corporate Risk Management process and the embedding of a Risk Management culture within the organisation.**

3. Introduction and Background

- 3.1 The Introduction and background to the SRR is now included as Appendix One to this report. This details:
 - The context of the SRR in relation to the broader governance arrangements in place;
 - The importance of the SRR in relation to embedding Risk Management within the Council;
 - The management of the SRR;
 - The content of the SRR; and,
 - The review process to ensure the SRR remains a vibrant and dynamic document;

4. Risk Profile

- 4.1 The table below sets out the distribution of the SRR risks across the six concern rating classifications:

Risk Concern Rating	Number of Risks (as at Oct 2017)	Percentage (as at March 2017)	Number of Risks (as at March 2017)	Percentage (as at March 2017)	Number of Risks (as at Oct 2016)	Percentage (as at Oct 2016)
1	1	5%	0	0%	0	0%
2	3	15%	3	16%	4	20%
3	6	30%	5	26%	6	30%
4	8	40%	9	47%	9	45%
5	2	10%	2	11%	1	5%
6	0	0%	0	0%	0	0%
Total	20	100%	19	100%	20	100%

4.2 The total number of risks logged in the SRR has increased by one since the last review in March 2017 (risk 4103 – Waste PFI – Insurance Risk) which has been added to the SRR following its escalation from the operational risk register for BU6 (Environment and Transport).

4.3 Details of the average risk category score for the SRR, from the ‘zero-based’ review in March 2013 are detailed below:

	Period									
	Mar 2013	Oct 2013	Feb 2014	Sept 2014	Feb 2015	Oct 2015	Mar 2016	Oct 2016	Mar 2017	Oct 2017
Average Risk Concern Rating	3.70 →	3.47 ↓	3.47 →	3.35 ↓	3.5 ↑	3.47 ↓	3.37 ↓	3.35 ↓	3.52 ↑	3.45 ↓

4.4 The slight variance in the average concern rating is directly attributable to the inclusion of risk 4103, allied to the changes to risk 3794, detailed in section 5.3.2 of this report.

5. Outcomes of the October 2017 Review

5.1 Significant / ‘Red’ Risks:

5.1.1 Risk 3026: Failure to achieve a reduction in health inequalities within the Borough:

Risk:	Risk Owner:
Risk 3026 – Failure to achieve a reduction in health inequalities within the Borough.	Director of Public Health
Consequences:	
Health inequalities persist. Life expectancy in Barnsley remains well below the national average. Such health inequalities challenge not just the health and social care services but every one interested in the future prosperity and well-being of the borough. <i>For more information, see Appendix Five.</i>	

As per previous reports, this risk is currently logged as having a ‘Concern Rating’ of 2. It is important to note that despite this risk having been allocated a ‘red’ concern rating, it is recognised that population based outcome measures are often slow and difficult to change.

5.1.2 Risk 3792: Failure to be prepared to assist in the event of an emergency resilience event in the region:

Risk:	Risk Owner:
Risk 3792 – Failure to be prepared to assist in the event of an emergency resilience event in the region.	Director, Core Services
Consequences:	
Recent emergencies relating to industrial actions and flooding proves there is still an inappropriate reliance on the increasingly limited resources of the HS&ERS to manage and lead on the management of emergency events. <i>For more information see Appendix Five.</i>	

- 5.1.3 Risk 3793: Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident:

Risk:	Risk Owner:
Risk 3793 – Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident	Director, Core Services
Consequences:	
In the event of a business continuity threat the Council will be unable to recover in an effective manner resulting in lost time and resources. Inability for customers to be able to access services and a lack of access to IT systems to enable employees to undertake their duties effectively. <i>For more information see Appendix Five.</i>	

- 5.1.4 Risk 4103 – Waste PFI – Insurance Risk:

Risk:	Risk Owner:
Risk 4103 – Waste PFI – Insurance Risk	Director, Place
Consequences:	
Increased insurance premiums applied to Waste PFI Operators are passed back to the Partnership. This in turn would pressure on the MTFs as currently no additional finance is available to fund any increase experienced by the Waste PFI Operator. Possible exposure to the Partnership of around £1.5m. <i>For more information see Appendix Five.</i>	

5.2 New / Emerging Risks:

- 5.2.1 There is one new risk logged on the SRR, detailed in section 5.1.4 of this report.

- 5.2.2 During discussions with the Service Director (Financial Services and S151 Officer), the Executive Director, Core Services, the Executive Director, Place and the Service Director (Economic Regeneration) it was agreed to consider the implications of the Councils Town Centre development (the 'Glassworks' project) in terms of its significant financial and reputational implications for the Council. It is likely this matter will be further explored during late 2017, with a new risk being included in the next iteration of the register.

5.3 Other Material Changes:

- 5.3.1 There are no risks logged on the SRR that have improved since the last review in March 2017.

- 5.3.2 Risk 3794 ('Failure to influence the governance arrangements underpinning and controlling the emerging City Region Deal Devolution Deal enable an appropriate blend of risk and reward for the Council) was concern rating '4', and is now logged with a concern rating '3. This reflects developments with regard to the Devolution Deal for Barnsley and South Yorkshire. The risk title / description have also been revised to reflect the current situation regarding regional devolution:

‘Failure to ensure the Council is able to develop governance arrangements that allow for risks and rewards relating to devolution and devolved authority to be properly explored and assessed to allow for assurances to be provided to stakeholders and other interested parties that appropriate benefits are being offered and realised from the devolution deal that improve Barnsley borough and the wider region’

- 5.3.3 Details of all SRR risk concern ratings, including a direction of travel indicator to provide details of the ‘trend’ of the SRR risk profile are included as Appendix Two to this report.

5.4 Risk Mitigation Actions

- 5.4.1 The following risk mitigation actions have been logged as being ‘red’:

- 5.4.2 Risk 3792: Failure to be prepared to assist in the event of an emergency resilience event in the region:

Risk:	Risk Owner:
Risk 3792 – Failure to be prepared to assist in the event of an emergency resilience event in the region.	Director, Core Services
Mitigation:	
Await feedback from SD BU6 following analysis of Community Flood Plans by Head of H&S – outstanding due to structural changes within BU6 – Darton and Darfield Bridge Flood Plan completed, other Area Plans outstanding	

- 5.4.3 Appendix Three details the completed risk mitigation actions following the October 2017 review.

- 5.4.4 Appendix Four details those risk mitigation actions that are new following the October 2017 review.

6. **Other Significant Changes to the SRR**

- 6.1 Other significant changes to the SRR have been highlighted in bold text, and included within Appendix Five of this report.

7. **Assurance**

- 7.1 This report and the SRR (which is attached to this report as Appendix Five) itself will be submitted to the Audit Committee at their meeting of 6th December 2017, in order to provide assurances that these significant risks are being managed appropriately.

- 7.2 The Audit Committee have expressed a clear interest in receiving assurance from Cabinet that appropriate challenge and scrutiny of corporate risk management arrangements take place, and engagement with significant risks through reports on the SRR will be a key source of assurance. The Audit Committee will be informed of the outcomes of Cabinet’s consideration of the SRR.

8. **Future Review of the SRR**

- 8.1 Future review of the SRR are now programmed with other governance related reports such as those relating to Corporate Finance and Performance Management in order for Cabinet to receive and consider these governance related reports as a broad suite of documents.

9. Delivering Corporate Plan Ambitions

- 9.1 The SRR lists those significant risks which could impact upon the delivery of the Council's priorities and objectives, as set out in the Council's Corporate Plan. Risks within the SRR are directly linked to the Corporate Plan in order to ensure that the register is focused upon those risks which are considered to be significant potential obstacles to the achievement of corporate objectives.

10. Risk Management Issues

- 10.1 The report focuses on the further development of the SRR and the contribution this will make to the embedding of a risk management culture throughout the Council.
- 10.2 Failure to develop the SRR will present a significant risk to the successful implementation of the required Risk Management culture within the Council.

11. Financial Implications

- 11.1 There are no specific financial implications arising directly from this report, although there is often a cost in taking (or not taking) specific action that was identified through the risk management process. Most individual Cabinet Reports have financial implications and so the application of good risk management practices is vital to ensure the most effective use of resources.

12. Appendices

Appendix One:	SRR Introduction and Background
Appendix Two:	Direction of Travel / Trend Report
Appendix Three:	Completed Risk Mitigation Actions
Appendix Four:	New Risk Mitigation Actions
Appendix Five:	Full SRR as at October 2017

13. Background Papers

- 13.1 Various papers and electronic files and risk registers are available for inspection at the Westgate Plaza One offices of the Council.

Contact Officer: Risk and Governance Manager **Telephone:** 01226 77 3119

Appendix One: SRR Introduction and Background

1. Introduction

- 1.1 The embedding of a culture where Risk Management is considered a part of normal business process is crucial to the delivery of the Risk Management Policy and Strategy and the implementation of good governance arrangements.
- 1.2 A robust and dynamic SRR sets the culture and tone for Risk Management across and throughout the Council. The engagement of the Senior Management Team (SMT) in the Risk Management process through their ownership and review of the SRR demonstrates a strong commitment to lead and champion Risk Management 'from the top' and to further reinforce the continuing development of a Risk Management culture.
- 1.3 The risks in the SRR are owned by SMT, with the management of individual risks being allocated to a Risk Manager (a member of SMT) and measures to mitigate risks allocated to Risk Mitigation Action Managers (being those senior managers best placed to take responsibility to drive the implementation of those actions).
- 1.4 SMT is also responsible for ensuring that the SRR continues to express those high level risks which have a significant bearing upon the overall achievement of corporate objectives and that they are being appropriately managed.
- 1.5 In order to provide assurances that the SRR is being appropriately managed, reviews of the register are facilitated by the Risk and Governance Manager on a six monthly cycle. The results of these reviews are then presented to the Council's Directorate Risk Champions, and reported to SMT for further consideration and challenge. The outcomes of these processes are then reported to the Audit Committee, and subsequently, Cabinet.
- 1.6 This report provides a summary to Cabinet of the recent review, and highlights specific issues and actions for consideration. This ensures Senior Elected Members are aware of the SRR and can contribute to its development. The consideration of the SRR by Cabinet also contributes towards the role of Elected Members in assisting in the development of strategy and contributing to the identification of high level strategic risks, rather than simply monitoring the management of the Risk Management process.

2. Background and Context to the March 2016 Review

- 2.1 The review that has recently been completed is the fifth review of the SRR, which was significantly refreshed, following a 'zero-based' review of the SRR in March 2013.
- 2.2 The current review included:
 - **Consideration of the current expression of the Risk:**
Risk Owners are encouraged to consider risks in terms of Event > Consequence > Impact, and these are logged within the 'Risk Title' and 'Risk Consequences' fields.
 - **Consideration of links between Corporate Priorities, Outcomes and Risks:**
Each Risk is clearly linked to a Corporate Priority, and these are logged in the 'Priority' field.

Clear links between Corporate Outcomes and Risks have been identified and logged in the 'Existing Control Measures' field, to demonstrate the relevance of risks to the Council's performance management framework.

▪ **Consideration of the level of 'Concern' for each Risk:**

Clearly, all risks logged in the SRR are significant. A 'traditional' quantitative risk assessment of all SRR risks has been undertaken, and all of the risks logged in the SRR have been assessed as being 'red' due to their high rating in terms of probability and / or impact.

Whilst risk mitigation actions are in place, and efforts are being made to ensure the intended benefits of such risk mitigation actions are realised, the actual positive impact of these mitigations can often be hard to express in terms of the risk assessment itself, and ultimately, what are contextually small positive impacts on such significant risks may simply result in the *maintenance* of the assessment, rather than actually *improving* it.

As part of the 'zero-based' review of the SRR in March 2013, the use of a 'Concern Rating' was implemented. This qualitative assessment gives the Risk Owner, or SMT collectively, the opportunity to consider the following dynamic elements of the risks, rather than focusing on the traditional probability and impact based assessments:

Concern Rating	Description
1 - Red	Little confidence the Risk can be improved; Unachievable Objective; Difficult to Influence; or, Out of Tolerance.
2 - Red	Concern is between Rating 1 and Rating 3.
3 – Amber	Some confidence the risk can be improved; Moderately achievable Objective; Possible to Influence; or, Barley Tolerable.
4 – Amber	Concern is between Rating 3 and Rating 5.
5 – Green	Confident the Risk can be improved; Achievable Objective; Easily Influenced; or, Tolerable.
6 – Green	Concern Rating is less than 5.

▪ **Consideration regarding *existing* Risk Mitigation Actions, as well as consideration of any *new* Risk Mitigation Actions:**

Each risk mitigation action is allocated a red, amber or green rating, on a similar basis as the Risk Concern rating. Risk mitigation action owners are asked to provide an assessment as to the overall progress and achievement of each of these actions. Of note is the fact that some risks may be logged as being 'amber' or in some circumstances, 'red' in terms of the overall 'Concern Rating', but risk mitigation actions may be logged as 'green'. The implication of this is that the actions being taken are on track, but due to factors such as the 'long-tail' nature of some risks, the action may be something that is aimed at *maintaining* the risk, rather than *improving* it.

Similarly, some risks may be logged as having a 'Concern Rating' of 'green', with actions logged as being 'amber' or in some circumstances, 'red'. This reflects that whilst the risk itself may be acceptable, the actions themselves may be less so. In these circumstances, attention should be given to ensuring the action is resourced to ensure it is able to deliver the intended outcomes. This is in addition to the '% complete' field which is included within the register.

- **Consideration of Future Council Activity:**

As part of the current review, SRR Risk Owners were asked to consider the implications of the transition to the Future Council model, in terms of the ownership and positioning of the risk, along with any issues arising that may affect the delivery of risk mitigation actions.

- 2.3 Consideration was also given during each update meeting with Risk Owners regarding any new or emerging risks that should be considered, or any risk areas that may be developing that could influence the consideration of exiting risks.

Appendix Two: Direction of Travel / Trend Report

Risk Number	Risk Title	Oct 2017	Mar 2017	Oct 2016	Mar 2016	Sept 2015	Feb 2015	Sept 2014	Feb 2014	Oct 2013	June 2013
3021	Failure to build the Economy of Barnsley	Closed -	Closed -	Closed -	Closed -	Closed -	Closed -	3 ⇕	3 ⇕	3 ⇕	3 -
3022	Inability to direct Corporate Strategy	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕ 2	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 -
3023	Failure to engage with Stakeholders	4 ⇕	4 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	2 ⇕	3 ⇕	3 ⇕	3 -
3024	Lack of Educational Attainment	4 ⇕	4 ⇕	4 ⇕	3 ⇕	3 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	3 -
3025	Failure to Safeguard Vulnerable Service Users	3 ⇕	3 ⇕	3 ⇕	3 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 -
3026	Failure to achieve a reduction in health inequalities within the Borough	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 ⇕	2 -
3027	Failure to manage Organisational Change ('Risk of destabilisation of the Organisation')	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 -
3028	Workforce planning issues	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	4 -
3029	Failure to Safeguard Information	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	3 ⇕	3 ⇕	3 ⇕	4 -
3030	Failure to be prepared for an emergency response or business continuity threat	Closed -	Closed -	Closed -	Closed -	2 ⇕	2 ⇕	2 ⇕	3 ⇕	3 ⇕	4 -
3031	Strategic Performance, Governance or Compliance failure	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 -
3032	Failure of Partnership Working / Supply Chains	Closed -	Closed -	Closed -	Closed -	Closed -	Closed -	4 ⇕	4 ⇕	4 ⇕	4 -
3033	Failure to adapt the Authority into a sustainable organisation ('Failure to maintain current Services')	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	3 ⇕	3 ⇕	3 ⇕	4 -
3034	Failure to deliver the Medium Term Financial Strategy ('Failure of the Future Council to be able to deliver the required level of savings')	4 ⇕	4 ⇕	3 ⇕	3 ⇕	4 ⇕	5 ⇕	5 ⇕	5 ⇕	5 ⇕	5 -
3035	Loss of assets and resources as a result of one-off incident of fraud / corruption / bribery or a sustained or widespread occurrence	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	4 ⇕	4 ⇕	5 -
3047	Failure to protect the population from preventable health threats	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 ⇕	3 -
1630	Equal Pay Claims	Closed -	Closed -	Closed -	Closed -	Closed -	3 ⇕	3 ⇕	3 ⇕	3 ⇕	2 -
3514	Failure to be able to deliver the ambitions and outcomes associated with the Customer Service Organisation (CSO) Programme	5 ⇕	5 ⇕	4 ⇕	4 ⇕	4 ⇕	4 -	-	-	-	-
3543	Failure to ensure the adequate supply of land for housing and commercial property growth	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 ⇕	3 -	-	-	-	-
3699	Failure to ensure the Council's commercial / trading arm is effective in its operations, and is a well governed organisation	4 ⇕	4 ⇕	4 ⇕	4 ⇕	4 -	-	-	-	-	-

Risk Number	Risk Title	Oct 2017	Mar 2017	Oct 2016	Mar 2016	Sept 2015	Feb 2015	Sept 2014	Feb 2014	Oct 2013	June 2013
3792	Failure to be prepared to assist in the event of an emergency resilience event in the region	2 ↕	2 ↕	2 ↕	2 -	-	-	-	-	-	-
3793	Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident	2 ↕	2 ↕	2 ↕	2 -	-	-	-	-	-	-
3794	Failure to ensure the governance arrangements underpinning and controlling the emerging City Region Deal Devolution Deal enable an appropriate blend of risk and reward for the Council	3 ↕	4 ↕	4 ↕	4 -	-	-	-	-	-	-
3842	Failure to ensure the transfer of 0-19 services that are coming back into Council control ensure customers remain safe, there is continuous service and that during and after the transition period customers remain safe	Closed -	Closed -	2 -	-	-	-	-	-	-	-
4103	Waste PFI – Insurance Risk	1 -	-	-	-	-	-	-	-	-	-

Appendix Three: Completed / Closed Risk Mitigation Actions

Risk Number	Risk Name	Risk Mitigation Action
3047	Failure to protect the population for preventable health threats	Internal governance and assurance arrangements for the use of the Public Health Grant across the Council are necessary to assure PH England and the Department of Health that the grant is being used to improve public health outcomes – indicators in place and agreed across Directorates. Priority areas now agreed and spending is now in accordance with requirements. Further work to be done to improve reporting arrangements between BMBC PH and PHE and to mitigate removal of ring fence in 2019
3792	Failure to be prepared to assist in the event of an emergency resilience event in the region	Top 5 service Business Continuity Plans passed to IS to identify IT implications and requirements - met with IT managers - Head of System Management dealing with broad resilience arrangements, Head of Code Green dealing with service related resilience - new overarching BCP developed with gaps relating to BU6 and analysis undertaken to feed into Disaster Recovery Plans
3793	Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident	<p>Analysis of top 5 service Business Continuity Plans which have been passed to Information Services to identify IT implications and requirements from Health and Safety and Emergency Resilience Service - initial analysis undertaken which suggests that the level of detail required is lacking - feeding back to Health and Safety and Emergency Resilience Service</p> <p>Undertake weekend (minor incident) testing, and undertake annual (major incident) testing of IT resilience - currently mapping priority disaster recovery systems against BMBC Resilience Plans - replacement server equipment obtained - now looking for an appropriate location for it to be placed</p> <p>Business Continuity Plan in draft format, corporate Business Continuity Plan being investigated. Disaster Recovery Plan being investigated. Meeting to be arranged between SD IT, Head of Health and Safety and Risk and Governance Manager to begin unpicking Disaster Recovery and Business Continuity issues</p>
3028	Workforce planning issues	Delivery of Future Council Workforce Development Strategy
3029	Failure to safeguard information	<p>Information flow mapping activities to ensure compliance with General Data Protection Regulations 2018</p> <p>Training of new Caldicott Guardian - Head of Public Health</p>
3034	Failure to deliver the Medium Term Financial Strategy, associated KIoE / Budget / Efficiency savings and other financial assumptions	<p>Monitoring of MTFS (17/18) - budget savings agreed, need to refer back to Members for final approval of 3 year framework</p> <p>Financial Monitoring (17/18) to ensure delivery is in line with plan - overspends being identified and picked up with relevant SD</p>

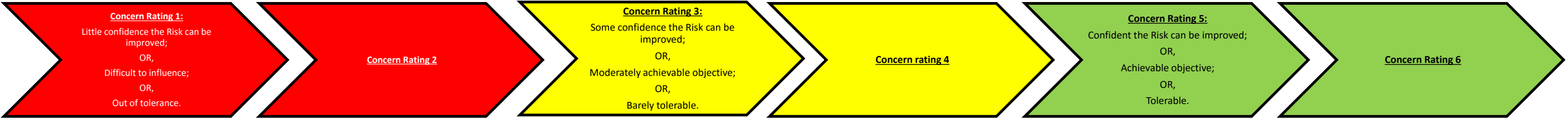
Risk Number	Risk Name	Risk Mitigation Action
		Review of MTFS to be undertaken - to ensure relevance, materiality and appropriateness, including assumptions regarding the Council's Financial and Capital Plan (17/18) - 2018/19 and 2019/20 plans have been considered and approved by Full Council
3035	Loss of assets and resources as a result of a one-off incident of fraud / corruption / bribery or sustained or widespread occurrences.	A) Ensure there is an adequate and appropriate relationship between IA, HR, Legal and the Police to respond to any incident - to be refreshed as part of the establishment of the new BMBC Anti-Fraud Team, led by the Corporate Anti-Fraud Team within IA - Contacts renewed in March 2017 and Police protocol refreshed
3699	Failure to ensure the Council's commercial / trading arm is effective in its operations, and is a well governed organisation	<p>Increase the availability of commercial skills and awareness within BMBC Workforce including the skills and organisational discipline to vet Business Cases - Leadership Programme includes consideration of Commercial skills and the development of a 'Commercial Acumen Toolkit' and some courses offered via BBIC</p> <p>Development of ILAH Action Plan to identify lessons to be learnt</p>

Appendix Four: New Risk Mitigation Actions

Risk Number	Risk Name	Risk Mitigation Action
3793	Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident	<p>Immediate / 24 hour priority services were received via H&S and shared with IT Business Relationship Managers who have completed an initial analysis with Business Units. Identified priorities were then aligned with IT systems with the external data centre. This is now being mapped by the Enterprise Architect team to identify technical dependencies and the 'top' 30% - full discovery and planning session with the Infrastructure Team is planned for October 2017 with a first draft of the recovery order being developed for November 2017</p> <p>Following development of recovery order, consider testing arrangements</p>
3027	Failure to manage organisational change - 'Risk of Destabilisation of the Organisation'	Corporate Talk-Abouts being developed for April 2018, Directorate / Business Unit led Talkabout sessions being developed for 2018, also Tell us What you Think month planned for November 2017 and internal Employee Survey being trialled in 2018
3028	Workforce Planning Issues	<p>Delivery of Organisational Improvement Strategy including oversight and governance arrangements being delivered by Organisational and Improvement Board 17/18</p> <p>Workforce Planning arrangements now embedded into Business Unit Planning - monitoring of impact 17/18</p>
3029	Failure to Safeguard information	<p>Activities to ensure compliance with General Data Protection Regulations 2018:</p> <ul style="list-style-type: none"> • high level action plan monitored weekly; • quick reference guides drafted (consent, processing child data, individual rights and privacy notices; • Review of all policies underway; • Elected Members mandatory training; • SharePoint intranet portal for IS and GDPR resources in place; • Data Protection Officer job profile drafted and waiting evaluation; • Cyber security software tender drafted - ready for market by November 2017. <p>PSN Compliance - review being undertaken in December 2017</p>
3033	Failure to adapt the Authority into a sustainable organisation - 'Failure to maintain current services'	Corporate Talk-Abouts being developed for April 2018, Directorate / Business Unit led Talkabout sessions being developed for 2018, also Tell us What you Think month planned for November 2017 and internal Employee Survey being trialled in 2018
3034	Failure to deliver the Medium Term Financial Strategy, associated KIoE / Budget / Efficiency savings and other financial assumptions	Working with Budget Managers to further embed and exploit SAP Business Planning and Consolidation (BPC) - new guidance being developed to encourage further use of BPC by Budget Mangers

Risk Number	Risk Name	Risk Mitigation Action
		Working with Budget Managers to develop SAP Business Objects - proof of concept developed and agreed with Service Directors and Budget Managers - now working with BU15 (Business Improvement and Communications) and BU12 (Information Technology) to identify a solution - blueprinting and road mapping being developed
		Fair Funding Review - setting a new baseline funding allocation for BMBC which will deliver an up-to-date assessment of the relative need of BMBC, examine the relative resources of BMBC, focus initially on the services currently funded through the local government finance settlement, and be developed through close collaboration with local government to seek views on the right approach
		Monitoring of Adult Social Care costs and implications - gaps in Government funding for adult social care resulting in significant pressures on the ability to commission Adult Social Care in Barnsley
		Business Rates Review - pressures such as Business Rates Revaluation, Small Business Rates Relief, Reductions for Estimated Charitable Relief, Empty Properties, Enterprise Zones and Appeals
4103	Waste PFI – Insurance Risk	To continue dialogue with the PFI Operator. Internal Risk and Governance team are to be brought on board from all three partners - ongoing conversations with Insurers and development of working group

Strategic Risk Register - as at October 2017



Priorit y	Risk No	Risk Title	Risk Consequences	Risk Owner	Existing Control Measures	Mar-16	Oct-16	Mar-17	Oct-17	Risk Mitigation Action	Owner	% comp	Review Date	Recovery Plan
IRVING AND VIBRANT ECONOMY	3543	Failure to ensure the adequate supply of land for housing and commercial property growth	<p>There are some important opportunities that Barnsley needs to exploit in order to ensure that it continues to meet its economic growth aspirations. These include the delivery of good quality and affordable housing and a range of commercial property. Underpinning this includes the potential offered through the delivery of superfast broadband, the use of low carbon technology and the scope to improve the area's visitor economy through better operation of its cultural assets (to attract visitors and spend) which will add to the overall viability of such housing and commercial schemes.</p> <p>In order to address the challenges and to maximise these and other opportunities, it will be essential to work in partnership with a variety of stakeholders to deliver a suite of priorities and key interventions, complete major regeneration projects, target both housing growth and business development and growth, and link new and existing jobs more effectively to local people.</p> <p>There are financial pressures making the delivery of the Local Plan difficult, but the positioning in two city regions (Leeds and Sheffield) provides opportunities to identify and maximise funding from these sources.</p> <p>Schemes that have been successful in obtaining external funding must be able to demonstrate adequate progress towards achieving their ambitions within appropriate timescales or face the risk of having the external funding removed;</p>	SMT SMT	<p>Local Plan</p> <p>Working with Sheffield City Region regarding SCRIF funding to facilitate the development of Strategic Business Park infrastructure;</p> <p>Housing Strategy 2014 - 2033 outlines the Council's ambitions for regeneration and building in the region and relies on the Local Development Plan to identify and obtain land, and SCR and LCR to assist in building developments;</p> <p>SY Superfast Broadband programme which is intended to improve the infrastructure in the Borough, to benefit both commercial and residential stakeholders;</p> <p>Property Investment Fund set up to facilitate the identification of land to build speculative developments to aid commercial growth;</p> <p>Enterprising Barnsley schemes focusing on attracting inward investment, investing in infrastructure, growing existing businesses and encouraging higher activity start ups;</p> <p>Skills Plans completed;</p> <p>Other strategies in place include Jobs and Business, Transport and Employment and Skills that aim to make the Borough a thriving and unique place to live, work, visit and trade;</p> <p>Local Plan consultation extended, due to the inclusion of new development sites, and is due to be reported back to Cabinet in September 2015;</p> <p>Positive approach to planning applications for housing on sustainable non-Green Belt sites that are yet to be allocated;</p> <p>Overview and Scrutiny Task and Finish Group considered Skills and Jobs in 2016/17;</p> <p>Planning applications being dealt with in appropriate timescales contributing to strong relationship with Planning Board;</p> <p>Quarterly Developer Forums in place;</p> <p>Cabinet Report approved regarding Local Plan and consultations undertaken in November 2016;</p> <p>Outcomes:</p> <p>Create more and better jobs and good business growth (GREEN)</p> <p>Increase skills to get more people working (AMBER)</p> <p>Develop a vibrant Town Centre (GREEN)</p> <p>Strengthen our visitor economy (GREEN)</p> <p>Create more and better housing (GREEN)</p> <p>Protecting the Borough for future generations (AMBER)</p>					<p>Progression of Devolution Deal - development of deal, consideration of impacts, strategic planning and governance issues and the duty to engage constructively, actively and on an ongoing basis in relation to planning of sustainable development - BMBC signed Devolution Agreement and was considered by Full Council in March 2016. Likely to be devolved funding opportunities and extra powers in respect of land development opportunities - also need to consider whether there are any benefits in developing a regional 'Local Plan' to sit above BMBC's borough-wide Local Plan - significant slippage due to Judicial Challenge and broader political issues - deferred by at least one year</p> <p>Development of SCR infrastructure plan which has been agreed and approved by the CA which will begin infrastructure commissioning processes - now looking at infrastructure plans (Looking to accelerate spending and delivery on J37 and Goldthorpe schemes to reduce delays and ensure funding is not pulled or reduced)</p> <p>Refresh of Local Plan and approval by Cabinet in March 2016 (this will confirm the allocation available for the Goldthorpe scheme) - Consultations complete and Cabinet approved in November 2016 - plans was submitted to Planning Inspectorate December 2016 who will measure extent of representations made before re-running numbers over two or three phases - likely to feedback in December 2017 - feedback re Stage 2 received and now progressing the Local Plan to Stage 3 in early October 2017 - likely to received further modifications which will require further consultation. Earliest adoption likely to be August 2018</p> <p>Delivery of 3 year SCRIF programme (2015-18) : J36 BP: Business Plan in place, funding agreement to sign, Tenders ready - on schedule; J37 BP: Impact Assessment to be submitted May 16, viability work ongoing, pinchpoint scheme completed - held up due to Local Plan issues; Goldthorpe: Impact Assessment approved, awaiting on Local Plan allocation - held up due to Local Plan issues; PIF2: On schedule; (Looking to accelerate spending and delivery on J37 and Goldthorpe schemes to reduce delays and ensure funding is not pulled or reduced)</p>	ED Place	75% Amber	31/03/18	
										ED Place	45% Green	31/03/18		
										ED Place	85% Green	31/03/18		
										ED Place	80% Green	31/03/18		
ENTIAL	3024	Lack of educational attainment	<p>Negative impact on pupils and parents in terms of health, economic, employment and life choices;</p> <p>Negative OFSTED inspection findings;</p> <p>Failure to meet DfE targets for educational attainment;</p> <p>Damage to reputation through poor performance in published league tables compared to the national average, and in poor inspection outcomes;</p> <p>Reputational damage from press;</p> <p>Potential adverse Annual Performance Assessment;</p> <p>Intervention by DfE;</p>	SMT SMT	<p>Performance Management Framework;</p> <p>CYPF Policies and Strategies;</p> <p>Close monitoring of Government grade boundaries to ensure the Authority remains aware of changing or improving performance targets;</p> <p>Barnsley Alliance established and reports to DMT and SMT;</p> <p>Work with the Barnsley Governors Association to ensure strong governance within schools;</p> <p>School Evaluation Team works to monitor, challenge and intervene in schools to improve standards and outcomes;</p> <p>Children and Younger People's Plan 2016 - 19 being refreshed and will be adopted by the TEG and Cabinet;</p> <p>As at April 2016 the gap has narrowed with national Early Years, Primary and Secondary settings;</p> <p>Looked-After children's attainment included as part of central OFSTED inspection;</p> <p>Corporate Parenting role;</p> <p>Overview and Scrutiny consider Educational Attainment on an annual basis;</p> <p>Children and Younger People's Plan 2016 - 2019 refreshed and adopted by TEG and Cabinet with aspirational targets;</p> <p>Revised approach to assessing performance in schools developed and embedded;</p> <p>GCSE results in Barnsley above national average for first time ever;</p> <p>Barnsley Alliance Plan developed and approved by Cabinet in November 2016;</p> <p>SEND strategy developed to meet the Council's accountability requirements;</p> <p>Corporate Parenting Panel in place to delivery Service Improvement Plan which is monitored by the Safeguarding Governance Board and reported to Education Steering Group chaired by Cllr Cheetham - governance structures for 'virtual school' in place and working effectively;</p> <p>KS2 results at national average;</p> <p>Outcomes:</p> <p>Every child attends a good school and is successful in learning and work (GREEN)</p> <p>Reducing demand through improving access to early help (AMBER)</p>					<p>Development of plans to ensure Barnsley Schools are in a strong position to implement the Progress 8 framework which is designed to encourage schools to offer a broad and balanced curriculum with a focus on an academic core at key stage 4, and reward schools for the teaching of all their pupils, measuring performance across 8 qualifications. This will also include:</p> <ul style="list-style-type: none">Developing a Communications Strategy to ensure stakeholders understand the framework;Continued liaison with schools via the Barnsley Alliance construct to ensure Progress 8 is embedded in BMBC maintained schoolsand;Use of limited capacity within BMBC in terms of Schools Improvement activities. <p>Now reviewing impact on Barnsley maintained schools</p> <p>Development of School Placas Plan which will be designed to influence and build external markets - plan approved by SMT and Cabinet - now implementing plan</p>	ED People	50% Green	31/03/18	
										ED People	50% Green	31/03/18		

Priorit y	Risk No	Risk Title	Risk Consequences	Risk Owner	Existing Control Measures	Mar-16	Oct-16	Mar-17	Oct-17	Risk Mitigation Action	Owner	% comp	Review Date	Recovery Plan	
CITIZENS ACHIEVING THEIR POT	3025	Failure to safeguard vulnerable service users	<p>The risk of not safeguarding vulnerable children, adults and families who are either known or not known to the service;</p> <p>The risk is greatly enhanced due to a 98% increase in referrals within the Borough in recent years which is affecting the ability to properly manage cases, which could result in a significant case being missed;</p> <p>Changes in demographics mean there are more 'older-older' people which means an increased demand for services;</p> <p>As increased pressure mounts to reduce budgets / spending, there will be a likely increase in demand for assistance, intervention and help from service users who are also under significant financial pressure;</p> <p>Better care at an young age for those with physical or other forms of disability means life expectancy increases which puts further pressure on Adult Services;</p> <p>Arrangements are not sufficient to keep children and young people safe from harm, abuse or neglect;</p> <p>National and local child abuse enquiries affecting public confidence and reputation of local authorities and other agencies;</p> <p>The risk is compounded by whether or not the children at risk are known to the service;</p> <p>The system that delivers to children, young people and families is increasingly complex. Complexity arises from a number of factors; the number of partners with responsibilities for commissioning and/or delivering services to vulnerable children; the changing legislative, policy and financial landscape; the different mechanisms for partnership working to align delivery and test the effectiveness of services; the potential for changes within the workforce at operational levels and strategic levels;</p>	SMT SMT	<p>Adults Safeguarding Board;</p> <p>Barnsley Safeguarding Children Board;</p> <p>Service Delivery Plans / Business Plans;</p> <p>Risk enablement built into Personalisation – management of Personalisation / Personal Care packages that require less regulated services, makes better use of commissioning resources and ensures people are better placed to look after themselves;</p> <p>Service Improvement Plan (Children's) developed to deliver OFSTED Safeguarding Recommendations;</p> <p>Sign-posted Universal Information and Advice;</p> <p>Safeguarding Scrutiny Committee formed May 2015 (was Children's Services Scrutiny Board) with workplan in place;</p> <p>Monitoring of Barnsley Safeguarding Children Board and Adults Safeguarding Board Risk Registers;</p> <p>Improved Ofsted judgement;</p> <p>Review of 'Front door';</p> <p>Promotion of use of CAF/Early Help Assessments;</p> <p>Safeguarding Board includes CSE Strategic Group which reports directly to the Safeguarding Board;</p> <p>Opportunities to undertake Lessons Learnt reviews are fully exploited by the Safeguarding Board (including regional and joint learning);</p> <p>Action Plan developed using OFSTED inspection framework;</p> <p>Restructuring for Future Council complete;</p> <p>Stronger Communities Programme in place;</p> <p>Governance arrangements in place which includes the overseeing of the Executive Group being overseen by H&WB Board;</p> <p>Continuous Service Improvement Framework developed;</p> <p>Implementation and management of Personal Budgets programme, including building 'risk-enablement' into services users in place;</p> <p>Analysis of national guidance issued and full review now complete and new operating model is in place;</p> <p>Local Welfare Scheme established;</p> <p>Early Help for Adults delivery group in place;</p> <p>Peer review regarding Early Help completed - Early Help Action Plan monitored through Early Help Strategic Group;</p> <p>SY Safeguarding Procedures and production of Annual Report;</p> <p>Performance Quality Management Framework in place;</p> <p>Member briefings for Children's and Adults;</p> <p>Implemented IA recommendations regarding Casey improvements;</p> <p>Safeguarding Scrutiny Committee - annual topics;</p> <p>Private Member briefings in place;</p> <p>Refresh of Adults Safeguarding Board arrangements and sub-structures including Annual Reporting arrangements and production of Business Plan;</p> <p>Review of Target Operating Model (TOM);</p> <p>Adults Social Care Peer review - outstanding actions consolidated into Business Plan;</p> <p>Making Safeguarding personal programme - outstanding actions consolidated into Business Plan;</p> <p>Adults and Childrens Safeguarding Business Plans refreshed 2017;</p> <p>Review of Governance and Performance Arrangements undertaken for Stronger Community Partnership who own the Early Help workstream;</p> <p>Outcomes:</p> <p>Children and Adults are safe from harm (AMBER)</p>					<p>Stronger Community Partnership includes Anti Poverty sub-group which benefits from Delivery Action Plan which is reportable and accountable to the Health and Wellbeing Partnership (17/18) - updated version of the All Age Early Help Strategy developed and now being delivered - now monitoring delivery</p> <p>Stronger Community Partnership (multi agency) established to deliver improvements in early intervention and prevention (17/18) - now monitoring the delivery of the updated version of the All Age Early Help Strategy</p> <p>Adults Safeguarding - development of outcome based Performance Framework - MP to provide detailed update</p> <p>Second review of Service Delivery Model - Action Plan embedded into Business Unit arrangements with appropriate structures in place to support the delivery of the plan - further review being undertaken in light of restructure of Adult Social Care arrangements - now monitoring unintended impacts of this new model across the organisation</p> <p>Safeguarding Awareness Week - ambitions include embedding Safeguarding into community activities via significant liaison with South Yorkshire partners to allow and enable them to learn from us - Third Safeguarding Week being planned which will cover the entire week on a regional / South Yorkshire basis</p>	ED Communities	75% Green	31/03/18		
											ED Communities	75% Green	31/03/18		
							3	3	3	3		ED People	20% Amber	30/09/17	
												ED People	50% Green	31/03/17	
												ED People	20% Green	31/03/18	
Page 62	3026	Failure to achieve a reduction in Health inequalities within the Borough.	<p>Health inequalities persist. Life expectancy in Barnsley remains well below the national average and varies between different parts of the borough. Although life expectancy has increased, the gap between Barnsley and the rest of the country has continued to widen. Such health inequalities challenge not just the health and social care services but every one interested in the future prosperity and well-being of the borough. It is unacceptable that people's health and quality of life varies so much with the sort of work they do or where they live. The cost of health inequalities is borne not just by health and social care services and, of course, parents, carers and children, but by employers and the local economy.</p> <p>Good health is essential to the borough's economic regeneration. Healthy people are less likely to be socially excluded and more likely to be in work. Healthy children are more likely to do well at school.</p> <p>All the available evidence shows that health is closely associated with people's standard of living, occupation, level of education and where they live - there are significant differences in terms of average life expectancy depending on where in the Borough one resides;</p> <p>Reduced 'Healthy Life Expectancy' (a population health measure that combines age-specific mortality with morbidity or health status to estimate expected years of life in good health for persons at a given age in the Borough);</p>	SMT SMT	<p>Director of Public Health in post to provide leadership;</p> <p>Liaison with Clinical Commissioning Group (CCG) and GPs to ensure that the right services are being commissioned;</p> <p>Joint Strategic Needs Assessment (JSNA) undertaken to ensure an appropriate understanding of the requirements of the population of Barnsley;</p> <p>Health and Wellbeing Strategy identifies six key objectives - and within these, it is acknowledged that it is impossible to 'try and do everything' - the objectives and key deliverables identify the significant areas of concern;</p> <p>Oversight of Health and Wellbeing Strategy provided by partnering organisations and agencies that are best placed to deal with the issues (health - hospital, alcohol - police etc);</p> <p>Six-monthly reports to Health and Wellbeing Board;</p> <p>Structure and procedures in place - need to assess impacts / benefits to identify effectiveness;</p> <p>H&WB Board established JSNA undertaken and programme boards now in place;</p> <p>Public Health now integrated into BMBC - Public Health Development Programme established;</p> <p>Public Health Strategy agreed;</p> <p>Indicators in place and agreed across Directorates to ensure spending is appropriate;</p> <p>Priority areas have been agreed and spending has been in accordance with requirements.</p> <p>Ring fencing of Public Health Grant will be in place for 17/18 and beyond;</p> <p>Outcomes:</p> <p>People are happier, healthier, independent and active (AMBER)</p>	2	2	2	<p>Public Health Strategy and Implementation Plan developed to enable DPH to hold Service Directors to account regarding health outcomes that are now vested with service areas - Strategy developed and presented to SMT, H&WB Board and Cabinet - now developing action plans and key milestones in terms of delivery - 3 key action plans in draft format with developing governance arrangements - been considered by H&WB Board - now being progressed and references Sustainability Transformation Plan (STP) - Tobacco and Alcohol prevention plans link to STP and the local Barnsley Plan feeds into this also. Barnsley Place Based Plan has been developed and feeds into the STP (which acts as the delivery vehicle for the health and Wellbeing Partnership) - Local Accountable Care Partnershp (which includes representation from BMBC) developed which is responsible for delivery of the Place Based Plan and includes responsibility for delivering Place based elements of the STP and Health Lives workstream</p> <p>Delivery of Public Health 'distributed model' including the monitoring and reviewing of impacts and outcomes on Future Council - distributed model to include sector led improvement recommendations which are to be considered by SMT - Public Health Strategy to be fully refreshed and renewed in 17/18</p>	Director Public Health	50% Green	31/03/18	Revisions to policy - liaise with Leader, PH spokesperson and Chief Executive - consideration of 'call to action'		
											Director Public Health	60% Green	31/03/18		

Priorit y	Risk No	Risk Title	Risk Consequences	Risk Owner	Existing Control Measures	Mar-16	Oct-16	Mar-17	Oct-17	Risk Mitigation Action	Owner	% comp	Review Date	Recovery Plan
	3047	Failure to protect the health of the population from preventable health threats.	Failure to protect health and population against preventable disease by ensuring appropriate levels of vaccination, immunisation and screening.	SMT SMT	Liaison with NHS regarding large scale response; Health Protection Agency Framework in place; Maintenance of World Health Organisation targets; Currently Barnsley has above average coverage regarding public health related screening; Health Protection Board established; Transition into BMBC complete; BMBC DPH is co-chair of Local Health Resilience Partnership; HPB established – good engagement from partners at local and regional meetings and proportionate systems are in place.	3	3	3		Liaison with Public Health Communicable Disease representative - need to update key plans and report these to the Health Protection Board - links made with Communicable Disease Consultant - Plans now completed and will be presented to the HPB in October 2017 - in the meantime PH continue to develop and deliver against plans	Director Public Health	60% Green	31/03/18	
	3023	Failure to engage with stakeholders	Non ability to explain Authority's position and / or public relations. Failure to communicate effectively with community/stakeholders. Lack of proper engagement with stakeholders, at the right level, and at the right time. Loss of confidence in ability to deliver services or respond to problems. Lack of community support which prevents and / or hinders improvement or effective implementation of change. High expectation of service delivery and resource availability despite budget reductions. Poor engagement with regard to Future Council Activity could result in legal challenge; Increased community tensions as a result of Brexit decision resulting in a loss of community cohesion and increased incidents of hate crime;	SMT SMT	Revised Governance Arrangements regarding Area Councils and the changing role of Elected Members; Use of key partners and LSP to coordinate wider communication activity; Review of Community Engagement Strategy borough-wide; Resourcing agreed to support the review and development of the Community Engagement Strategy; Review of approach to engaging with CCG; Increasing use of social media to assist with engagement; Introduction of Barnsley 'Help'; Conclusion of voluntary, community and social enterprise infrastructure review; One Barnsley Consultation taking place - seeking views and aspirations as to what Barnsley should be like in 2025; Outcomes: People volunteering and contributing towards stronger communities (AMBER)	3	3	4	4	Refresh of Community Engagement Strategy that underpins Stronger Communities Partnership and Community Safety Partnership (council, not multi-agency) - revised Community Engagement Strategy to be considered by Cabinet in March 2017 - following approval, an implementation plan will be developed to underpin the 'deal' between the Council and its stakeholders - now developing an Implementation Plan	ED Communities	40% Green	31/03/18	
	3792	Failure to be prepared to assist in the event of an emergency resilience event in the region	Recent emergencies relating to industrial actions and flooding proves there is still an inappropriate reliance on Health and Safety and Emergency Resilience Service to manage and lead on the management of emergency events; The emerging risk environment is increasingly making continuity or 'resilience' a significant focus for all organisations. Reduced employee numbers, service rationalisation, third party service delivery models and on-going budget cuts may challenge the Authority's ability to fulfil its Civil Contingencies Act 'Category One' responder duties to an extent expected by residents and their political representatives. In addition, the transition to Future Council will lead to established emergency response arrangements no longer reflecting the Council's operational structure. Compounding this is a lack of engagement by employees to volunteer for emergency response duties that will mean that currently expected responses in relation to flooding cannot at present be delivered. The extent of the transition to Future Council necessitates in many cases the complete review of Business Unit and Service Business Continuity Plans to reflect revised structures and resources if they are to be able to continue to deliver critical functions in the event of a business interruption. Recent emergencies relating to industrial actions and flooding proves there is still an inappropriate reliance on the increasingly limited resources of the HS&ERS to manage and lead on the management of emergency events.	SMT SMT	Business Unit/Service Business Continuity Plans developed using the template provided; Corporate Resilience Plan and supporting specific plans; Ongoing liaison with SMT regarding aspirations and expectations during emergency events; Formal on-call arrangements by the Health, Safety and Emergency Resilience Service (bronze/operational) and BLT (strategic/gold); Multi-agency working across the Local Resilience Forum; Operational Services role as 'Lead Local Flood Authority'; Corporate emergency plans appear robust and are well delivered - concern raised regarding the management of those incidents that occur 'out-of-hours'; Business Case developed for Humanitarian Assistance role; Ward Alliances encouraged to consider and develop Community Flood plans - Dodworth, Darfield and Penistone visited; Corporate Resilience Plan reviewed following transition to Future Council; Business Unit level plans reviewed with Internal Audit; Overview and Scrutiny Task and Finish Group to look at flooding in 2016/17; Extra resource in place within Health & Safety and Emergency Resilience Unit; Revised Action Plan agreed by SMT; New overarching Business Continuity Plan went live in April 2017; 2x Ward Alliance Sessions delivered in August 2017;	N/A	2	2	2	Revised report to SMT which identifies a number of improvements to the Council's emergency resilience arrangements based on analysis undertaken against SOLACE Best Practice - Action Plan approved and now delivering against this - Exercise 'Refresh' planned for October 2017 and revised and refreshed Corporate Plan published Await feedback from SD BU 6 following analysis of Community Flood Plans by Head of Health and Safety and Emergency Resilience Service - outstanding due to structural changes within BU6 - Darton and Darfield Bridge Flood Plans completed, other Area Plans outstanding	Director, Core Services	75% Green	31/03/18	
	3793	Failure to ensure that appropriate disaster recovery arrangements are in place to ensure the Council is able to recover in the event of a business continuity threat or incident	In the event of a business continuity threat the Council will be unable to recover in an effective manner resulting in lost time and resources; Inability to process customer queries resulting in dissatisfaction, complaints and possible issues regarding safeguarding and vulnerable customers; Lack of support to employees such as that provided to lone workers as a result of IT and telephony systems being unavailable for significant lengths of time; Inability for customers to be able to access services; Lack of access to IT systems to enable employees to undertake their duties effectively;	SMT SMT	Working with Health and Safety and Emergency Resilience Service; Data Centre located at Beevor Court; Working with Business Units to understand their requirements; Informal testing programme in place; Power supplies tested on a weekly basis; Infrastructure Team in place to support out of hours / weekend activities;	N/A	2	2	2	Immediate / 24 hour priority services were received via H&S and shared with IT Business Relationship Managers who have completed an initial analysis with Business Units. Identified priorities were then aligned with IT systems with the external data centre. This is now being mapped by the Enterprise Architect team to identify technical dependencies and the 'top' 30% - full discovery and planning session with the Infrastructure Team is planned for October 2017 with a first draft of the recovery order being developed for November 2017 Following development of recovery order, consider testing arrangements	Director, Core Services	40% Green	31/03/18	
											Director, Core Services	0% Green	31/03/18	
	3022	Inability to direct corporate strategy	The Authority may be challenged by internal friction between Elected Members and appointed leadership, especially with regard to challenging decisions with significant political consequences or local repercussions; Increased commissioning activity in 16/17 will mean there is a greater exposure to challenge and friction;	SMT SMT	Council Constitution; Local Code of Corporate Governance; Community Strategy for Barnsley (2011-2015); Corporate Plan; In the event of Constitutional dispute, role of Monitoring Officer to adjudicate as and when tensions arise; Area Council Arrangements in place, with supporting documentation in the form of 'Area Governance Handbook', 'Ward Alliance Governance Handbook', 'Ward Alliance Community Representative Handbook', 'Consulting and Engaging our Communities through Neighbourhood Networks' and 'Working with you to support your Community'; Purple Cabinet meetings used as a forum to discuss sensitive and confidential issues; SMT meetings and processes to ensure leadership is able to keep in touch with regard to pressures; Area Chairs meet each other on a regular basis to ensure cooperation and consensus; Member information session held regarding Conduct and Commissioning; Revisions to Contract Standing Orders (CSOs) to enable flexibility; Officer Working Group in place to support commissioning and procurement activity; Area Council Officer Coordinating Group to unpick issues relating to Area Governance - developing Member Protocol to deal with potential tensions within Ward Alliances in place and working effectively; Area Council Commissioning Group to unpick issues relating to procurement and commissioning in place and working effectively; Area Council Chairperson Group to encourage cooperation and consensus amongst Area Councils in place and working effectively;	3	3	3	3	Monitor and Review Area Council activity (in terms of Area Council Coordinating Group, Area Council Commissioning Group and Area Council Chairperson Group) (17/18) Monitor and review the implementation and effectiveness of revised Contract Procedure Rules to deal with commissioning of internal services from Area Council budgets (17/18)	Director, Core Services	50% Green	31/03/18	Refer matter to Monitoring Officer for adjudication.
											Director, Core Services	50% Green	31/03/18	
	3027	Failure to manage organisational change - Risk of Destabilisation of the Organisation	Significant budget cuts are driving the 'Future Council' programme. This change programme is dramatically transforming the organisation's business model. For example, delivering services and outcomes through mixed economy partnerships and outsourced contracts. Infrastructure transformation initiatives, process re-engineering and organisational change programme and projects may be challenged by cost over-runs and failure to meet expectations.	SMT SMT	HR Policies; Council Constitution; Service and Financial Planning Process; Service Delivery Planning Process; Partnership Governance Framework; Corporate Complaints Policy; Risk Management Policy; New Models of Business - departments and services considering and implementing new Trading Models; Changes to Employee Terms and Conditions; Employee Relations Forum with Trade Unions; Talkabouts Sessions with CX and Middle Manager Conference; BLT and SMT sessions to assist in communication; Restructure of Communications Division now with ACE HR, P&P and Comms; Investor in People accreditation; Future Council Steering Group being led by HR; Future Council Programme Board being led by CX; Programme and Project Management issues now being identified and mitigated at Directorate level; 'Excellence' achieved by Corporate Equalities Group; Communications Strategy revised in 2015; 'Tell Us What You Think' Month September 2015; All Business Plans in place prior to April 2016; Talkabout sessions delivered in May 2016; Staff Survey 2016 - 2020 (including employee preference questionnaire); Social Media policies in place; Talkabout sessions November 2016 with CX and Leader; SMT Improvement and Growth Fund in place with robust Board and governance arrangements in place; Talkabout sessions delivered May and June 2017 led by Executive Directors which aimed to link new Corporate Plan to Business Plan via 'golden thread';	5	5	5	5	Consideration of organisational change requirements following the development of the Council's MTFS (17/18) - MTFS is a three year plan rather than the statutory minimum of one year Corporate Talkabouts being developed for April 2018, Directorate / Business Unit led Talkabout sessions being developed for 2018, also Tell us What you Think month planned for November 2017 and internal Employee Survey being trialled in 2018	Chief Executive	50% Green	31/03/18	
											Director, Core Services	10% Green	31/03/18	

Priorit y	Risk No	Risk Title	Risk Consequences	Risk Owner	Existing Control Measures	Mar-16	Oct-16	Mar-17	Oct-17	Risk Mitigation Action	Owner	% comp	Review Date	Recovery Plan
	3028	Workforce planning issues	The Authority is currently undergoing tremendous organisational change. This will create significant workforce issues around having the right skills, people and employee capacity. The Authority will require employees to have different skill sets that underpin a transformed business model. Operationally, risks inherent in organisational down-sizing initiatives will include: - Increasing workforce productivity; - Getting the balance right between cost and benefit; - Need to reduce deficit reductions; - Balancing the impact of reducing the workforce and the economic impact on the community; and, - Maintaining morale in the remaining workforce.	SMT SMT	HR Policies; Council Constitution; Equalities and Diversity Policy; Risk Management Policy; Management and monitoring of 'Future Council' / KLoE activity; PULSE Survey to measure progress in key areas since the last full employee survey in 2011; Development of Adobe Forms to assist management processes; HR Reorganisation completed; Organisational Development Strategy monitoring reports to Scrutiny; Regular progress reports against Future Council characteristics to SMT; NW Employers session - workforce planning now a more important element of Business Planning processes;	3	3	3	3	Delivery of Organisational Improvement Strategy including oversight and governance arrangements being delivered by Organisational and Improvement Board 17/18	Director, Core Services	50% Green	31/03/18	
										Workforce Planning arrangements now embedded into Business Unit Planning - monitoring of impact 17/18	Director, Core Services	50% Green	31/03/18	
	3029	Failure to safeguard information	The Council is increasingly managing, storing and maintaining personal data and information as part of the delivery of services. With data held in a vast array of places and transferring between between supply chain partners, it becomes susceptible to loss, protection and privacy risks. Loss of personal and financial information held by Council employees and systems; Financial and non-financial penalties from Information Commissioners Office; Loss of public confidence in the ability of the Council to store sensitive information, possibly resulting in a reduction in the use of public self-service facilities; Failure to maintain PSN compliance leading to the suspension of the Councils connection to the government secure network; Non compliance with Data Protection Act and Freedom of Information Act; Non compliance with Payment Card Industry Data Security Standards (PCI DSS) leading to the inability to process payment card transactions; Failure to ensure that unwanted data is cleared and disposed of, leading to non-compliance with DPA requirements; Inability to gather data from other agencies to strengthen and benefit the Council's activities; Failure to have appropriate data sharing agreements with agencies and partners leading to vicarious liability in the event they lose or misplace sensitive information; Inability to ensure that partners that we share data with are in themselves compliant with appropriate guidance and legislation;	SMT SMT	Information Management and Governance Policies; Director of Core Services has taken on the role of Senior Information Risk Officer (SIRO); Information Security and Computer Usage Policy in place; Information Governance Team in place to provide advice, guidance and training; Records Management Team in place to provide advice, guidance and training; Information Governance Board refreshed and re-established and engaged in corporate risk management arrangements; Technical Architect role filled; Some initial actions have been taken as a result of IT Health Check to control, and restrict access: • Reduced permissions; • Deactivated USB ports • Deactivated removable media options • Implemented temporary changes to homeworking solutions. The Council's core infrastructure has benefitted from: • Patching • Protection. Caldicot guardians in place within Communities and People Directorates; Communities and Public Health have IG Steering Groups in place; Review of technical architecture completed and action plan identified; BMBC Cabinet agreed to endorse the requirement to achieve Baseline Personnel Security Standard (BPSS); IT business plan been through 'Check and Challenge' process; Information Governance Board confirmed engagement will be undertaken with DMTs to ensure actions arising from the IG Toolkit are completed; IT Business Plan produced and presented to 'check and challenge' session - analysis of other business plans to identify IT requirements and resourcing complete; Implementation of EGRESS secure email solution completed; Majority of IG Framework now in place; Proactive Phishing campaign to identify risk areas; Proactive approach to PSN compliance - addressing lower risk issues that may become bigger in future years; Baseline Personnel Security Standards Programme completed; Sharepoint being rolled out across Council during 2016/17;					Removal of Citrix from personal computers due to PSN constraints	Director, Core Services	25% Green	31/03/18	Enable revisions to infrastructure that will allow limited communications.
										Review of IG Toolkit - aiming for L3 compliance in 2017/18	Director, Core Services	20% Green	31/03/18	
										ICT systems access system access, review policy and simplify process for new starters, movers and leavers - will be considered as part of ICO audit in October 2017	Director, Core Services	15% Green	31/03/18	
						4	4	4	4	Activities to ensure compliance with General Data Protection Regulations 2018: • high level action plan monitored weekly; • quick reference guides drafted (consent, processing child data, individual rights and privacy notices); • Review of all policies underway; • Elected Members mandatory training; • Sharepoint intranet portal for IS and GDPR resources in place; • Data Protection Officer job profile drafted and waiting evaluation; • Cyber security software tender drafted - ready for market by November 2017.	Director, Core Services	25% Green	31/03/18	
	3031	Strategic Performance, governance or compliance failure	Budgetary pressures to minimise back office functions may drive the Authority to downgrade the focus on meeting proper governance standards and ultimately, remaining 'safe'. The implementation of the Area Council Arrangements has required the Council's Constitution to have been significantly reviewed to ensure Area Council governance and Ward Alliance governance issues are included.	SMT SMT	Council Constitution; Local Code of Corporate Governance; Information Management and Governance Policies; ToR for Audit Committee; ToR for Scrutiny Committees; Internal Audit; Risk Management Policy; Performance Management Arrangements including revised Corporate Plan Performance Report and 'We Will Statements'; Terms of reference for all Overview and Scrutiny Committees reviewed; Scrutiny Committee workplans are now aligned to Corporate Priorities; Briefing for Elected Members relating to Performance Management of Area Council activity; Revised AGR process for 14/15; Analysis of Casey Rotherham Safeguarding Report undertaken - report to SMT in February 2015 including recommendations for Internal Audit activity; Improvements to the recording of officer delegated decisions to ensure this is in line with legislation completed via AGS Action Plan;	4	4	4	4	Monitoring and reviewing of revised governance arrangements - further review 2014/15 identified positive activity regarding commissioning but at Ward Alliance level, some Members are still doing things in the 'old' way and monitor and reviewing for 16/17 in light of increased commissioning activity at Ward Alliance level in future years and the implementation and effectiveness of revised Contract Procedure Rules to deal with commissioning of internal services from Area Council budgets - monitoring and reviewing for 17/18 - no concerns identified	Director, Core Services	50% Green	31/03/18	Refer matter to Audit Committee / External Audit for consideration.
										Monitoring of AGS Action Plan (17/18)	Director, Core Services	30% Green	31/03/18	
	033	Failure to adapt the Authority into a sustainable organisation - Failure to maintain current services'	The need to balance the books, gain efficiencies and meet new demands could lead the Authority into drastic measures that could increase long-term risks and costs, both to the organisation as well as to the community. The Authority runs the risk of moving away from addressing problems with long-term solutions, such as capital investment projects essential to meet social and area-based economic challenges. 'Short-termism' could potentially lead to decaying infrastructure and an inability to develop long-term economic vitality. Need to ensure that the Authority has the right people to ensure sustainable opportunities are being exploited to their maximum. Development of City Region Devolution Deal which while fiscally neutral, will provide more opportunities to strengthen the sustainability of the organisation by transferring a number of powers and policy levers from central Government to local leaders, including skills, employment, business support, transport and housing;	SMT SMT	Council Constitution; Performance Management Framework; Growing Barnsley's Economy (2012-2033) - Economic Strategy; Customer Services Organisation project; Integrating areas of work and consideration of new Service Delivery models such as traded services or social enterprise; Consideration of joint commissioning opportunities; Two year Medium Term Financial Strategy approved and agreed by Full Council in February 2016; Contract for Leadership and Management training for all 4th tier and above officers agreed with IODA Training completed. Second wave of leadership training underway; Corporate Plan 2015 - 2018 developed; All Business Plans submitted prior to April 2016; Director of Public Health recruited to post – all other Service Director posts are filled, or recruitment is underway; Talkabout sessions November 2016 with CX and Leader; Future Council Strategy and Workforce development refreshed and approved by Cabinet in March 2017; New Corporate Plan 2017-2020 developed and published; Talkabout sessions delivered May and June 2017 led by Executive Directors which aimed to link new Corporate Plan to Busines Plan via 'golden thread';	4	4	4		Corporate Talkabouts being developed for April 2018, Directorate / Business Unit led Talkabout sessions being developed for 2018, also Tell us What you Think month planned for November 2017 and internal Employee Survey being trialled in 2018	Director, Core Services	10% Green	31/03/18	
										Consideration of organisational change requirements following the development of the Council's MTFS (17/18) - MTFS is a three year plan rather than the statutory minimum of one year	Chief Executive	50% Green	31/03/18	
	3034	Failure to deliver the Medium Term Financial Strategy, associated KLoE / Budget / Efficiency savings and other financial assumptions	Unsustainable financial position for the Council; Adverse effect on the Council's reserves / prudential borrowing / Treasury Management activities; Council's reserves falling below minimum working balance levels; Impact on service delivery and council policies; Adverse External Audit report / opinion; Government intervention; Inability to undertake robust planning in terms of Future Council activity; Non-achievement of KLoE savings and consequences on future years programmed or planned savings; Inability to develop and implement a 'Plan B' or contingency plan in the event of further savings being required; Risks relating to the MTFS fall into two main areas: - Agreeing a three year plan with Directorates and Members; and, - Ensuring delivery against the agreed plan, managing variances and areas of over / under spend to enable the budget to be balanced.	SMT SMT	Governance Framework: Financial Regulations; Annual Governance Review Framework, including AGS Action Plan; Corporate Debt Strategy; Treasury Management Policy; Business Planning, Service Delivery Planning and Service and Financial Planning Processes; External Audit Arrangements; Robust governance of savings, efficiencies and improvements; Performance Management Framework: Budget Monitoring and Reporting; SAP / EBP / Financial Systems Procedures; Forecasting of expenditure and resources; Prudential Borrowing Strategy and Indicators; Budgetary Control / Budget Monitoring Processes; Management of Assumptions and Constraints within MTFS; Ongoing development of SAP; Horizon Scanning in terms of changing legislation and policy that may affect MTFS; Quarterly updates to SMT and Cabinet; Regular financial monitoring to ensure delivery of plan is in line with projections - overspends identified and relevant Service Director is challenged; Regular reviewing of MTFS undertaken to ensure it remains relevant, material and is appropriate, which includes monitoring and reviewing assumptions on which the MTFS is based; 2018/19 and 2019/20 plans have been considered and approved by Full Council;	4	3	4	4	Working with Budget Managers to further embed and exploit SAP Business Planning and Consolidation (BPC) - new guidance being developed to encourage further use of BPC by Budget Mangers	Director, Core Services	25% Amber	31/03/18	Re-negotiate with Cabinet to seek an agreed budget.
										Working with Budget Managers to develop SAP Business Objects - proof of concept developed and agreed with Service Directors and Budget Managers - now working with BU15 (Business Improvement and Communications) and BU12 (Information Technology) to identify a solution - blueprinting and roadmapping being developed	Director, Core Services	15% Green	31/03/18	
										Fair Funding Review - setting a new baseline funding allocation for BMBC which will deliver an up-to-date assessment of the relative need of BMBC, examine the relative resources of BMBC, focus initially on the services currently funded through the local government finance settlement, and be developed through close collaboration with local government to seek views on the right approach	Director, Core Services	0% Green	30/09/17	
										Monitoring of Adult Social Care costs and implications - gaps in Government funding for adult social care resulting in significant pressures on the ability to commission Adult Social Care in Barnsley	Director, Core Services	0% Green	30/09/17	
										Business Rates Review - pressures such as Business Rates Reevaluation, Small Business Rates Relief, Reductions for Estimated Charitable Relief, Empty Properties, Enterprise Zones and Appeals	Director, Core Services	0% Green	30/09/17	
										Financial Implications of Devolution - identifying and measuring the impacts of regional devolution on Barnsley and its partners	Director, Core Services	0% Green	30/09/17	

Priorit y	Risk No	Risk Title	Risk Consequences	Risk Owner	Existing Control Measures	Mar-16	Oct-16	Mar-17	Oct-17	Risk Mitigation Action	Owner	% comp	Review Date	Recovery Plan
	3035	Loss of assets and resources as a result of a one-off incident of fraud / corruption / bribery or sustained or widespread occurrences.	Occurrence or incidents of sustained and / or widespread and / or one off / big bang occurrence of Fraud and Corruption leading to financial loss, loss of income, property and other assets; Fraudulent transactions, contracts / payments and the like perpetrated by employees and / or third parties; External Audit public interest report; Loss of management time in undertaking investigations, be they 'real' incidents, or vexatious claims; The consequences of this risk will greatly depend on the context of the individual incidents, and will be greatly influenced by both the scale of the incident, and the position of the perpetrator within the Organisation; Negative impact on employee morale either through actual incidents, or suspicions of incidents being perpetrated; Tensions and issues with morale within groups / teams as a result of changes within and to the organisation; Increased opportunities to commit fraud due to management attention being distracted by change programmes and increased workloads; Losses arising from officers not doing their jobs properly, or not expending the amount of effort that may have been normal previously, due to morale and motivation issues; Increased risk of third party IT attacks on BMBC systems such as hacking for personal data, general mischief and disruption or to facilitate the transacting or processing of false documents; Negative impact on BMBCs reputation through the actions of partners and the perception that BMBC could be guilty by association;	SMT SMT	Anti Fraud, Corruption and Bribery Policy which is developed and refined following analysis of the Annual Fraud Risk Self Assessment (FRSA); Anti Money Laundering Policy which is developed and refined following analysis of the FRSA; Whistleblowing Policy which is developed and refined following analysis of the FRSA; Prosecutions Policy in place to ensure the Authority is open regarding censure relating to inappropriate behaviour; Council Constitution; Local Code of Corporate Governance; Member and Officer Codes of Conduct; Police involvement / criminal investigations; NFI Data Matching; Membership of NAFN; IT usage policies and procedures; IA for CA and other major organisations; Corporate Fraud Team in place; Fraud and Corruption included in AGR process; BOLD Elearning modules in place; Governance arrangements around Area Councils and Ward Alliances developed and reviewed by Internal Audit which also covered procurement arrangements in 16/17 - recommendations delivered;	3	3	3	3	A) Ensure there is an adequate and appropriate relationship between IA, HR, Legal and the Police to respond to any incident - to be refreshed as part of the establishment of the new BMBC Anti Fraud Team, led by the Corporate Anti-Fraud Team within IA - Contacts renewed in March 2017 and Police protocol refreshed B) Review corporate training programme utilising corporate PDR information and further development of POD online training training - trialling a pilot package C) Fundamental review of all corporate anti-fraud and corruption policies, procedures and guidance as part of the work of the Corporate Fraud Team - some key policies going to Audit Committee March 2017 and subsequently Cabinet - remaining policies to be considered by Audit Committee in December 2017 D) Communication of arrangements via training and awareness sessions regarding anti fraud and corruption arrangements to publicise these throughout the Council - main focus will be new POD training package E) Reinstatement of annual Fraud Risk Self Assessment at Business Unit level	Director, Core Services Director, Core Services Director, Core Services Director, Core Services	50% Green 90% Green 75% Green 50% Green	31/03/18 31/03/18 31/03/18 31/03/18	Escalate matter to HR, Police etc Undertake full systems review of affected area(s).
	3514	Failure to be able to deliver the ambitions and outcomes associated with the Customer Strategy Implementation Programme	Leading to... Failure to ensure customers are at the heart of the organisation; Lack of growth regarding our digital service which will be unable to encourage a channel shift in terms of customers interact with the Council resulting in customers not changing their behaviour and not undertaking greater levels of self-service; Unable to resource certain elements of the programme such as ICT technical development to deliver smarter and more efficient processes; Lack of efficient and effective services; Services becoming unsustainable following the Council's journey to Future Council and future financial pressures facing local government; Savings target of £450K to be delivered in 2016/17 (£400K delivered 2015/16 by BensTax service improvements); Directorates / Business Units not embracing the objectives of the agreed Customer Services Design Principles and associated objectives; No 'changing relationship' between the Council and its stakeholders; Issues regarding the capacity and time frame to deliver and concern regarding over promising and under delivering leading to 'work-around' arrangements that are unsustainable; Currently concerns raised regarding capacity with BU11 to provide required level of support to deliver programme;	SMT SMT	Responsibility for Programme delivery now aligned to SD Customer Services; BU7 - new structure and resources; Head of Customer Support and Development in place; Business design, IT technical resources agreed; Lessons Learnt from other significant change programmes such as SAP; Phase One and Two completed; Lessons learnt from previous Phases embedded; Previous CSO Strategy approved by Cabinet; Now transitioning to new stage with concept testing being undertaken with will include the consideration of dependencies and enablers, along with a period of redesign and testing; Cabinet Report detailed 'what' can be done, papers being prepared for SMT and CSO Board to detail 'how' the agreed activities will be implemented; New website in place; Overview and Scrutiny Task and Finish Group considered the Customer Services Strategy during 2015/16; New governance arrangements underpinning programme - Customer Strategy Implementation (CSI) Delivery Group reports to the Future Council Improvement and Growth Board; SMT have agreed and approved the CSI programme of work in September 2016; External Programme Manager in place; Specific work request in place with IT to ensure this activity is 'outside' of their day to day IT workstreams, and therefore should be adequately resourced; Co-produced plan with BU7 and BU11; Funding agreed and allocated - £1.1M More robust grip on programme delivery in place; Robust working relationship with Information Services in place, and now part of the same Directorate; Programme Outcomes: Customers can contact us easily and use more services online (GREEN)	4	4	4	4	Delivery of Customer Strategy Implementation Programme, including the appropriate consideration of risk at project level, and the escalation of significant risks to the CSI Delivery Group and subsequently the FC Improvement and Growth Board (17/18) Customer Care / Customer Contact training to be provided to employees who have a high level of contact with the public linking to organisational-wide OD training 16/17 - offer in place using elearning and face to face training - some employees booked into course - awaiting final sign off by CX. Training now in place and those employees who require training are now booked in for 2017/18. BU15 undertaking monitoring and analysis of take-up and feedback which will be used to target specific employees or areas of activity	Executive Director Communities Director, Core Services	50% Green 50% Green	31/03/18 31/03/18	
	699	Failure to ensure the Council's commercial / trading arm is effective in its operations, and is a well governed organisation	Reputational damage if the BMBC is not seen as a good business to trade with; Lost time and wasted resource in setting up the organisation, completing tenders, submissions and other commercial activities; Lost income which may have been used to avoid service cuts in future years resulting in lost jobs and employment opportunities; Legal / compliance failures if commercial / trading arm is not well controlled and governed;	SMT SMT	Trading organisations to date: - HR Services; - ILAHS; - Financial Services / Audit Services BMBC Legal Services providing oversight and advice regarding company constitution; In terms of the availability of commercial and trading skills, it is acknowledged the Council is working from a low starting point; Consideration of new skills in terms of commerciality, trading and innovation within the Future Council structure; Scheduled governance review to assist in determining the effectiveness of existing governance arrangements; Elements of company being would up including Barnsley HR Services and Barnsley Financial Services; ILAH Action Plan completed and lessons learnt reported to Cabinet; Commercial Strategy now in place; Commercial Awareness Sessions delivered; Commercial Toolkit developed; Leadership Programme included consideration of Commercial skills; Director of Core Services attended course on governance arrangements for Trading Organisations;	4	4	4	4	Development of internal control mechanisms to ensure that the correct roles are filled by appropriate employees, that good quality company governance is in place, that information is able to properly flow throughout the organisation and that commercial and financial reporting structures are in place - Director training deferred in light of reduced level of trading activity - reviewed and considered further controls - not required at this stage due to reduced levels of direct trading through company structure Development of shareholder role (SMT and Member / Cabinet level) to ensure the appropriate oversight of the trading / commercial activities is in place - reviewed and considered further controls - not required at this stage due to reduced levels of direct trading through company structure	Board of Directors Director, Core Services	0% Green 0% Green	31/03/18 31/03/18	
	3794	Failure to ensure the Council is able to develop governance arrangements that allow for risks and rewards relating to devolution and devolved authority to be properly explored and assessed to allow for assurances to be provided to stakeholders and other interested parties that appropriate benefits are being offered and realised from the devolution deal that improve Barnsley borough and the wider region Failure to influence the governance arrangements underpinning and controlling the emerging City Region Deal Devolution Deal enable an appropriate blend of risk and reward for the Council	Conflict of interest for a number of Council Services that provide support to internal functions within the Council, as well as external relationships such as Legal Services who provide legal support to the Council and the CA; Increased officer time required to support both organisations; Increased risks regarding project activities, where the CA may be unwilling to underwrite risk on behalf of constituent Councils; Increased reliance of CA funding; Significant reputational damage in the event the devolution model fails or is seen to fail as a result of BMBC influence;	SMT SMT	Development of protocols for dealing with potential conflicts of interest; Escalation of issues through Chief Executives;	N/A	4	4	3	Ensuring that the Authority is able to learn from its experiences in terms of conflicts that may have arisen and identifying areas of potential improvement in terms of how conflict are identified, handled and addressed (17/18) Focused de-brief following significant interaction with CA i.e. J36 development (including BLT development sessions) and other developments / opportunities (17/18)	Director, Core Services Director, Core Services	50% Green 50% Green	31/03/18 31/03/18	
NEW	4103	BDR Waste PFI - Insurance Risk	Increased insurance premiums applied to Waste PFI Operators are passed back to the Partnership. This in turn would pressure on the MTFs as currently no additional finance is available to fund any increase experienced by the Waste PFI Operator. Possible exposure to the Partnership of around £1.5m.	SMT SMT	Open dialogue with the Waste PFI Operator, External Legal and Financial advisors to the Waste PFI project are sighted on the issue and are leading negotiations. WIDP Transactor is sighted on the issue and is feeding in the experience from other PFI projects. Senior Managers (SD's & ED's) from Place and Finance and Legal are aware of the ongoing risk.	N/A	N/A	N/A	1	To continue dialogue with the PFI Operator. Internal Risk and Governance team are to be brought on board from all three partners - ongoing conversations with Insurers and development of working group	Paul Castle	50% Amber	31/03/18	

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Executive Director
Core Services**

**COMMUNITY ASSET TRANSFER; THE PAVILION, BRIERLEY PARK, BRIERLEY
GRANT OF A 25 YEAR LEASE BY THE COUNCIL AS TRUSTEE OF THE
MINERS WELFARE RECREATION GROUND, BRIERLEY, TO BRIERLEY
PLAYMATES**

1. Purpose of Report

- 1.1 The purpose of the report is to consider the grant of a 25-year lease of the Community Pavilion and surrounding grounds at Brierley Park (shown edged black on the attached plan) by the Council, as Trustee of the Brierley Miners Welfare Scheme, to Brierley Playmates, so that they can continue to provide pre-school nursery places to the local community.

2. Recommendations

RECOMMENDATION TO COUNCIL:

- 2.1 That, subject to the statutory procedures under the Charities Act 2011 being complied with, the Council, in its capacity as Trustee of the Brierley Miners Welfare Scheme, approves the grant of a 25-year lease to Brierley Playmates.
- 2.2 That the Service Director Assets be authorised to finalise Heads of Terms for the proposed 25-year lease , in accordance with charity legislation.
- 2.3 That the Executive Director of Core Services be authorised to complete the lease to Brierley Playmates.

3. Introduction

- 3.1 Following the dissolution of Brierley Town Council and abolition of the Parish of Brierley in April 2016, the rights and liabilities of Brierley Town Council transferred to Barnsley Metropolitan Borough Council. The Council subsequently became trustee of Brierley Miners Welfare Scheme Recreation Ground originally having been created by the Department of Education and Science, in pursuance of Section 3 of the Open Spaces Act 1906 as deposited with the Secretary of State.
- 3.2 The Community Pavilion is situated on the eastern boundary of the Recreation Ground. It is a former sports changing facility that has undergone major refurbishment over time and is now the place of operation and headquarters of Brierley Playmates. Although they have occupied the pavilion for a number of years, they currently have no formal agreement detailing the terms of their occupation.

- 3.3 Brierley Playmates (registered charity 1036606) provide pre-school education and care to local children between the ages of 2 and 5. They are committee run, with parents of the attending children invited to become members. The Charity receives Early Years Education funding on a per-child headcount basis and currently employs 5 members of staff.
- 3.4 The Council are in receipt of approvals for the proposed lease from the Coal Industry Social Welfare Organisation (CISWO) and the Charity Commission.
- 3.5 Charities legislation allows for “charity-to-charity” transactions to be completed at less-than-best obtainable value, provided that the relevant authorisation can be obtained and the transaction is in-line with the objectives of the Trust.

4.0 Proposal and Justification

- 4.1 It is proposed that subject to the procedures under the Charities Act being adhered to, the Council as Trustee approve the granting of a 25 year lease of the Brierley Park Community Pavilion and grounds to Brierley Playmates in accordance with charity legislation.
- 4.2 The terms of the lease will make the tenants responsible for maintenance and any repairs to the property, along with all outgoing costs and utilities. The Council will continue to insure the building but recharge the premium to the tenant.
- 4.3 The proposed lease will contain a landlord or tenant break clause, subject to 6-months’ written notice. This will provide a degree of flexibility ensuring the Charity can terminate the agreement if the management of the facility becomes too onerous and allow the Council to take occupation in the event of continued and material tenant breach.
- 4.4 The proposal is in line with the Council’s Community Asset Transfer Policy (Cab 30.1.2013.6.3). However, this consent is not relevant to this transaction given this is a decision taken by the Council as Trustee, rather than Local Authority. Such an arrangement is permitted under Charities Legislation as a “charity-to-charity” transaction and will enable the Council’s charitable ambitions to be fulfilled as the Brierley Playmates will continue to meet the objectives of the Trust.
- 4.5 The continued operation of the facility as a nursery is an important factor in ensuring community wellbeing, not just in terms of the provision of pre-school education in the village (Brierley Playmates is the only current local provider), but also in the availability of a social interaction and community events for the parents or carers of the attending children.
- 4.6 Community groups or charities with observable vested interests in property are more likely to receive funding from external parties for the purposes of development, refurbishment or stock replenishment. The proposed lease would assist the Charity in undertaking any necessary repairs or redevelopment of the building and provide confidence in the Charity’s long term ability to sustain itself financially.

5. Consideration of Alternative Approaches

- 5.1 If the proposal is not approved, the Council's obligations as Trustee and reasonable landowner will mean the management of the pavilion will revert back into the Council's remit. Due to budget pressures and limited resources, in such circumstances it is likely that the building would be closed, forcing the Charity to either suspend operations or relocate. In either event, the service would be lost to the community.
- 5.2 Transferring the freehold of the land in question to the Charity is not possible due to the Council's Trust obligations.

6 Impact on Local People

- 6.1 The proposal would ensure the continued involvement, inclusion and empowerment of a third-sector organisation in the local community. It would also provide a sustainable location for the provision of pre-school education in the village, including a social hub for parents and carers of young children.
- 6.2 Central to Brierley Playmates structure is the encouragement for parents and carers to be involved in the management of the Charity at a committee level. The proposed lease would provide a long-term stability that would only serve to boost participation and thus increase social investment in the community.

7. Financial Implications

- 7.1 There are no direct financial implications associated with this proposal as the transaction is being dealt by the Council as Trustee as opposed to the Local Authority.
- 7.2 The grant of a 25 year lease to Brierley Playmates will ensure that the building is maintained and continues to be used by the community in line with the Council's Community Asset Transfer Policy ref Cab.30.1.2013/6.3.
- 7.3 The grant of a 25 year lease will allow Brierley Playmates to make applications for funds to support their operation and funds towards the premises that the Council as Trustees is unable to access.
- 7.4 The proposal to award the lease ensures the best use of the asset and will have significant benefits to the local community as outline within section 6 of this report.
- 7.5 The Brierley Playmates will pay the councils reasonable legal and surveyors fees in respect of the lease.
- 7.6 There are no undue VAT implications arising as a result of this report.
- 7.7 For the purpose of IFRS the lease will be classified as an operating lease.

8. Employee implications

- 8.1 There are no implications for BMBC employees as a result of this recommendation

9. Communications implications

- 9.1 The grant of the new lease will be subject to complying with the Charities Act and where required the necessary public notices will be posted.

10. Consultations

- 10.1 Local ward members have been consulted on the proposed lease and support the proposals as detailed in this report.
- 10.2 The Service Director Stronger, Safer & Healthier Communities (Parks Services) support the grant of a 25 year lease.
- 10.3 Financial services Manager and the insurance and Taxation Manager on behalf of the Service Director of Finance (S151 Officer), has been consulted and details are shown in Item 7 of the report.
- 10.4 Legal Services have also been consulted in the creation of this report in respect to the grant of a lease in relation to land and property subject to Trust.

11. The Corporate Plan and The Council's Performance Management Framework

- 11.1 The Charity's mission statement emphasises the importance of community involvement and is in alignment with the continuing development, consolidation and expansion of community resources as detailed in the Council's Corporate Plan. Moreover, the Charity is committed to developing attending children's social relationships and community awareness as part of the Early Years Foundation Stage Framework, which will foster long-term emotional investment in the borough.

12. Promoting Equality and Diversity and Social Inclusion

- 12.1 The continuation of free childcare in the village will assist families with young children, teenage parents, and families on low income. There are no foreseeable negative effects arising from this report.

13. Tackling the Impact of Poverty

- 13.1 The presence of a reliable and sustainable free childcare provider in the village enables families with young children to feel confident pursuing other vocations. The service provides a welcome respite to parents you would otherwise be full-time carers and gives them the time to enter or continue employment or to pursue further education.

- 13.2 Longer-term, the presence of a pre-school education facility in the village will increase communication and connectivity with local schools and academies for mutual academic benefit.

14. Tackling Health Inequalities

- 14.1 The continuation of the community nursery facility will provide a source of advice and information about many issues that impact on children's health including diet, exercise, and healthcare.
- 14.2 The Charity has adopted the Early Years Foundation Stage learning framework. A central theme of this document is the promotion of children's physical development, including detailed emphasis on the importance of physical exercise, basic hygiene, and self-care. Moreover, the framework encourages regular and consistent discourse with health professionals throughout child development.

15. Reduction of Crime and Disorder

- 15.1 Vacant or under used buildings and land can attract vandalism and unauthorised uses such as fly-tipping, substance abuse and other anti-social behaviour. The proposed transfer will keep the property in use, helping to prevent such problems.
- 15.2 A thriving pre-school service will encourage more use of the park by local residents, thereby increasing the potential participation in the use of the land by other community organisations, including the existing neighbouring football club.

16. Risk Management Considerations

- 16.1 The granting of a lease to the Brierley Playmates would see a continuation and potential development of the nursery facility that had been under the management of the Charity for a number of years, keeping the asset at the heart of the community and in a productive use for the benefit of the local population. That being said, it is possible during the 25 year term that the Charity disbands, either through financial hardships or possible changing priorities of the personnel.
- 16.2 To mitigate the ramifications of this, the lease will include both landlord and tenant break clauses, allowing both parties to terminate the agreement subject to 6 month's written notice. This will ensure that the Charity is not entering into an agreement that is potentially too onerous to fulfil and will give the council the opportunity to terminate the agreement in the event that the tenants fail to remain in accordance with the terms of the lease.

17. Health, Safety and Emergency Resilience Issues

- 17.1 The proposal to lease the property will be carried out giving full considerations to current Health and Safety legislation.

18. Compatibility with European Convention on Human Rights

- 18.1 This report recognises the promotion and importance of equality, diversity and human rights for all members of the local community and the wider borough.

19. Conservation of Biodiversity

- 19.1 There are no issues arising from this report.

20. Glossary

- 21.1 CISWO - Coal Industry Social Welfare Organisation

21. List of appendices

- 21.1 Appendix A – Site plan

22. Background Papers

- 22.1 Correspondence regarding this matter is held on the files in Asset Management – not available for inspection, contains exempt information.

Office Contact: Tim Hartley Telephone No: 774615 Date: 11th December 2017

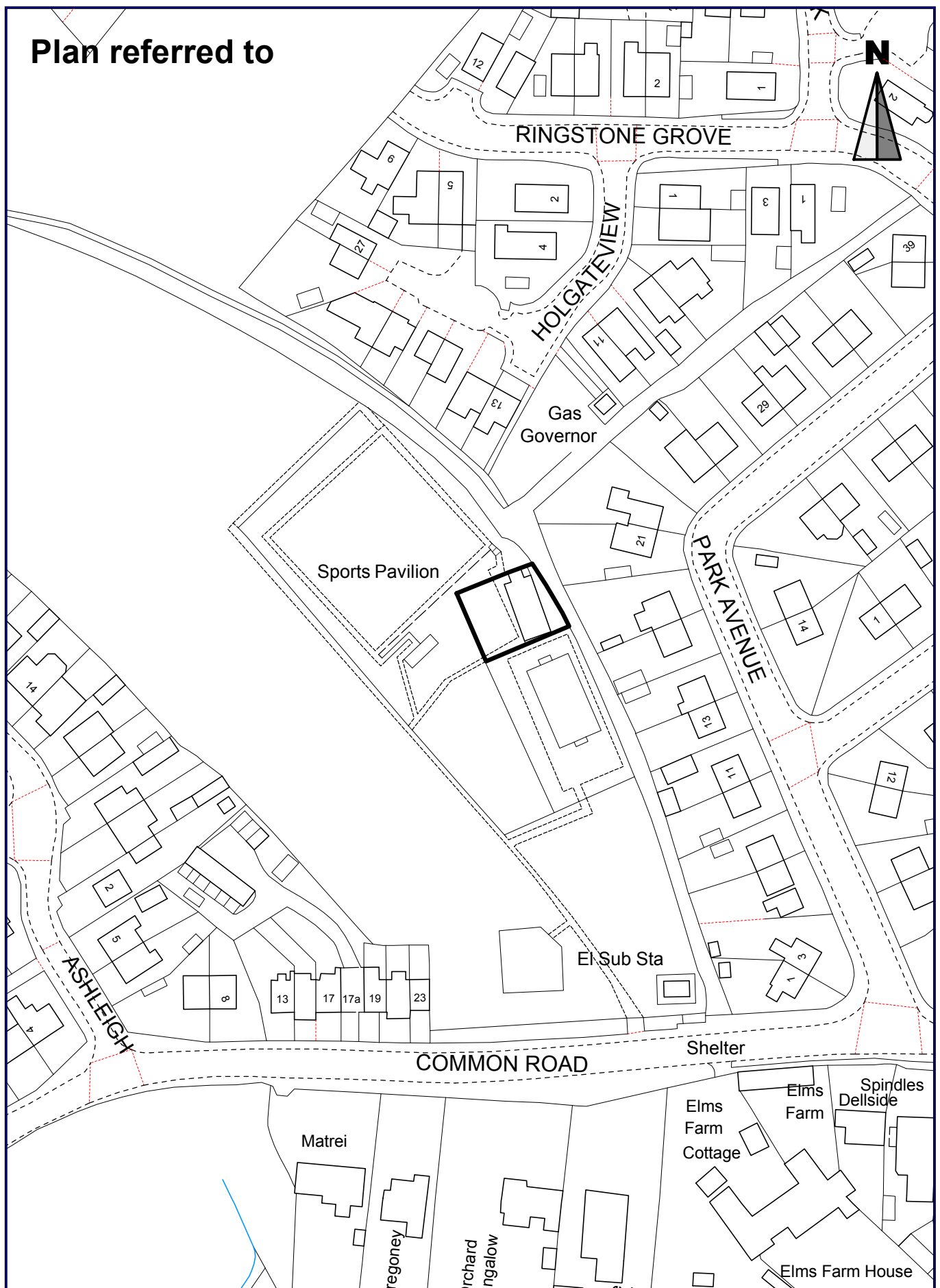
Financial Implications/Consultation



.....

(To be signed by senior Financial Services officer where no financial implications)

Plan referred to



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Date: 08/12/2017

Scale 1: 1,250

Drawing Title :

Brierley Miners Welfare Park

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BARNSELY
Metropolitan Borough Council

Strategic Property and Procurement/Asset Management
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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan.

Report of the Executive Director of PLACE
and the Executive Director of COMMUNITIES

Principal Towns Investment Programme

1. Purpose of Report

- 1.1. To update Cabinet on the Principal Towns Investment Programme (Cab.11.1.2017/13) and seek approval for specific schemes and changes to the approval process.

2. Recommendations

- 2.1 **Cabinet approve the proposed changes to the Principal Towns Programme approval process (section 4 refers).**
- 2.2 **Cabinet approve the release of £0.258M from the £5M total allocation to fund the project management costs identified with the scheme (section 5 refers).**
- 2.3 **Cabinet approve the proposed shop front improvement scheme at a net cost of £0.8M, to cover all areas across the Principal Towns Programme (section 6 refers).**

3. Introduction

- 3.1 Since the Principal Towns Investment Programme was approved (Cab. 11.1.2017/13) the Commissioning Board has held two meetings to progress the scheme and officers have been working with elected members, local community groups and businesses to shape registration of interests for funding. At the first Commissioning board 16 registrations of interest were submitted and all areas have progressed to full business case development. It is expected that a number of areas will be submitting full business cases for funding at the January 2018 Commissioning Board. The Shop front proposal is the first approval to come through at a programme level. The recommendations above have been approved at the Commissioning Boards held on the 17th July 2017 and 28th September 2017.

4. Proposed Changes to the Principal Towns Programme Approval Process

- 4.1 In approving the Principal Towns Programme in January 2017, Cabinet agreed that further reports be brought forward on recommendations for funding allocations resulting from the commissioning process. A further assessment of the number of schemes that are likely to come forward for consideration

suggests that this is likely to lead to delays in the delivery process and congest the Cabinet agenda. It is therefore proposed that approval be given in line with the normal delegation arrangements, with the Cabinet Spokespersons for Place and Communities approving projects under £500,000 and proposals over this limit coming forward to Cabinet. Any approvals would be subject to the normal consultation with Elected Members under the Call-In arrangements, with Elected Members also consulted on the development of proposals in line with the agreed commissioning process.

5. Project Management Costs

- 5.1 In approving the Principal Towns Programme in January 2017, Cabinet agreed the recruitment of two Project Managers to work closely with the Ward Alliance and Communities directorate in working up proposals and delivering the approved plans. The salary and on-costs associated with these two posts amount to £86,000 per annum.

6. Proposed Implementation of the Shop Fronts Scheme

- 6.1 Following a review of the registration of interests submitted in July it was noted there was a common theme of Shop Front improvements and therefore it would be beneficial to adopt a programme delivery approach from an efficiency perspective. This approach would allow for early delivery in many of the areas and a consistent approach to shop front improvements across the programme and borough. The Commissioning Board discussed the three options for implementing a shop front scheme to cover all areas within the Principal Towns Scheme at the September meeting.
- 6.2 The options proposed were as follows:
1. Use Yortender to procure a scheme provider to undertake the physical works
 2. Use Yortender to procure a list of providers that businesses use for the scheme
 3. Businesses contract directly with suppliers and BMBC pay a grant to business
- 6.3 The Board's recommended approach is option 2, as this would allow the Council to maintain a degree of consistency across the towns / centres and to keep the supply local.
- 6.4 The proposal is for an all-encompassing scheme - regardless of the respective size of business or value of works - where individual businesses are invited to apply. Officers will work proactively with businesses in order to promote the scheme. Individual applications will be assessed on their own merits to ensure the scheme's objectives are met.
- 6.5 Whilst there is no lower limit to the scheme, the Board approved a maximum contribution from the Council of £4,000 per shop front, and an upper limit for the scheme of £800,000 (based on a total of 190 shop fronts), which represents

80% of the estimated cost. A minimum of 20% will be met through contributions from the individual businesses. It was suggested during the meeting that shops in receipt of Council funding had a sign put in their windows to publicise this.

- 6.6 Whilst the upgrades are expected to be delivered to similar specifications, option 2 would include working with NPS Barnsley on a pilot of 6 businesses to work through what is required in terms of assessment and design of the works and the different trades which will be most suited to do the work. Any NPS fees incurred will be contained within the individual shop front allocations.
- 6.7 The pilot will then inform the procurement activity required for the works included which can't be delivered by NPS Barnsley. This co-ordinated approach will ensure that the scheme is delivered professionally and made attractive to businesses to encourage them to participate in the scheme.
- 6.8 The outputs from this approach are:
- Number of shop fronts improved
 - Increased footfall within Principal Towns/Local centres
 - Business growth within Principal Towns/Local centres
 - Proportion of BMBC spend spent locally
- 6.9 This proposal is also likely to impact on the following corporate priorities:
- Thriving and vibrant economy
 - Strong and resilient communities
 - People volunteering and contributing towards stronger communities

7. Implications for Local People/Service Users

- 7.1 There are significant positive implications for residents of the impacted Principal Towns and Local Centres in the Principal Towns Programme. This proposal is likely to increase footfall and contribute to a vibrant economy in each of the areas.

8. Financial Implications

- 8.1 Consultations on the financial implications have taken place with representatives of the Service Director - Finance (S151 Officer).
- 8.2 This scheme utilises funding set aside as part of the 2017-2020 Capital Programme, as identified in the Principal Towns Investment Programme report (Cab.11.1.2017/13).
- 8.3 The Council has set aside £258,000 to cover project management costs
- 8.4 The cost of the proposed shop front scheme totals £1,000,000, based on an overall contribution from the Council of £800,000 (based on a maximum of £4,000 per shop front - including NPS fees - and a 5% contingency). The

remaining £200,000 will be met through individual contributions from the respective businesses.

- 8.5 There is no time limit for the available funds to be spent.
- 8.6 Expenditure identified within this scheme will be managed within the resources available.
- 8.7 Contract management procedures will be in place and mechanisms followed so funding for the works isn't released until the works have been deemed satisfactory by BMBC and the shop owner.
- 8.8 The financial implications relating to this proposal are shown in Appendix A of this document.

9. Employee Implications

- 9.1 There are no immediate employee implications arising directly from this report.

10. Communications Implications

- 10.1 A communication plan has been delivered for the overall programme and officers are continuing to work closely with Communications to publicise the programme as and when appropriate. Officers will positively promote the shop front scheme as the first deliverable from the Principal Towns programme.

11. Promoting Equality & Diversity and Social Inclusion

- 11.1 An Equality Impact Assessment (EIA) is currently being undertaken in order to inform the development of this scheme.
- 11.2 The EIA has focused on how this scheme can promote better access inclusion to the shops and communities involved for people from diverse communities, including disabled people and older people.
- 11.3 We know that access to some facilities and services is currently limited in the Principal Towns and Local Centres particularly for disabled people i.e. not all shops are wheelchair accessible and some shop front areas also have limited access. All major shop front alterations will need to be compliant with disability access provisions of building regulations, but intentions to improve access for disabled people will also be considered as part of the criteria for applicants.
- 11.4 Plans are also being put in place to encourage grant applicants to consider undergoing an assessment of their general accessibility in order to become part of the Disabled Go website and to participate in schemes such as Dementia Friendly, Breast Feeding Friendly and a Safe Places, to help promote a welcoming and inclusive environment for all.

12. Consultations

- 12.1 Consultation has taken place internally with initial discussion with the relevant Elected Members in addition to initial consultation with local businesses in the relevant areas.

13. Risk Management Issues

- 13.1 The risks and the mitigation are listed below:

Risk	Mitigation
Consistency in quality of shop fronts	Officers will work with NPS on a pilot to scope the required works and trades to establish a robust specification for the works, and will tender for organisations to undertake the shop front improvements. This will ensure consistency in standards and savings through economies of scale.
Only a proportion of shops opt to progress the scheme (particularly after any design / feasibility costs are incurred)	Mitigated by proactively working with shops to promote the schemes; using improved shops as a point of reference to show what is possible.
Risk of collecting contributions	<p>Options to mitigate this risk include:</p> <ul style="list-style-type: none">• The Council and respective businesses making direct payments to the contracted organisations• The Council invoicing the respective businesses for their contributions up front; and make full payment to the contractor once works completed satisfactorily, or• The individual businesses incurring the cost up front and being reimbursed upon completion. <p>A decision will be made following completion of the pilot scheme.</p>

14. List of Appendices

Appendix A – Financial Implications

Officer Contact: Fiona O'Brien/Sian Stanhope **Telephone No:** 774506/ 774993
Date: November 2017

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Joint Report of the Executive Director - Communities and the Executive Director - Place

FINANCIAL IMPLICATIONS

Principal Towns Investment Programme - Shop Front Schemes and Feasibility

i) Capital Expenditure	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Total</u>
	£	£	£	£	£	£
Project management costs	86,000	86,000	86,000	-	-	258,000
Shop front schemes	125,000	500,000	375,000	-	-	1,000,000
	211,000	586,000	461,000	-	-	1,258,000

To be financed from:

Funding set aside as part of the 2017-2020 Capital Programme	-	186,000	-	486,000	-	386,000	-	-	-	1,058,000
Match funding / contributions from individual businesses	-	25,000	-	100,000	-	75,000	-	-	-	200,000
	-	-	-	-	-	-	-	-	-	-

Funding for the Principal Towns Investment Programme was approved in January 2017 (Cab.11.1.2017/13)

ii) Revenue Effects	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Total</u>
	£	£	£	£	£	£
	-	-	-	-	-	-
	-	-	-	-	-	-

To be financed from:

	-	-	-	-	-	-
	-	-	-	-	-	-

Agreed by:  On behalf of the Service Director - Finance (S151 Officer)

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BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan.

**Report of the Executive Director of Place to
Cabinet on 10.01.2018.**

Home to School Travel Assistance Policy 2018 - 2020

1. Purpose of report

- 1.1 The purpose of this report is to seek support for the implementation of the updated Travel Assistance Policy 2018 – 2020.

2. Recommendations

- 2.1 That Cabinet is minded to accept the consultations and its findings.
- 2.2 That Cabinet supports the strategic drive of alternative transport provisions such as travel training, the use of personal budgets and mileage payments, where appropriate, to be used as a way of developing independence in children, providing them with life skills and preparing them for further education, apprenticeships or further employment.
- 2.3 That Cabinet supports the continued engagement with parents, carers and key professional stakeholders to produce operational guidelines to support the Travel Assistance Policy.
- 2.4 That Cabinet supports the recommendation that full Council approves the Home to School/College Travel Assistance Policy 2018 – 2020.

3. Introduction

- 3.1 As part of Future Council, transportation for eligible children, young people and adults have been brought together under BU 6 Environment & Transport, within the Place Directorate. The current Travel Policy expired at the end of 2016. A 'One Council' joint task & finish group from different business units have worked together to update the policy in line with our corporate strategy; that is to support eligible children and adults with the provision of statutorily required services that encourage and support independence.
- 3.2 As part of this group's work it built upon the review of transport services undertaken in 2014. This work benchmarked our services against many other local authorities in the region.
- 3.3 The updated policy has been developed around the following key aims:
- To provide travel assistance service that offers a more bespoke arrangement that compliments the development of independence in children.
 - To meet our corporate strategy to create and support independence;
 - To provide a more sustainable, efficient and effective service offer;

- To update our policy in line with best practices recommended by Department for Education;
- To align our updated policy more closely with our adjacent south Yorkshire authorities and those services that South Yorkshire Passenger Transport support; and
- To support and compliment the Barnsley SEND Strategy 2016-18.

4. Report

4.1 BMBC has a statutory duty under section 508A and 508D of the Education Act 1996 (amended by the Education and Inspections Act 2006) to ensure that travel assistance as it considers necessary are made to facilitate attendance at school for eligible children or students. The Council's Home to School Transport Policy sets out BMBC's arrangement for facilitating this statutory duty. The current Home to School transport policy expired at the end of 2016. This report proposes an updated replacement for the expired policy entitled Home to School / College Travel Assistance Policy 2018 – 2020, a copy of which is attached at appendix A.

4.2 The proposed revised policy contains the following amendments;

- a) For children and students with Special Educational Needs and Disabilities (SEND) the following menu of travel options are now included in the new policy; Independent travel training, mileage reimbursement, personal travel budgets, school minibus or taxi and zero fare pass.
- b) Transport for SEND children in transition.
- c) Children with SEN (without a statement or EHCP) disabilities or mobility problems
- d) Travel assistance for Post-16 mainstream students where there is no suitable public transport option.
- e) Simplified appeal process.

Details about these amendments are provided in section 6.

5.0 Consultation / engagement

5.1 Statutory guidance states that Local Authorities should consult widely on any proposed changes to their local policies on school travel arrangements with all

interested parties. Consultations should last at least 28 working days during term time. The period should be extended to take account of any school holidays that may occur during the period of consultation. In line with this statutory guidance BMBC carried out a consultation phase and followed that with a further engagement process.

5.2 Consultation – phase 1.

- 5.3 A 9-week consultation period took place between December 2016 and February 2017. This consisted of a survey questionnaire that was placed online which was open to members of the public, service users and those involved with the service from a professional perspective. In terms of direct correspondence, we wrote to c500 service users twice making them aware of the consultation process.
- 5.4 Of 97 online responses received in the Public Consultation 83 (80%) were from parents, carers or guardians with a stake in the proposals. 7 respondents (7%) were from either a school governor or teacher and a further 8 respondents were from consultees who were responding on behalf of an organisation with an interest in the proposals. These included the Barnsley Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS).
- 5.5 In conclusion, the consultation found that there were understandably levels of concern and anxiety from parents and carers in respect of potential change. To address these concerns a number of parent/carers meetings were held in the Spring and Summer of 2017. The outcome of which were that parents /carers felt that the spirit of Co-production had not been embraced by the Council.
- 5.6 Whilst parent/carers are not able to co-produce Council policy especially where we are complying with statutory guidelines. It was acknowledged that there were areas, particularly around operational aspects that would benefit from further engagement because parent/carers are best placed to know what would and would not work. It was therefore agreed to hold a further engagement process.
- ## **5.7 Consultation phase 2 – further engagement.**
- 5.8 A 3-week engagement exercise took place in November 2017. This consisted of placing a copy of the draft policy on line for parent/carers to read and a short survey asking for comments on the policy.
- 5.9 To address criticism that the request for comments in the previous round of consultation was not wide enough School SEN Coordinators (SENCOS) were asked to distribute a letter on our behalf. This ensured that parent/carers of all SEND children whether they had a statement or Education, Health & Care Plan (EHCP) or not, would receive information about the policy and the engagement process. Additionally, SENDIASS and Family Information Service (FIS) also sent the letter around their contacts and finally everyone on the Council's transport database were sent a letter.
- 5.10 Three drop in sessions for people who do not have access to the internet to be able to take part in the engagement process and /or directly put questions to Officers were held. Attendance at these sessions was low.
- 5.11 Finally, a further parent/carers meeting was held once the engagement process was closed to give feedback on comments received and gain opinion on the engagement process. Attendance at this was also low.
- 5.12 A table of comments (appendix B) was placed onto the Council's School transport page, together with a copy of the draft policy highlighting where amendments have been made as a result of comments received during the engagement process. These two documents remained on the website until the

8th December giving parents/carers chance to comment on any of the proposed changes. Finally, a final draft version incorporating all changes was placed on the website from the 11th - 17th December 2017 to give parent/carers opportunity to view the policy before it was put before Cabinet for approval.

- 5.13 As can be seen in the table at appendix B, the majority of comments received were included in the policy (79%). Some comments were more operational in nature (16 %) and will be detailed in the Parents & Carers guidance documents that will be drawn up once the policy is adopted. Two comments (4%) was not included in the policy because it is a discretionary element that would place a further pressure on the budget. This is the transport of children from school enrichment classes and after school clubs.
- 5.14 Many schools offer after school enrichment classes and whilst attendance is voluntary parent/carers state that pressure is placed on both themselves and the child to attend, citing that their grades will improve as a result. Additionally, many schools also offer after school clubs and parent/carers feel discriminated against because their children are unable to attend due to needing to get the transport home. In order to facilitate this request additional transport would have to be provided.
- 5.15 The priority is to ensure that we provide mandatory travel assistance services to all those that require it. Investing in discretionary areas of service would increase the risk of the authority being unable to meet this obligation. The aim of the Home to School Travel Assistance Policy is to facilitate attendance at school and the inclusion of attendance at enrichment classes or after school clubs would be a discretionary element. It is therefore recommended that we do not provide this transport option. Further information is provided in the Equality Impact Assessment appendix C and under section 9 of the report.

6.0 Home to School / College Travel Assistance Policy 2018-2020

- 6.1 The Main change from the original policy is the introduction of independent travel training and personal transport budget (PTB) as part of a menu of travel options. The title has also changed from Home to School/College Transport Policy to Home to School/travel Assistance Policy to reflect the fact that the policy contains a range of travel options and not simply taxi and bus transport.
- 6.2 **Independent travel training** – the updated policy will consider this as an option. The benefits of travel training are proven to show greater access to education and employment opportunities. In addition, the outcomes from this included greater accessibility, road safety awareness, improved health and a reduction of dependency of social services and fits in with the LA's corporate strategy to develop people to their full potential aligned with the Key Stages of the educational curriculum. This will place a resource demand in the Communities Directorate Travel Training team. Following concerns from the SEND community, it has been made very clear in the policy that independent travel training will only be offered where appropriate in consultation with parent/carers and school.
- 6.3 **Personal Travel Budgets (PTB)** – The advantage of the introduction of PTB's is that it provides the opportunity for parents/carers to exercise some choice and control over the way their child gets to and from school. This could be particularly useful if they wish to enrol their child in after school clubs. A PTB is offered at the

discretion of the Council and where it is a cost effective way of arranging for a pupil to get to school. Parents are not obliged to take up a PTB where offered.

- 6.4 **Transport for SEND children in transition** – A comment received on the engagement survey was that the whole SEND code of practice is around transitioning yet the school transport policy does not support this. Whilst providing transport for a very short period is not always practical, we will in exceptional circumstances seek to provide travel assistance if required and the policy has been amended accordingly.
- 6.5 **Children with SEND but without a statement or EHCP** – Statutory guidance clearly states that children with disabilities living within the statutory qualifying walking distance that prevent them from walking to school should be provided with transport. Many Local Authorities have chosen not to provide this causing recent lobbying to Government by Contact (charity for families with disabled children) for this to be strengthened in the statutory guidance. The previous BMBC policy was not sufficiently clear with regard to this area and it was difficult for officers to make an informed assessment on whether transport should be provided. In the new policy the process has been clarified with a request for supporting written documentation from health and education professionals over the previous 12 months to be supplied with the application.
- 6.6 **Travel assistance for post 16 mainstream pupils**
The Department for Education (DfE) has recently issued statutory guidance for local authorities on Post 16 transport to education and training (October 2017). Post 16 transport is currently a discretionary element and many Local Authorities, including BMBC, took the decision a few years ago to not provide transport for post 16 mainstream students. A number have also taken the decision either not to provide, or to introduce a contribution towards the cost for SEND post 16 students. BMBC still provides free transport assistance for this cohort of pupils and there is no proposal to change this at the present time.
- 6.7 The DfE statutory guidance reaffirms that LA's do not have to provide free or subsidised transport for post 16 students. However, it reminds LA's that the age of participation has increased to 18 and we have a duty to ensure that everyone is able to access education or training and should not be barred because there is no suitable transport, or they are not able to afford the journey.
- 6.8 The post 16 mainstream section has therefore been amended to ensure that in exceptional cases, for pupils living in rural areas without access to public transport, travel assistance will be provided. This may consist of charging for an available vacant seat on school buses operated by BMBC for the same cost as the 16 – 18 travel pass which the majority of post 16 students will purchase.
- 6.9 **Simplify the appeals process** – The present appeals process was not in keeping with the best practice advised by the DfE. This has been amended and the Council's complaint process has also been included.
- 6.10 **Other general changes** – a number of smaller changes have been made to the policy following comment from the parent/carers in the two consultation rounds. These include, but are not restricted to; splitting out mainstream and SEND; linking to the Local Offer; inclusion of an eligibility flow chart; clarifying the transport of medication; training of school escorts; travel times; and behaviour whilst on transport

7 Proposal and Justification

- 7.1 In summary, every effort was made to engage with residents of Barnsley and in particular with the wider SEND community. The resultant policy reflects many of the comments received.
- 7.2 In implementing this policy it is clear from the consultation that we need to develop a strategy to manage anxieties through the implementation of this policy, for example around the ratio of escorts on a minibus and dealing with challenging behaviour. Engaging and working with parents/carers to produce parent/carers guides will help to address these concerns.

8 Consideration of alternative approaches

- 8.1 Do nothing – The current Home to School transport policy could be renewed in its current form with no changes made. This would prevent the LA from being able to offer alternative travel options to pupils designed to increase independence, create flexibility for parent/ carers and provide a more efficient, cost effective streamlined service. In the current financial climate the do nothing option is not really viable.
- 8.2 Completely remove all discretionary services – The provision of home to school travel assistance is a statutory duty for pupils that meet the eligibility criteria. The eligibility criteria (qualifying distance from home to school and extended rights for low income families) is set out in the statutory guidance and the LA is required to comply with this. Albeit, the LA can choose whether to provide discretionary elements. Currently BMBC provide the discretionary element of free travel assistance for post 16 SEND pupils. The removal of this discretionary element would save circa £20k per annum. Officers within both People and Place directorates are working to improve relationships with SEND community and the removal of this discretionary element seen as important to many families is not recommended.

9.0 Implications for local people and service users

- 9.1 An Equality Impact Assessment has been prepared attached (appendix C). It highlights the key inequality issue that remains unresolved is the lack of transport to enrichment classes and after school clubs. A number of parents/carers have commented that because their child or children use school transport due to their disabilities, they are unable to access these clubs like mainstream children. This is particularly concerning when schools advise that attendance at enrichment classes may help to improve their child's grades. The provision of transport for these activities would be a discretionary element. The priority is to ensure that we provide mandatory travel assistance service to all those that require it. Investing in discretion services would increase the risk of the authority being able to meet this obligation.
- 9.2 The introduction of PTB's and an improved mileage reimbursement offer in BMBC's Travel Assistance Policy 2018 – 2020 does offer parent/carers flexibility with the transport, for example they could choose to accept mileage reimbursement which would enable them to build in after school club times into the daily journey.

10 Financial Implications

- 10.1 **The Travel Assistance function continues to face significant financial pressures. Whilst the additional cost as a result of the increase in users of the service has been recently recognised within the Council Medium Term Financial Strategy, the service still shows a forecast overspend as reported in the recent Quarterly Monitoring Report.**
- 10.2 **Future delivery of a balance budget for the service is heavily predicated on the adoption, strict control and adherence of this new policy. This will be monitored carefully from 1st April 2018 with any variations reported through the normal financial performance monitoring route.**

11 Employee implications

- 11.1 In the present and foreseeable future demand is expected to rise for children who are or will be eligible for Travel Assistance. This will mean that additional resources will need to be provided to support service users. It is anticipated that this additional resourcing will be focused around managing the service; the provision of drivers and escorts; and in the travel training service.

12 Communications implications

- 12.1 A set of policy guidelines covering contractor responsibilities, driver and escort responsibilities, school responsibilities, parent /carer responsibilities and Home to School team responsibilities will need to be produced to back up the operation of this policy. These will need to be drawn up in consultation with parent/carers, health and educational professionals and where applicable the service users i.e. children and young persons.

13 Consultations

- 13.1 Appendix B provides an analysis of the comments received from the recent engagement process.

14 List of Appendices

- 14.1 Draft Home to School /College Travel Assistance Policy 2018 – 2020 Appendix A
- 14.2 Table of comments received from the engagement process Appendix B
- 14.3 Equality Impact Assessment Appendix C

15 Background Papers

- 15.1 Home to School Transport Policy 2015-16

Officer Contact Sally Killips Tele No01226 772057 Date 6th December 2017

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BARNSLEY

Metropolitan Borough Council

Barnsley Metropolitan Borough Council

Home to School/College Travel Assistance Policy.

2018- 2020

Date: DD/MM/2018

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Information can be made available in other languages, or other formats such as Braille or Audio tape, upon request. Please contact The Home to School Transport team on (01226 773584)

Section 1

General

- 1.0 The LA has a duty to make arrangements to facilitate attendance at schools and colleges by providing free travel assistance in certain circumstances.
- 1.1 This Policy is prepared in response to the duties of Barnsley Metropolitan Borough Council (BMBC), hereafter known as the Local Authority (LA) (See paragraph 1.10), under section 508B of the Education Act 1996, (amended by Education and Inspections Act 2006) which deals with the duty of Local Authorities in England to ensure that suitable travel assistance as it considers necessary are made to facilitate attendance at school for eligible children or students. The Council's policy is to provide free school transport (referred to in the Act and in this document as "Travel Assistance") to these categories of eligible children in accordance with its legal obligations, but not otherwise unless there are exceptional circumstances.
- 1.2 This travel assistance policy has been designed to complement the school curriculum in providing the skills to create greater personal independence. It will also provide support to eligible children to encourage independent travel.
- 1.3 This policy summarises the categories of eligible children set out in the Special educational needs and disability code of practice (SEND): 0 to 25 years 2015, who are entitled to travel assistance. It also sets out how parents or carers must apply for travel assistance, how decisions are made and how parents and carers may appeal against decisions that they are unhappy with.
- 1.4 The policy is intended to provide clarity for parents or carers facing a wide range of circumstances, and to ensure that children and young people with particular and significant needs according to the eligibility criteria are appropriately supported. However, it is the legal responsibility of parents or carers of each child or young person to ensure they attend school regularly.
- 1.5 The primary responsibility for ensuring pupils and students attend school or college is that of the parent or carer (see paragraph 1.11). However, section 444(3B) provides a parent with a defence if he or she proves that The LA has a duty to make travel arrangements in relation to the child under section 508B and has failed to discharge that duty.
- 1.6 Schedule 35B of the 1996 Act (amended by the Education and Inspections Act 2006) defines "eligible children" as those categories of children in an authority's area for which travel arrangements will always be required. A condition of each category is that they are of compulsory school age. Under section 508B, these arrangements must be provided free of charge.
- 1.7 Local offer
- 1.8 The arrangements as set out in this policy are publicised in the "Local Offer" as per section 30 (2) (d) of the Children and Families Act 2014.
- 1.9 In addition to the above Education Act 1996 and Education and Inspections Act 2006, the following legislation has been referred to in preparation of this policy;
- Equality Act 2010
 - School admission code
 - European Convention on Human Rights
 - Public Service Vehicles (Carrying capacity) Regulations 1984
 - Children and Families Act 2014.

Notes

1.10 The LA

References in this policy to the 'LA' are a reference to Barnsley Metropolitan Borough Council (BMBC) and references to the 'LA's area' is to the administrative area of the Borough.

1.11 Parent/Carer

Reference to parent and/or carer in this policy means any person having parental responsibility for the child (for whom assistance with travel is being sought) within the meaning of the Children Act 1989.

It is the responsibility of those applying for assistance with travel to satisfy the LA that they have parental responsibility for the child for whom assistance is being sought.

1.12 Ordinarily Resident

Reference in this policy to 'ordinarily resident' means where a pupil or student is habitually and normally resident at their address other than for occasional absences and for a settled purpose, which is not solely to receive education i.e. the residence at which the child resides during the normal school week at the closing date for receiving applications for admission to school during the normal admission round.

Any reference to the pupil or student's 'home', or to where they 'live' or 'reside' shall refer to where they are ordinarily resident.

It is the responsibility of those applying for assistance with travel to provide such information as the LA requires in order to be satisfied as to where the pupil or student is ordinarily resident.

1.13 Qualifying School

These are defined as:

- maintained (publicly funded) schools,
- non maintained special schools,
- pupil referral units (educational setting)
- maintained nursery schools,
- city technology colleges and academies
- in the case of a child with a statement of special educational needs, an independent school if this is the only school or the nearest school named in Part 4 of the statement. (Para 15(3) Sched.35B)

1.14 Definition of Eligible Child

The following are examples of an Eligible Child

1.15 Children who attend schools beyond the statutory walking distance

These children are eligible for travel assistance, provided that the LA has made no "suitable arrangements" for boarding accommodation or attendance at a nearer school and the children live beyond walking distance and attend their nearest suitable school. The statutory walking distance is 2 miles for children under 8 years old and 3 miles for children 8 or over.

1.16 Children with SEN, disabilities or mobility problems

These children may live within the statutory walking distance and have special educational needs, a disability or mobility problem which means that they cannot reasonably be expected to walk to their school and no suitable arrangements have been made by the LA to enable them to attend a nearer school.

1.17 Children whose route is unsafe

The Statutory walking distance is measured by the shortest safe walking route to school. Children living within the statutory walking distance, and cannot be reasonably expected to walk to their nearest suitable school, because the route is deemed to be unsafe.

1.18 Children from low income families

Please see eligibility criteria on page 15

1.19 Equality considerations

The Equality Act 2010 places a duty on Local Authorities to promote equality of opportunity for disabled people and to eliminate discrimination and this applies to the exercise of its policies, practices and procedures and provision of services so that they do not discriminate against disabled people or those associated with them.

Reasonable adjustments under the Equality Act as applicable will be considered in relation to travel assistance eligibility and the type of travel assistance provided. For example when parents' disability prevents them from accompanying their child along a walking route then a reasonable adjustment could be for the LA to consider travel assistance for the child depending on the circumstances. The LA might consider this if the effects of the parents' disability on their ability to escort their child to school cannot be eliminated, for example the parent making arrangements for a suitable other adult to accompany their child to school if necessary.

1.20 **Status**

1.21 This information represents the Travel Assistance Policy of Barnsley Metropolitan Borough Council (BMBC) at the time of publication. However, BMBC reserves the right to amend the policy to reflect either changes in policy or legislation.

1.22 Any personal data/information held by the Home to School Transport Team in relation to Travel Assistance, will be securely stored and maintained in line with the Data Protection Act 1998.

1.23 Personal data collected will only be processed for the purpose of the education of the young person.

Section 2

Travel Assistance for Mainstream Pupils

2.0 Introduction

2.1 Parents and Carers have a legal responsibility to ensure that their children attend school regularly. This includes arranging travel to and from school, meeting the costs of this and accompanying their child as necessary.

2.2 In some cases, the Council has a legal obligation to provide suitable free school travel. Where this applies travel assistance will be provided in the most cost effective and appropriate way for children's needs. This policy summarises the categories of eligible children, the provision offered, circumstances when assistance is not provided and how to appeal against a decision.

2.3 Qualifying criteria for home to school travel assistance

2.4 Travel assistance will be provided for pupils who meet all of the following criteria;

- a) Live in the Barnsley Metropolitan Borough Area
- b) Are of compulsory school age
- c) Attend their qualifying primary or secondary school
- d) Live over 2 miles from school if below the age of 8 (on 1st September) and over 3 miles if aged between 8 and 16.

2.5 Compulsory school age

2.6 Compulsory school age is the age when a child must be in school i.e. the term immediately following their 5th birthday up to 16 years old i.e. the last Friday in June of the year the child turns 16. (Education Act 1997 Sec 52). In Barnsley "primary" aged children range from 4+ to 10+ and "secondary" aged children range from 11+ to 16.

2.7 Qualifying distance

2.8 The walking distance will be measured from the front gate of the address where the pupil is ordinary resident, to the nearest designated entrance of the school or college where the LA has awarded a place

2.9 The walking distances are; (hereafter known as the statutory qualifying distance)

- a) For pupils of less than 8 years of age (on 1st September) 2 miles and
- b) For pupils aged 8 years or older and still of compulsory school age 3 or more miles.

2.10 The route measured will be the nearest direct available walking route (having had regard to the age of the child), the pupil could be reasonably expected to take. The LA has established criteria for the assessment of the safety of a walking route to school and will determine the availability or otherwise of a route in accordance with the approved criteria. The assessment of the availability or otherwise of the route will be based on a child being accompanied by an adult. It will be irrelevant for the purposes of that assessment whether or not the child would or would not be accompanied by an adult.

2.11 The route will be measured using a computerised information system. The LA considers this an exact measure and cannot be considered marginal. If the LA considers it necessary a route may be measured by calibrated pedometer.

2.12 For pupils from low income families please refer to paragraph 2.45 on page 15.

2.13 **Zero fare pass (ZFP)**

2.14 A zero fare pass entitles a child to travel free on public transport to school and back.

2.15 It is valid at certain times in the day Monday to Friday during term time only for school children up to the end of year 11 and allows pupils to travel free of charge between the bus stop nearest their home address and the school, or the nearest bus stop to the school they attend.

2.16 **Is your child eligible?**

2.17 Appendix A has a flow chart that provides a quick guide to whether a child is eligible for travel assistance.

2.18 **Pupils under the age of 4 years.**

2.19 Other than for a child with a statement of SEN or Education Health Care Plan (EHP) who has had travel assistance approved in accordance with Section 3 no assistance with transport shall be given to a nursery aged child.

2.20 **Pupils aged 4 – 7 attending their nearest available school**

2.21 For pupils less than 8 years of age (on 1 September) travel assistance will be provided where the distance between their home and nearest available school is 2 or more miles, measured by the nearest available walking route (hereafter referred to as statutory qualifying distance see paragraph 2.7 page 12) Travel will normally be facilitated through the provision of a zero fare bus pass for the child. However if there is no suitable bus route, the LA will either offer mileage reimbursement or provide a bus or taxi to get your child to school.

2.22 Pupils living less than the statutory qualifying distance may be eligible for free travel if the LA determines that they qualify under extended rights for low income families see page 15.

2.23 Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey if required.

2.24 **Pupils aged 8 – 16 attending their nearest available school**

2.25 For pupils who are aged 8 years or older (on 1 September) and still of compulsory school age, travel assistance will be provided where the distance between their home and nearest available school is 3 or more miles measured by the nearest available walking route (hereafter referred to as the statutory qualifying distance – see paragraph 2.7 page 12). Travel assistance will normally be facilitated through the provision of a zero fare bus pass. However if there is no suitable bus route, the LA will either offer mileage reimbursement or provide a bus or taxi to get your child to school.

- 2.26 Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey if required.

2.27 Split families and travel assistance to alternate addresses

- 2.28 Home to school travel assistance is provided from/to the main home address of the child i.e. the address where the child lives permanently or most often. Travel assistance will not be provided to alternative addresses e.g. childminders

- 2.29 In the case of split families where a child spends more than 50% of their time during the school week at one or other of their parent's addresses then that is the only address which will be used to determine eligibility for and provision of school travel assistance irrespective if they would qualify from the address where they spend the lesser amount of time.

- 2.30 For children whose parents live at separate addresses where the child spends an equal amount of time during the school week at both addresses and the child would qualify for assisted travel to school from both addresses, the LA will provide assistance from one address only and this will be the address where child benefit is paid to.

- 2.31 The LA may ask parents/carers to provide documentary proof of residency.

2.32 Travel assistance for pupils who move addresses

- 2.33 For pupils who move home within the Barnsley Metropolitan Borough Area whilst in years 10 and 11, and who wish to remain at the school they have been attending to complete their examination course, travel assistance will be provided where the distance between their new home and their school is more than the statutory qualifying distance. Travel assistance will normally be facilitated through the provision of a zero fare bus pass (ZFP)

2.34 Pupils attending denominational schools

- 2.35 From September 2016, the LA is no longer able to provide travel assistance on denominational grounds. Pupils who were previously entitled to free travel on denominational grounds will continue to receive a free ZFP until they reach the end of their particular phase of education, i.e. until the end of primary education in Y6 or until the end of statutory secondary education in Y11.

2.36 Pupils attending independent schools

- 2.37 The LA is not able to provide free Travel Assistance for pupils who are attending private or fee paying schools.

2.38 Pupils not attending their nearest available school

- 2.39 The LA recognises the rights of parents given under the Education Act, 1996 to express a preference for their choice of school and the duties on the LA under the same Act in respect of those preferences expressed. However, in order to ensure the efficient use of its resources, the LA will normally only provide a free ZFP to pupils meeting the relevant eligibility conditions attending:

- 2.40 The school designated as the nearest available school for the area in which the LA has determined the pupil is ordinarily resident for the purposes of admissions to schools.
- 2.41 The LA is not in a position to guarantee travelling arrangements to any school; such arrangements are entirely in the hands of the providers of public bus services and/or SYPTE.
- 2.42 When selecting alternative schools, parents/carers must do so in the knowledge that, unless they qualify for travel assistance it will not be available, regardless of the distance involved. They should also consider, as a factor in making their decision, the consequences of possible future alterations to bus services.

2.43 Post 16 – sixth form/further education students

- 2.44 Under the Raising the Participation Age agenda, from September 2014 students have been required to be in education, employment or training until their 18th birthday. This could involve mixing full time work with study, following an apprenticeship, continuing full time in school or college or combining part time training with volunteering.
- 2.45 Students in further education or apprenticeship are able to obtain a 16 – 18 travel pass which provides discounted travel across the region. Passes will be valid for two years and will have the expiry date of the 31st July of the second year in further education, apprenticeship or traineeship.
- 2.46 In exceptional cases where no suitable public transport exists and the distance to the nearest school/college is over 3 miles travel assistance will be considered.
- 2.47 Students from low income families may be eligible for the 16 – 19 Bursary Fund towards the cost of the travel pass. Students need to speak to their school or college for further information. Failing that they may be eligible for extended rights for low income families, see details below.

2.48 Extended Rights for low income families

- 2.49 The Education and Inspections Act 2006 introduced extended rights for free travel assistance for pupils from low income families. Pupils who qualify under this legislation are pupils in receipt of Free School Meals (FSM) or whose families are in receipt of Maximum Working Tax Credit (MWTC). Pupils meeting the following criteria will receive travel assistance usually in the form of a zero fare bus pass (ZFP).
- Primary school age children (aged 8 – 11) from low income families who live more than 2 miles (rather than 3) from their nearest suitable school become eligible for travel assistance from the LA.
 - Secondary school age children (11 from September 1st-16) from low income families who attend schools over 2 and up to 6 miles from their home will be eligible for travel assistance even if the school they attend is not their nearest suitable school, providing there are not three or more suitable schools which are nearer to their home. (Note; schools below 2 miles are included). This also includes children who are receiving education elsewhere than in school e.g. children who are excluded from school.

- Secondary age children (11-16) in accordance with Schedule 35B to the 1996 Act(inserted by the Education and Inspections Act 2006) the Council will provide travel assistance to the nearest suitable school preferred by reason of a parent's religion or belief, that is over 2 miles and under 15 miles from the home address. The Council will normally seek documentary evidence of faith or belief e.g. a minister's letter.
- 2.50 Parents/guardians are required to apply for travel assistance under the extended rights rules on an annual basis. This should be done at least one month in advance of children starting school. Travel assistance may be withdrawn in subsequent years if a child ceases to qualify under low income extended rights.
- 2.51 **Pupils and students in public care**
- 2.52 The LA recognises its duties and responsibilities in respect of pupils and students in public care. For the purposes of determining any assistance with travel pupils will be considered under the appropriate section of this policy.
- 2.53 **Excluded pupils and students**
- 2.54 **Pupils of Compulsory School Age Attending Schools:**
- 2.55 Where a pupil has been excluded from their school and the LA allocates an alternative school which is within the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident, a ZFP will be provided.
- 2.56 Where the parents/carers of the pupil choose for him/her not to attend the allocated school and accept a place at an alternative school, which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident, to the extent that the LA does not incur additional expenditure, a ZFP to enable the pupil to attend the alternative school will be provided equivalent to that the pupil would have received had s/he attended the allocated school.
- 2.57 Where a pupil qualifies for assistance with travel under this section, the parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required. The LA is not in a position to guarantee travelling arrangements to any school. ZFP's are for use on public Transport. There is no provision for dedicated School Buses – such arrangements are entirely in the hands of the providers of bus services and/or SYPTE.
- 2.58 **Pupils of Compulsory School Age attending alternate Provision:**
- 2.59 Where a pupil has been excluded from their school and the LA arranges provision for the pupil at an institution other than a school, assistance with travel will be considered.
- 2.60 **Travel assistance for pupils on a managed move**
- 2.61 Transport assistance will only be provided under the Authorities discretion outside the normal eligibility rules stated in this policy, according to the Fair Access Protocol and
- Is only at the start and end of each school day and

- Is subject to the distance from home to the new school exceeding statutory walking distances and
- Is for a maximum of 12 weeks.

2.62 **Exceptional Circumstances**

2.63 In exceptional circumstances and for a short period, consideration may be given to individual exceptional requests for travel assistance. Each case is considered on its merits. Examples (this list is not exhaustive) could be;

- Where a pupil is subject to a child protection plan
- A recent bereavement in the immediate family

2.64 Exceptional travel assistance requests should be made in writing and supported with appropriate professional documentation to the address shown at the bottom of this policy.

2.65 **Ceasing assistance with travel.**

2.66 The government expects each school to promote appropriate standards of behaviour by pupils on their journey to and from school through rewarding positive behaviour and using sanctions to address poor behaviour. The Education and Inspections Act 2006 empowers head teachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when pupils are not under the legal control of the school, but when it is reasonable to do so. In the government's view, this would include behaviour on buses or otherwise on the route to and from school, whether or not the pupils are in school uniform.

2.67 The LA has a duty to ensure all children travel in reasonable safety and comfort and has therefore adopted a Code of Practice for the safety and behaviour of pupils. Any behaviour affecting other passengers, the public or the driver that endangers (whether intentionally or unintentionally) themselves or others may lead to travel assistance being withdrawn from a child, either temporarily or permanently. In these circumstances, the arrangement and cost of travel will fall to the parent and it will remain the duty of the parent to ensure their children continue to attend school.

2.68 In addition to the Code of Practice the LA has, in conjunction with the other 3 South Yorkshire Authorities and SYPTE, produced a policy for managing criminal and unacceptable behaviour on public transport. Any breach of this policy may result in the withdrawal of the zero fare bus pass and/or further measures being taken as appropriate.

2.69 More information with regards to acceptable behaviour of pupils on transport can be found in the parent's handbook.

2.70 **Application process**

2.71 If you think that your child is eligible for travel assistance please visit the BMBC website and complete the application form for a ZFP. This will then be processed by our school transport team and if eligible the travel pass will be posted direct to you from South Yorkshire Passenger Transport Executive (SYPTE). A full explanation of the criteria and how to apply is available at www.barnsley.gov.uk and search for ZFP.

2.72 The closing date for ZFP applications is 30th June. Whilst we will process ZFP applications at any time we will not guarantee that they will be available at the start of term unless received by the closing date. No refunds will be made for travel expenses incurred as a result of a late application for travel.

2.73 **School transport appeal procedure**

2.74 Parents/Carers have the right of appeal should they be dissatisfied with the service or are in disagreement about the eligibility of their child for home to school travel assistance. Parents may challenge a decision about;

- Their child's eligibility
- The transport arrangements offered
- The distance measurement in relation to statutory walking distances
- The distance measurement by road in relation to nearest school
- The safety of the walking route

2.75 **Stage One Review**

2.76 This review will be undertaken by a Senior Officer of the Council and the Transport Planning Coordinator.

- Parents/carers will have 20 school days from receipt of the local authority's decision to refuse their application to complete and return a Notice of Appeal Form requesting a review of the decision. This form should be completed by the parent/carer and give details of any personal or family circumstances that the parent/carer believes should be taken into account when the decision is reviewed.
- Within 20 school days of receipt of this form, the Senior Officer will review the case and send out a letter notifying the parent/carer of the decision.
- The letter should explain how the review was conducted, information about other Departments or Agencies that have been consulted as part of the process, the rationale for the decision reached and information about how the parent can escalate their case to stage 2.

2.77 **Stage Two Review**

2.78 This Review will be undertaken by an independent appeal panel facilitated by the Council Governance Unit

- A parent/carer will have 20 school days from receipt of the Stage 1 decision to make a written request to escalate the matter to Stage 2.
- The Council Governance Unit will be informed that an appeal has been received, they will arrange a date for the Hearing and will send out Agendas and invites to the meeting.
- Within 40 school days of receipt of the parent/carer's request the Council Governance Unit will consider written and verbal representations from both the parent and Officers of the council involved in the case.

- The Council Governance Unit will send out notification of the outcome of the appeal within 5 school days which will set out:
 - The nature of the decision reached.
 - How the review was conducted, information from other agencies or departments consulted, what factors were considered, the rationale for the decision reached and information about the parent's right to put the matter to the Local Government Ombudsman.
 - It will be made clear that a referral of a complaint to the Local Government Ombudsman should only be made if the complainant considers that there was a failure to comply with the procedural rules or if they consider that there have been any irregularities in the handling of the appeal.

2.79 All hearings of the Panel will be conducted in accordance with the approved LA protocols.

2.80 The powers of the Independent Review Panel will be limited solely to an examination of the correct application of the Travel Assistance Policy taking account of when the application was made.

2.81 **Complaints**

2.82 The above appeal process is specifically for parents/carers to be able to challenge the decision regarding the eligibility of their child to receive travel assistance. If however a parent/carer wishes to complain, about the service delivery e.g. the standard of transport or the behaviour of staff/children please;

Email us at; schooltransport@barnsley.gov.uk

Or call us on 01226 773584.

Alternatively you can write to us at

Home to School Transport Team,
Environment and Transport,
Place Directorate,
Barnsley MBC,
Po Box 634 9GG.

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Section 3

Travel Assistance for Special Educational Needs and Disabled (SEND) Pupils

3.0 Introduction

- 3.1 The LA has a duty to make arrangements to facilitate attendance at schools and colleges by providing travel assistance in certain circumstances. The legislation underpinning this is outlined in section 1 of this policy.
- 3.2 This section is for pupils with Special Educational Needs (SEN), disabilities and mobility needs and explains how the LA assists with home to school travel arrangements for these pupils, whether the pupil's school place is in a mainstream school, educational setting attached to a mainstream school or a special school and whether it is within the statutory walking distance or further away from home.
- 3.3 It should be noted that travel assistance is not included as part of a statement of SEN. Travel assistance may occasionally be included in an Education Health Care Plan (EHCP), if for example travel provision is agreed as part of an individual travel budget. Each child therefore identified by the LA having SEN will have their individual travel needs assessed, via the SEN travel assistance panel, taking into account their age, mobility and the effect of their SEN on their ability to travel to school. These travel needs will be reassessed at key transition stages such as the move from primary to secondary school.
- 3.4 The assistance provided by the LA will be provided in the most cost effective and appropriate way whilst meeting the child's assessed travel needs. It may be provided in a number of ways, including local bus, or bus coach or minibus arranged by the LA. In certain circumstances parents may have the option to take their child to school and claim mileage expenses. Or a personal travel budget will be provided to meet their expenses. Independent travel training may also be provided. If no other travel options are available, the authority will arrange for a taxi, which may be shared with other children. All eligibility and travel assistance arrangements will be reviewed annually and also at times of transition e.g. moving from primary to secondary education; to ensure that the basis for entitlement continues and the method of travel assistance remains appropriate.
- 3.5 Travel assistance is provided to the child's nearest suitable school. Where parental preference is for the child to attend an establishment further away than that recommended in the statement or EHCP, the Authority must weigh the relative costs and reasons for the parental preference and reach a decision which is proportionate and compatible with the efficient use of resources.
- 3.6 Transition –In exceptional cases when a child is making a transition between one school and another the LA will consider providing transport to manage the transition depending on the needs of the child, subject to the child being eligible for transport to that school.
- 3.7 Travel assistance is only provided at the normal school / college start and finish time. However, exceptions will be considered based on the long term medical /health needs of a child where they can only attend school on a reduced time basis.
- 3.8 Where a child is educated off site, the school or college is responsible for making travel arrangements.
- 3.9 Where travel assistance has been agreed it will **not** be provided for
- Extra-curricular activities or journeys between institutions within the school day (for journeys of this nature the organising school or institution will be responsible for travel arrangements)

- Induction days, taster days, open days or interviews
- Assessment days (except when required by the SEN assessment service)
- Work experience
- School trips
- Dental, medical or hospital appointments, or other non-educational appointments
- Children taken ill during the day
- Children that are excluded during the day
- Examination timetables – travel assistance will not be tailored to examination timetables, it will only be provided at the standard school start and finish times
- When off site provision is made by the school, travel assistance is the responsibility of the school
- Before and after school activities – where a family wish a child to attend activities before and after school, then parents /carers, or the school are responsible for making travel arrangements.

3.10 **Travel Assistance eligibility**

- 3.11 Appendix A has a flow chart that provides a quick guide to whether a child is eligible for travel assistance.

3.12 **Pupils under the age of 4 years**

- 3.13 Children below compulsory school age, attending the nearest suitable special school or educational setting for assessment purposes, may be entitled to travel assistance where exceptional circumstances can be demonstrated that result in the parent/carers being unable to get the child to the placement themselves.

3.14 **Pupils aged 4 to 7 years**

- 3.15 Travel assistance is provided for children under 8 years with a statement of SEN or EHCP who attend a special school or educational setting which has been designated by the LA that meets the needs of the child and where the distance is more than 2 miles (see section 2 for details of distance measurement)

3.16 **Pupils aged 8 to 16 years**

- 3.17 Travel assistance is provided for pupils between 8 to 16 years with a statement of SEN or EHCP who attend a special school or educational setting which has been designated by the LA as the nearest appropriate school that meets the needs of the child and where the distance between home to school is more than 3 miles (see section 2 for details of distance measurement).

3.18 **Children with SEN (without a statement or EHCP), disabilities or mobility problems**

- 3.19 Where the distance to the appropriate school is less than the distances specified in section 2 and / or when a child has no statement of SEN or EHCP, travel assistance will be considered, taking into account the individual circumstances and the travel needs of children with significant sensory, physical, medical or behavioural difficulties that prevent them from getting to school even when accompanied by a parent/carers. In such instances travel assistance will be considered using supporting written evidence, within the preceding 12 months, from a range of sources for example, Education or Health professionals, parents and school SENCO, that describes the child as having;

- Long term severely restricted independent mobility, due to physical disability
- Long term severely restricted mobility due to a medical condition resulting in persistent pain or extreme fatigue
- A sensory impairment resulting in severely restricted mobility
- Severe behavioural emotional and/ or social difficulties in comparison with other children their age. This may be linked with cognitive ability or be as a result of a specific disorder.

3.20 This is not an exhaustive list and requests will be considered on a case by case basis. This information needs to be supplied at time of application.

3.21 **Residential Schools**

3.22 Where a pupil attends a qualifying residential school, travel assistance will be arranged by the LA in accordance with placement terms agreed by the LA as follows;

- a) pupils who board for 5 days - at the start and end of each school week
- b) pupils who board for 7 days - at the start and end of each school term and half term.

3.23 In addition pupils who are in the National Curriculum Year Group 7 or below i.e. who have not yet had their 12th birthday, and who board for 7 days will be provided with additional return journeys for two weekends per half term.

3.24 **Post 16 students**

3.25 Please refer to section 4 of this policy for the eligibility criteria for travel assistance for post 16 SEND students.

3.26 **Exceptional circumstances**

3.27 The LA will consider applications from parents whose children are not otherwise eligible for travel assistance on the basis that assistance should be offered if exceptional circumstances apply.

3.28 Although not an exhaustive list of exceptional circumstances, dependent on the facts of the case the following examples could amount to an exceptional circumstance;

- Circumstances beyond the control of the child or family that prevents the parent from ensuring their child attends school;
- Where the welfare of the child is at risk if the travel assistance were not provided, for example, as part of the protection plan.

3.29 **Travel assistance**

3.30 If travel assistance is approved by the SEN transport panel it is for the LA to decide on the travel arrangements to get your child between home and school at the beginning and end of the school day. LA assistance will be provided in the most cost effective and appropriate way whilst meeting the child's assessed travel needs.

3.31 Travel assistance may be provided in a number of ways including independent travel training, zero fare pass, personal travel budget, mileage reimbursement or contract school minibus or taxi. More detail about these options are provided below. The most appropriate one for the child will be selected after careful consideration of the child's

needs by the transport panel. The child's needs will be assessed from information supplied from a variety of sources such as parents/guardians, education, health and social care professionals.

3.32 Independent Travel Training

- 3.33 As part of the LA's corporate strategy to develop people to their full potential aligned with the Key Stages of the educational curriculum travel assistance provision will be reviewed to assist in the development of personal independence for any qualifying pupil who is in receipt of services through this policy. Independent travel training can help support independence by developing personal social and life skills by looking at the needs and capabilities of a young person.
- 3.34 Independent Travel training will be undertaken only if appropriate with the agreement of parents/carers, school and any other applicable professional body.
- 3.35 Pupils who successfully complete their travel training and begin to travel independently will be given a zero fare bus pass, if required.
- 3.36 Once training has been completed successfully pupils will be expected to travel independently.

3.37 Mileage reimbursements

- 3.38 Mileage reimbursements will be paid termly or half termly calculated on the actual mileage allowance multiplied by the number of days the pupils attends. Payment is based on home to school and back (if the parent / carer is returning back home after dropping the child off in the morning and starting from home in the afternoon.). If parent/carers is not returning back home after dropping the child at school then the mileage will only be paid for the journey between home and school Equally if the parent /carer is coming from a different location to pick the child up from school then mileage will only be paid from school to home. The mileage will be determined by the shortest route using the Council's Geographical Information System (GIS)
- 3.39 Mileage Reimbursement to Parents/Carers will be paid in accordance with the rates outlined below:

Circumstances		Suggested Rate Per Mile
1	Parents offer to undertake transport but pupil can fit on existing transport at nil cost.	Nil – Request refused
2	Parent offers to transport their own child no other run in place.	45p - Rate correct as at April 2017. This will need to be reviewed on an annual basis as rates change.
3	Local Authority requests parents to transport own child as LA is unable for whatever reason to provide safe transport (e.g. Health and Safety).	45p - This is the current BMBC car mileage rate

E.g. 10 miles home to school = journey home to school and back in the morning and home to school and back in the afternoon (assuming parent / carer is starting and ending at the child's home) = 40 miles @ 45p per mile x 190 (total number of school days) = £3,420

NB Please note that payment is made by LA after parents/carers submit an attendance form signed off as correct by the school their child attends.

3.40 Personal Travel budgets

- 3.41 A personal travel budget (PTB) provides the opportunity for parents to exercise some choice and control over the way their child gets to and from school. A PTB is offered at the discretion of the Council and where it is a cost effective way of arranging for a pupil to get to school. Parents are not obliged to take up a personal travel budget where offered. A PTB is completely separate to the money a school receives for an SEND child.
- 3.42 The PTB can help you to arrange your child's travel to school or college in a way which suits your circumstances and could offer more flexibility, for example around breakfast and after school clubs. The payments can be used in creative ways such as
- Buy a travel pass for an adult to accompany the child to and from school
 - Pay for an escort to walk with the child to school
 - Cover the cost of driving with your child to school
 - Share travel arrangements with other parents
 - Cover the cost of child care arrangements for siblings to allow parents / carers to take their child to school.
- 3.43 The amount you receive is based on the distance from your home to your child's nearest suitable school or college and any other relevant factors. A month's notice will be required of any intention to end a PTB arrangement, in order for the authority to arrange alternative travel assistance.
- 3.44 If a student's punctuality or attendance at school is becoming affected by a PTB the arrangement will be reviewed by the Council. Non- attendance of more than 10 days in a school year (5%) will result in the family being asked to return the overpayment (this could be done via a reduction in subsequent monthly payments)

3.45 School bus / minibus or taxi

- 3.46 Pupils who are assessed as requiring travel on mini-bus, taxi/private hire or similar vehicle, will be picked up and dropped off at their home address. In exceptional circumstances, if the mini bus or taxi is unable to access the home address the pick-up and drop off point will be the most convenient, designated point nearest their home address. Having due regard to their needs and safety this may be a designated bus stop. It is the responsibility of parents/carers to ensure their child's safety by making appropriate arrangements to accompany their child to and from the designated pick up point, or see them safely onto and off the vehicle. A student will normally be expected to share a vehicle with other students. Individual transport will only be provided in exceptional circumstances and where the need for individual transport has been clearly identified from the assessment under the approved assessment criteria.
- 3.47 Travel assistance is only provided at normal school start and finish times. However we will where possible be prepared to work with parent/carer to facilitate attendance at community clubs by for example altering the drop off times round if it is practicable to do so. Exceptions to the normal start and finish time of the school day will be considered based on the long term medical needs of a child where they are only able to attend school for a reduced number of hours.
- 3.48 If parents/carers request a variation to the arrangements for example, for their child to be collected from, or dropped off at, a relative/neighbour/child-minder's address,

consideration to an amendment to the agreed travel arrangements will only be given where:

- The request is for a permanent change on each school day; and
- No change to the transport provider will be required; and
- No additional cost will be incurred by the LA; and
- The request would not add unreasonable additional travelling time for other pupils in the vehicle.

3.49 In cases where individual transport is provided by taxi or minibus, parents are requested to cancel transport when not required i.e. in case of holidays or illness. Failure to cancel transport more than three times when not required may lead to a recharge of the cost or ultimately cancellation of the transport. Parents/carers will receive a written warning prior to any action taken.

3.50 **Zero fare bus pass**

3.51 Zero fare passes operate from the bus stop nearest to the child's home. Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required.

3.52 **Additional Information**

3.53 **TRAVEL TIMES**

3.54 The suitability of travel arrangements must enable the child to reach school without stress, strain or difficulty that would prevent them from benefitting from the education provided. Best practice guidance suggests that the maximum each way length of journey for a child of primary school age to be 45 minutes and for secondary school age 75 minutes and the LA will make every effort to stay within these times. However for children with SEN and /or disabilities, journeys may be more complex and a shorter journey time, although desirable, may not always be possible. Distance to out of borough provision may increase the recommended times.

3.55 **SCHOOL TRANSPORT ESCORT**

3.56 School transport escorts are provided only where a child has a severe physical condition or severe behavioural difficulties meaning that the health and safety of the child, driver or anyone else travelling on the vehicle would be at risk. The use of a school transport escort will be reviewed regularly, since the need may change as the child grows older.

3.57 School transport escorts are PATS (Passenger Transport Assistant training) qualified and hold up to date first aid certificates and are subject to an enhanced Disclosure and Barring Service (DBS) check. Where required School Escorts are trained in the delivery of Epilepsy Rescue Medication.

3.58 Any special equipment or supervision arrangements required because of the child's needs will normally be arranged by the LA in accordance with the assessed need.

3.59 **TRAVEL FOR PUPILS WITH MEDICAL NEEDS**

3.60 Pupils with a medical condition are those that require;

- (a) Prescribed medicines;
- (b) May require emergency medical treatment on route to school. Or;

(c) Continuous medical support.

3.61 Administering medicines to pupils

3.62 With the exception of Epilepsy Rescue Medication, school transport escorts are not trained to, or expected to deliver medical procedures or interventions to pupils whilst travelling on home to school transport. Nor be expected to transport a pupil's medication from home to school. Parents are responsible for ensuring, where relevant, that the school has a sufficient supply of medication for the child. In individual cases, subject to the agreement of the parent, escort and school, a pupil's medication may be transported in the vehicle with the pupil. Where this arrangement is agreed the medication shall be in a sealed envelope or container with the pupil's name clearly displayed and given to the school escort for handing to the school.

3.63 Where the travel arrangements provided under this policy cannot facilitate the travel needs of the pupil, the Relevant Officer shall convene a case conference. The case conference shall be chaired by an appropriate Senior Officer of the Service and other relevant professionals shall be invited.

3.64 The case conference shall;

- a) Discuss the issues associating with transporting the pupil to school and
- b) Make a recommendation for the future transport arrangements.

3.65 Emergency medical treatment

3.66 In the event of emergency medical treatment being required, the Escort shall contact the emergency medical services by telephoning 999; and inform the Local Authority and the Parents of the child concerned.

3.67 DISCLOSURE AND BARRING SERVICE (DBS)

3.68 Private Contractors and BMBC School Transport Escorts on taxis, minibuses and hired coaches arranged by the LA are required to undertake an enhanced DBS check. This does not apply to those driving buses on services available to the public.

3.69 MONITORING OPERATOR PERFORMANCE

3.70 Minibuses used to take pupils to school are public service vehicles and as such are subject to specific legislation on safety standards.

3.71 Children travelling to and from the school in a taxi or minibus arranged by the authority will be required to use restraints (car seat, booster seat or seatbelts) appropriate to their age, height and weight.

3.72 As part of the LA's procurement, process checks are carried out on transport operators to ensure they comply with statutory and legal requirements. These checks include vehicle and public liability insurance cover and vehicle MOT. LA employees undertake spot checks on services throughout the year to ensure the contractors are complying with their contracts and that their vehicles are roadworthy.

3.73 Review of travel assistance provision for SEND pupils

3.74 Travel assistance will be reviewed at key stage changes with parents, education and healthcare professionals who know the child and are part of the statement or EHCP

review. Parents will be told of all decisions in writing. We need to ensure that the service provided continues to be appropriate for the student's assessed needs.

- 3.75 The LA will do everything reasonably practicable to ensure all children can travel in safety and comfort. In circumstances where behaviour compromises safety of passengers or driver the LA in discussion with parent/carer and the school will take steps to ensure alternative and appropriate means are in place to address this issue such as an additional school escort or a change of transport.
- 3.76 The LA shall suspend the provision of Travel Assistance in cases of persistent absence or where the pupil/student has been absent for a week or more without good reason until the pupil is able to return to school.
- 3.77 In cases where individual transport is provided by taxi or minibus parents/carers are requested to cancel transport when not required i.e. in cases of holidays or illness. Failure to cancel transport 3 times in a term may lead to a recharge of the cost or ultimately cancellation of the transport. Parent/carers will always be provided with a written warning before action is taken.

3.78 **Application Process**

- 3.79 An application for travel assistance under this policy must be completed. Application forms are available from the website www.barnsley.gov.uk and search SEN transport. Alternatively contact the LA and one will be sent out by post.
- 3.80 The decision on whether your child is eligible to receive travel assistance will be made at the transport panel. The decision will be communicated to you either by telephone or letter to confirm the outcome of the assessment. If travel assistance is approved we will send out a Transport Information Form (TIF) which will need to be completed and returned to school transport. Please note that no assessment or transport arrangements will commence until a completed TIF is received.
- 3.81 A TIF form will need to be completed annually by parents/carers as the needs and requirements of the pupil can change and it is important that this information is kept up to date.
- 3.82 Requests for travel assistance in relation to paragraph 3.17 (disability grounds) must be made on the application form found at www.barnsley.gov.uk under the section children with special educational needs and must be supported by appropriate professional documentation as outlined in paragraph 3.17.
- 3.83 Applications that do not have the appropriate evidence in support, for example, evidence from health or education professionals, study timetables, or are otherwise incomplete will not be processed but returned to the applicant for the application to be completed and resubmitted.
- 3.84 Parents/carers are reminded that it is their legal duty to ensure their child's attendance at school. That duty is not affected pending the outcome of an application or review procedure.

3.85 **School Transport appeal process**

- 3.86 Parents/Carers have the right of appeal should they be in disagreement about the eligibility of their child for home to school travel assistance. Parents may challenge a decision about;

- Their child's eligibility
- The transport arrangements offered
- The distance measurement in relation to statutory walking distances
- The distance measurement by road in relation to nearest school
- The safety of the walking route

3.87 This will be a 2-stage process as follows:

3.88 Stage One Review

3.89 Parents/Carers may request that a review of the original SEN Transport panel decision to refuse Travel assistance be reviewed.

3.90 This review will be undertaken by a Senior Officer of the Council and the Transport Planning Coordinator.

- Parents/carers will have 20 school days from receipt of the local authority's decision to refuse their application to complete and return a Notice of Appeal Form requesting a review of the decision. This form should be completed by the parent/carer and give details of any personal or family circumstances that the parent/carer believes should be taken into account when the decision is reviewed.
- Within 20 school days of receipt of this form, the Senior Officer will review the case and send out a letter notifying the parent/carer of the decision.
- The letter should explain how the review was conducted, information about other Departments or Agencies that have been consulted as part of the process, the rationale for the decision reached and information about how the parent can escalate their case to stage 2.

3.91 Stage Two Review

3.92 This Review will be undertaken by an independent appeal panel facilitated by the Council Governance Unit

- A parent/carer will have 20 school days from receipt of the Stage 1 decision to make a written request to escalate the matter to Stage 2.
- The Council Governance Unit will be informed that an appeal has been received, they will arrange a date for the Hearing and will send out Agendas and invites to the meeting.
- Within 40 school days of receipt of the parent/carer's request the Council Governance Unit will consider written and verbal representations from both the parent and Officers of the council involved in the case.
- The Council Governance Unit will send out notification of the outcome of the appeal within 5 school days which will set out:
 - The nature of the decision reached.
 - How the review was conducted, information from other agencies or departments consulted, what factors were considered, the rationale for the decision reached and information about the parent's right to put the matter to the Local Government Ombudsman.

- It will be made clear that a referral of a complaint to the Local Government Ombudsman should only be made if the complainant considers that there was a failure to comply with the procedural rules or if they consider that there have been any irregularities in the handling of the appeal.

All hearings of the Panel will be conducted in accordance with the approved LA protocols.

- 3.93 The powers of the Independent Review Panel will be limited solely to an examination of the correct application of the Transport Policy taking account of when the application was made.

3.94 **Complaints**

- 3.95 The above appeal process is specifically for parents/carers to be able to challenge the decision regarding the eligibility of their child to receive travel assistance. If however a parent/carer wishes to complain about the service delivery e.g. the standard of transport or the behaviour of staff/children please;

Email us at; schooltransport@barnsley.gov.uk

Or call us on 01226 773584.

Alternatively you can write to us at

Home to School Transport Team,

Environment and Transport,

Place Directorate,

Barnsley MBC,

PO Box 634,

S70 9GG.

3.96 **Local Offer**

- 3.97 Information on this policy is set out in the “Local Offer” together with information on organisations who can give further advice on the application, appeal or complaint process for travel assistance.

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Section 4

Travel Assistance for Post 16 Special Educational Needs and Disabled (SEND) Pupils.

4.0 Introduction

- 4.1 There is no automatic entitlement for travel assistance for home to school or college once a student is over 16 years. The LA currently provides travel assistance for post 16 SEND pupils.
- 4.2 This document sets out the support available to the young people of Barnsley with special educational needs and disabilities (SEND) entering or continuing with Post 16 education. It explains the support available to encourage participation and prevent travel being a barrier to young learners
- 4.3 The post 16 education and training landscape is very diverse. It encompasses school sixth forms (both mainstream and special schools), sixth form colleges, general further education (FE) colleges, 16 – 19 academies, special post 16 institutions and vocational learning and training providers. The range of available study programmes is broad and includes AS/A – levels, vocational qualifications at all levels, apprenticeships, traineeships, supported internships and bespoke packages of learning.

4.4 Eligibility

- 4.5 An assessment of the Travel Assistance need will be undertaken by the appropriate Officer(s) of the SEN Transport Panel using information contained in the SEN statement or EHCP, together with information supplied by the school/college/ and parent/carer, and health care professionals taking into account their age, mobility and the effect of their SEND on their ability to travel to school or college, for students who are;
- aged 16 years or older on 1st September
 - Over the age of 19 and under 25 years of age on 1 September; and
 - Ordinarily resident in the LA area; and have, or have had previously, a statement of SEN, an EHCP which includes, or included, in order to meet the needs of the student, a requirement for transport.
 - Are registered as disabled under the Chronically Sick and Disabled Persons' Act 1970; and
 - Attending a course funded by the Education Funding Agency, at an FE College which has been agreed as appropriate and that the course is a graduation/progression of a previous subject and that this meets the needs of the student. Unless attendance on a course at another institution has been agreed as more appropriate, to meet a specific educational and/or social need of the student.
 - Travel assistance will be provided where the distance between their home and college or training establishment is 3 or more miles measured by the nearest available walking route
 - Where the distance to the appropriate school is less than the distances specified above and / or when a student has no statement of SEN or EHCP, travel assistance will be considered, taking into account the individual circumstances and the travel needs of children with significant sensory, physical, medical or behavioural difficulties that prevent them from getting to school / college even when accompanied by a parent/carer. In such instances travel assistance will be considered using supporting written evidence, within the preceding 12 months,

from a range of sources for example, Education or Health professionals, parents and school SENCO, that describes the young person as having;

- Long term severely restricted independent mobility, due to physical disability
- Long term severely restricted mobility due to a medical condition resulting in persistent pain or extreme fatigue
- A sensory impairment resulting in severely restricted mobility
- Severe behavioural emotional and/ or social difficulties in comparison with other children their age. This may be linked with cognitive ability or be as a result of a specific disorder.

This is not an exhaustive list and requests will be considered on a case by case basis. This information needs to be supplied at time of application.

- For students over 19 progression in learning must be evidenced against outcomes in the EHCP. Lack of progression will mean that Travel Assistance will no longer be approved. Funding will not normally be provided where a student repeats a course or studies at the same academic level as one previously studied.

4.6 **Provision of travel assistance**

4.7 If travel assistance is approved it is for the LA to decide on the travel arrangements to get pupils between home and their place of learning. LA assistance will be provided in the most cost effective and appropriate way for the student.

4.8 Travel assistance may be provided in a number of ways including independent travel training, personal travel budget, mileage reimbursement or contract school minibus or taxi. More detail about these options is provided below. The most appropriate one for the child will be selected after careful consideration of the child's needs by the transport panel.

4.9 **Independent travel training-** All post 16 SEND students will be assessed for their suitability in conjunction with parent/carers and school/college, to receive independent travel training. If travel training BMBC is committed to ensuring that every child and young person can fulfil their potential. The aim of independent travel training is that all children and young people with a Statement of special educational needs (SEN) or Education Health Care Plan (EHCP), or have a learning disability and / or disability should lead lives that are as independent and as free from restriction as possible and that each child or young person is supported to achieve independent travel wherever possible.

4.10 **Mileage reimbursement** – Mileage reimbursement will be paid termly or half termly calculated on the actual mileage allowance multiplied by the number of days the student attends. This is not available to parents/carers if other suitable transport is available. For further details on mileage reimbursements please refer to section 3 of this policy document "Travel Assistance for SEND up to the age of 16"

4.11 **Personal travel budgets** – A parent/carers may be offered the option of a personal travel budget to make their own travel arrangements. This is not available to parents/carers if other suitable transport is available. For further details on personal travel budgets please refer to section 3 of this policy document "Travel Assistance for SEND up to the age of 16"

- 4.12 **School bus/minibus or taxi-** Students who are assessed as requiring travel on minibus, taxi/private hire or similar vehicle will be picked up and dropped off at the most convenient, designated point nearest to their home address. Having due regards to their needs and safety this may be a designated bus stop, Students will only be guaranteed collection and drop off from outside their home address if their needs exceptionally require this arrangement. A student will normally be expected to share a vehicle with other students.
- 4.13 **During what times during the day can learners use their travel pass or obtain concessionary fares?**
- 4.14 The majority of students will have passes which can be used on public services. These can be used at any time of the day, during college term time, when services are available.
- 4.15 Students who have transport provided via contract buses or taxis will only be able to access transport at the beginning and end of the college day. However, exceptions will be considered based on the long term medical needs of the young person where they are only able to attend college for a set reduced number of hours.
- 4.16 **Application process**
- 4.17 If a student is continuing in their same school provision and already in receipt of travel assistance there is no need to reapply. However a Transport Information form (TIF) will need to be completed and returned to provide up to date information on the student's needs and requirements. School transport team will automatically send out a form.
- 4.18 For new students an application for transport assistance under this policy must be completed. Application forms are available from the website www.barnsley.gov.uk and search SEN transport. Alternatively contact the LA and one will be sent out by post.
- 4.19 The decision on whether your child is eligible to receive travel assistance will be made at the transport panel. The decision will be communicated to you either by telephone or letter to confirm the outcome of the assessment. If travel assistance is approved we will send out a Transport Information Form (TIF) which will need to be completed and returned to school transport. Please note that no assessment or transport arrangements will commence until a completed TIF is received.
- 4.20 A TIF form will need to be completed annually by parents/carers as the needs and requirements of the pupil can change and it is important that this information is kept up to date.
- 4.21 **Appeal Process**
- 4.22 Parents/Carers have the right of appeal should they be in disagreement about the eligibility of their child for home to school travel assistance. Parents may challenge a decision about;
- Their child's eligibility
 - The transport arrangements offered
 - The distance measurement in relation to statutory walking distances
 - The distance measurement by road in relation to nearest school
 - The safety of the walking route

4.23 Parents/carers will have the right to appeal against any decision to refuse requests for assistance with travel made by Officers of the LA under this policy.

4.24 For details of the appeal process and timescale please see the end of section 3

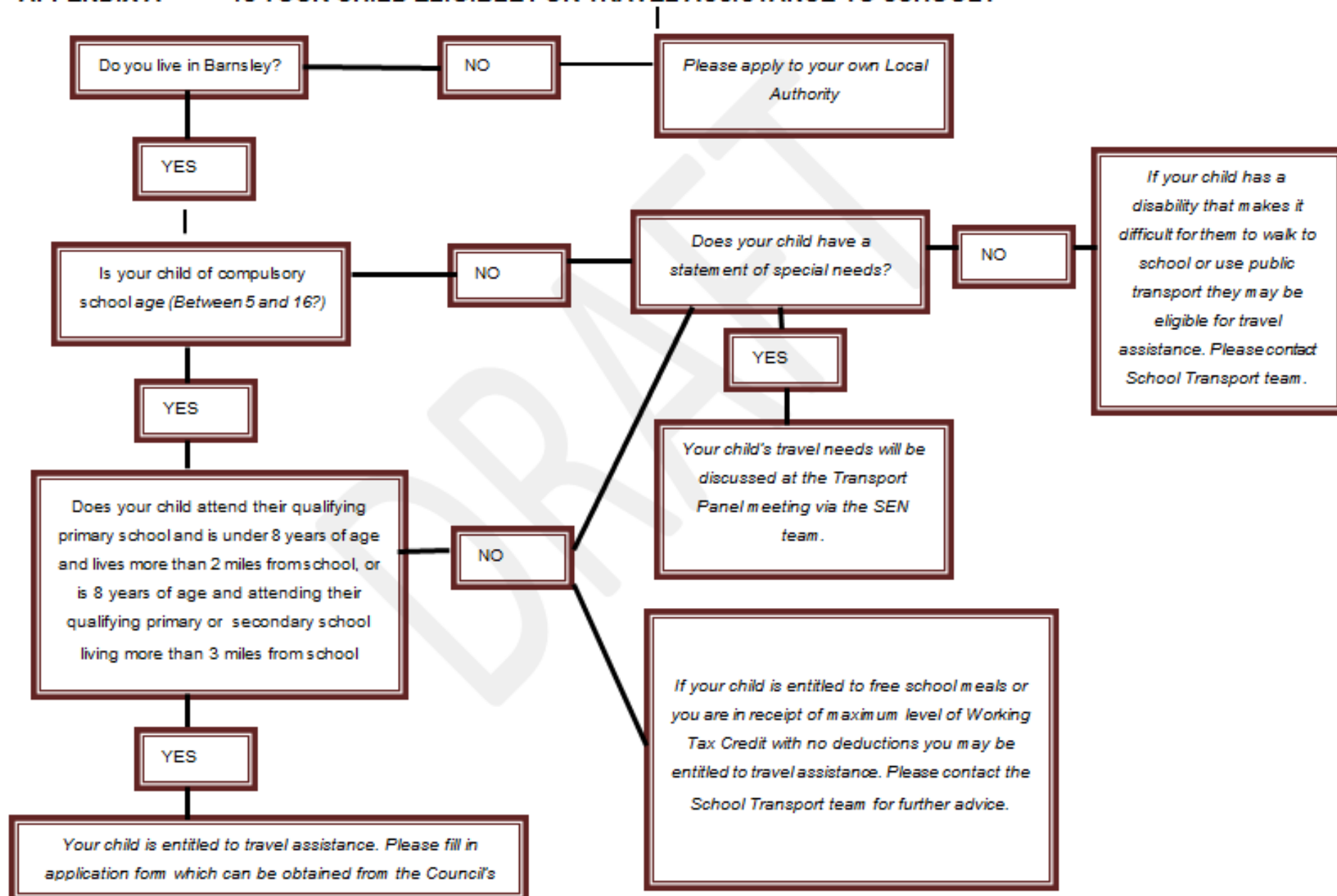
4.25 **Complaints**

4.26 The above appeal process is specifically for parents/carers to be able to challenge the decision regarding the eligibility of their child to receive travel assistance. If however a parent/carer wishes to complain about the service delivery e.g. the standard of transport or the behaviour of staff/children please;

Email us at; schooltransport@barnsley.gov.uk
Or call us on 01226 773584.

Alternatively you can write to us at
Home to School Transport Team,
Environment and Transport,
Place Directorate,
Barnsley MBC,
PO Box 634,
S70 9GG.

APPENDIX A IS YOUR CHILD ELIGIBLE FOR TRAVEL ASSISTANCE TO SCHOOL?



APPENDIX B

Table of comments from parent/carers engagement

Comment	LA response	Policy to be amended / not amended
<p>Comprehensive plan.</p> <p>Do escorts receive training to meet SEN needs?</p> <p>Is there any safety device used to stop seat belts being undone?</p>	<p>Issue covered in para 3.57 - School escorts are PATS (passenger assistant trained) first aid and enhanced DBS and epilepsy medication training.</p> <p>In certain cases where appropriate harnesses are used.</p>	<p>Information already in policy</p> <p>Operational issue rather than policy issue. Information to be placed in policy guideline document. This is to be drawn up in consultation with parent/carers and schools once policy has been approved.</p>
<p>Strongly believe that children with special needs in mainstream schools should be entitled to free transport</p>	<p>Para 3.3 states that each child identified by the LA as having SEN will have their individual transport needs assessed.</p> <p>Para 3.18 states that children without SEN but with mobility problems can apply for travel assistance</p>	<p>Children and pupils in mainstream schools that have proven difficulty getting to school due to their disabilities will be eligible for travel assistance. Information already in the policy.</p>
<p>School distance criteria should be judged on child's needs and choice suitable for child.</p> <p>LA to better work with parents' e.g. meet driver /escort beforehand.</p> <p>More escorts required</p>	<p>School distance criteria is derived from the statutory walking distance eligibility set by DfE.</p> <p>The LA now instructs all escorts to meet with parents/carers before start of route. Drivers are asked to meet also.</p> <p>Parents / carers could become escorts. LA to provide cost of enhanced DBS check. If child is assessed as requiring an escort the parent/carer will also be paid.</p>	<p>Distance criteria is judged on the child's nearest LA recommended suitable school. Statutory criteria in policy and cannot be changed.</p> <p>This is an operational issue and policy need not be amended. Information to be placed into a policy guideline document.</p> <p>Para 3.55 states that school escorts are provided where child has severe physical condition or severe behavioural difficulties. Information already contained in policy.</p>
<p>Pick up and drop off points should only be used if home address is inaccessible by vehicle. Otherwise difficult for parent/carers</p> <p>Extra -curricular activities are a part of a child's overall education.</p>	<p>Comment accepted</p> <p>The aim of the policy is to enable children to attend school.</p>	<p>Para 3.46 has been altered accordingly. Policy amended.</p> <p>The inclusion of personal travel budgets and mileage</p>

<p>To deny a child this opportunity to do better in exams is discriminatory</p>	<p>However we will look to work with schools to find out if they can help make enrichment classes more inclusive.</p>	<p>reimbursement into the policy is designed to give parents/carers the flexibility of fine tuning transport to suit their child's specific requirements. Policy not amended.</p>
<p>I have tried to cancel transport but struggle to get through. Who decides what is an unreasonable amount of no "shows" before transport is removed.</p>	<p>Comment accepted. We have extended the hours that someone is in the office from 6am – 5.30pm. We are also installing an answerphone. All we ask for is a quick email, text to escort or a phone call. In the instance of an emergency when child is taken very ill just contact us as soon as you are able.</p>	<p>Para 3.49 has been amended to state that three no shows without contact in a term may lead to a cancellation of transport but parents/carers will receive a written warning before any action is taken Policy amended</p>
<p>Post 16 – concerned about the part that implies if not enough progress is made transport will be stopped. How can this be done if compulsory to be in education or training to 18?</p>	<p>Commented accepted</p>	<p>Para 4.5 final bullet point has been amended to make clear that this refers to students over the age of 19. Policy amended</p>
<p>UK legislation stipulates that travel assistance will be provided to eligible children regardless of the type of setting attended.</p>	<p>Comment accepted</p>	<p>Paras 3.13,15 and 17 amended to include "educational setting" Policy amended</p>
<p>Escorts not transporting medication puts SEND parents at an unfair disadvantage because SEND children are more likely to require medication.</p>	<p>Comment accepted however we do state that we will transport medication but parent/carer need to discuss it with us first.</p>	<p>Para 3.62 amended to make the transport of medication procedure clearer Policy amended</p>
<p>Needs to be clarification as to what DBS checks are undertaken</p>	<p>Comment accepted.</p>	<p>Para 3.68 to be amended to read "enhanced DBS check" Policy amended</p>
<p>Needs to be clarification as to what agencies will be taken into account when assessing the ability for a post 16 student to travel by any other means than a funded minibus or taxi. This must not be a single agency decision.</p>	<p>Comment accepted</p>	<p>Para 4.5 altered to state that an assessment of travel assistance will be undertaken using information contained in the EHCP and information supplied by parent/carer and school/college and health care professionals. Policy amended.</p>
<p>The whole SEN code of practice is around transitioning, yet where does the school transport policy actually support this.</p>	<p>Comment accepted</p>	<p>A paragraph has been inserted at 3.6. Policy amended</p>
<p>Out of school clubs. A child without SEND would be able to attend out of school clubs as they often attend a local school. Children with SEND don't get the same opportunities as they often live some distance away.</p>	<p>The policy is to facilitate attendance at school and whilst we fully understand the point here it is not the remit of this policy to facilitate. However we do try to be as flexible as we can and will if possible be prepared to alt</p>	<p>Para 3.47 amended to reflect this flexibility Policy amended</p>

	enable children to attend local community clubs.	
It would be useful if you could clarify what the changes are and we currently qualify for transport. I assume this will be unaffected by the new policy.	We have not changed the eligibility criteria. Any child eligible under the existing policy will still be eligible under the new policy. The main changes are in the menu of travel options available including the introduction of independent travel training and PTB's. The removal of the section "ceasing transport for bad behaviour" for SEN children. We have also split the policy into sections to make it a clearer read for all.	This was a question and not a request for a policy change.
I am worried that there does not appear to be any strategy regarding challenging behaviour. I am worried that without proper legislation he is not protected from being told that he can no longer access transport to school	The new policy has removed the text that states that a child will be removed from transport for poor behaviour. Instead there is a process by which alternative options and techniques are considered in conjunction with parents and school to help reduce bad behaviour. This provides a more positive way of dealing with the issue.	Policy has already been amended to reflect concern from previous consultation that children are going to be removed from transport for bad behaviour. Following further comments at a drop in session para 3.75 has been further amended to include the process for dealing with challenging behaviour and the sort of alternative options we would consider. Policy amended
No mention of a ratio of escort to children on minibuses. Cannot see how one escort can fully care for up to 12 children with complex needs.	School escorts are provided based on the needs of the child. All children are assessed for whether they require an escort and those with complex needs are usually provided with one.	The numbers of school escorts on a bus is determined by the risk assessment. Information on risk assessments to be placed in guidance notes
What about transport for post 16. It is ok saying that independent training is available but it is too vague.	Independent travel training is one of a menu of travel options. If Independent travel training was appropriate for the young person it would be in discussion with the parent/carer and school/college.	Para 4.9 has been altered to emphasise that a decision is made in conjunction with parent/carer and school/college. Policy amended
Travel assistance is provided to child's nearest school. If only one school named in EHCP then it is unlawful to refuse transport on grounds of nearest school	Comment accepted	Paragraph 3.5 has been amended. Policy amended
Travel times – the example of distance is reasonable to go outside travel times but not because more children are fitted	This paragraph was put into the policy following comment made in the original consultation that nothi	Travel time guidelines are already in the policy. More information will be placed in the guidance document

<p>onto the bus.</p> <p>Post 16 policy states travel will be for the normal start and finish of the school/college day but no mention is made of exception for students who are not medically able to stay the whole day.</p>	<p>times. The Council monitors distance times and has already cut a route into two to reduce the travel times. We will continue to monitor this closely and stick wherever possible to the policy guidelines.</p> <p>Comment accepted.</p>	<p>Para 4.15 changed. Policy amended</p>
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Please check that the summary details of the project plan/proposal outlined in the Initial EIA are still correct and up to date.

Details

Service	Lead Officer	Date
Transport Operations	Sally Killips	24th November 2017
Business Unit	Email	Telephone
BU6 Environment & Transport	sallykillips@barnsley.gov.uk	01226 774191

Summary

Outline of project proposal

This EIA covers the review of the Home to School Transport policy which will form the basis for any future service changes.

Summary of project objectives

The revision of the Home to School Transport policy seeks to introduce:

- a) A clear range of options for travel assistance,
- b) Screening for independent travel training at Year 6
- c) Clarity about the legal criteria for travel assistance eligibility.

Reference

Step 1**What are the key equality and diversity questions you would like to ask?**

- eg *Do some diverse groups experience poorer outcomes or barriers to access?*
Do some diverse groups experience greater need for services?
How can the project the help improve outcomes for diverse groups?
How can the project help to promote equal access / take-up of services for all sections of the community?

Numbers of children currently benefitting from statutory and discretionary home to school transport assistance and the associated cost.

Are we confident that we are not creating any inequalities by providing a menu of supported travel options?

Distances children and young people travel who are in receipt of assisted travel to school/college. Are there areas of inequality?

What policy changes are proposed, and what are the implications? Are there any elements of the new policy which could potentially create or entrench inequalities?

Step 2

How will you find out the answers to these questions?

eg *Ask staff and other stakeholders what they know.*

Discuss the issue with service users.

Meet with a relevant community group or forum.

Analyse service performance data and compare it with local demographic data.

	Who	When
Analyse data about service users - numbers, age profile, routes, transport methods.	<i>Sally Killips / Jules Horsler</i>	<i>November 2017</i>
Consult with current service users and other stakeholders to add depth to our understanding of the effectiveness of the service. Analyse consultation findings to identify any implications for the content or operation of the new policy.	<i>Sally Killips / Jules Horsler</i>	<i>November 2017</i>
Where possible, model any service or policy revision to seek to predict the impact this will have on future pattern of transport support provided and how this might affect the groups identified above. Use performance indicators about travel options being used currently.	<i>Sally Killips / Jules Horsler</i>	<i>November 2017 and ongoing</i>

Step 3

What have you learnt about how this project could promote equality and inclusion?

- eg *The investment could help to promote services to BME communities who currently do not know it exists or how to access it.*
- Some disabled people may not be able to access the service on-line and need an alternative.*
- Men may have worse health outcomes because they do not visit the doctor regularly - the investment will help to address this.*
- The investment may enable the service to be more flexible and to meet individual needs (eg culturally appropriate to some faith groups).*

Latest data about the service user profile is as follows (Nov 2017):

534 children in total

11 looked after children

13 children with physical disabilities, who do not have a statement or EHCP (it is anticipated that this will increase, due to guidance about eligibility being clarified in the new policy)

182 primary school children and 266 secondary school children

These children are transported to school on a total of 130 different routes (using a mixture of 8, 12 and 17 minibuses, and taxis)

There are 62 routes that go out of Barnsley borough to special schools

38 single occupancy taxis are used

In addition, 542 zero fare passes have been issued to mainstream children

Consultation was carried out with service users during December 2016 to February 2017. Although mainly targeted at families using these services, the consultation was open to all Barnsley's residents should they wish to participate. In addition further consultation was carried out with the wider SEND community via a series of meetings. In November 2017, a further period of consultation and engagement was undertaken, on the revised policy document. This consisted of an online survey and a number of 'drop in' sessions.

Many of the comments received during the consultation related to minor changes to wording, which did not materially change the nature of the policy - these were incorporated into the revised policy. The remaining key issues arising from this period of consultation were:

1. Access to transport home for children who want to participate in extra-curricular activities after normal school hours - the usual transport home pick-ups depart before any after-school social activities, which affects whether some children can attend these activities, if they will then be unable to travel home at a later time. This situation creates a potential inequality for these children, compared to their peers. The policy and service provision have a responsibility to enable access to education, but do not cover social activities. Providing additional transport would have cost implications for the service, and would also be difficult to predict and plan for, as the numbers and frequency would fluctuate.

This is potentially the key equality issue remaining unresolved.

Discussions have taken place with schools, who remain unwilling to contribute towards transport costs for this purpose; in addition, although parents have the option of a personal travel budget for their children, which would enable them to buy in transport services home from after-school social activities, this would also mean the onus would be on parents to arrange all of their home-to-school transport, when in most cases they are satisfied with current arrangements.

Senior managers and Members are asked to consider this issue and a potential way forward.

2. Many respondents to the consultation were not in favour of designated pick-up and drop-off points, and prefer door-to-door transport. This proposal is therefore being taken out of the policy.

3. Some respondents raised the issue of whether there should be set ratios of escorts to children. At present, each child travelling by bus will have an individual escort, but the minibus services may only have one escort (who is also the driver). This has been covered by risk assessments, and current arrangements are considered suitable, as once the children are safely seated within the minibus, which does not stop off anywhere en route to school, the risks during the journey are not such that an additional escort would be needed.

4. SEN code of practice for children who are in transition between schools - at present, specific transport arrangements are not made for children who are 'trying out' new schools in preparation for moving up. A number of parents made comments about preferring their children to start using the transport routes / methods for their new school as soon as possible, as part of the transition process. The policy will therefore be amended to contain a reference to accommodating children on transport for their new school, as far as possible.

The whole ethos of Home to School Transport is to provide access to education for all. It therefore very much promotes and assists in providing equality and inclusion amongst school children, suited to their situation. This is reflected in the change of approach from a hierarchical decision-making process about which transport service is received by an individual child, to a 'menu' approach, from which children and parents / guardians can select the service which best suits their circumstances, preferences, confidence, abilities and needs.

Step 4

What equality objectives, actions and measures will be (or have been) incorporated into your project plan/proposal?

eg *Develop action plan to meet minimum access standards*

To increase awareness of service and how to access it amongst under-represented groups.

To improve how service meets the needs of LGBT community.

Analyse service performance data and compare it with local demographic data.

	Who	When
Independent Travel Training - to monitor service performance data around how many children have been travel trained, how many children have gone onto travel independently to school as a result of the training.	<i>Transport Operations Manager</i>	<i>annually</i>
To monitor how many families have opted to take up other home-to-school transport options, such as mileage reimbursement and personal travel budget options.	<i>Transport Operations Manager</i>	<i>annually</i>
To monitor the impact of these trends on demand for the service, and the impact on service budgets.	<i>Transport Operations Manager</i>	<i>annually</i>

When and how will you review whether these equality objectives have been achieved?

- eg As part of service review in 2 years time.
 Incorporate equality performance measures into performance framework.
 Provide feedback on progress to relevant community / service user group.
 Provide regular progress reports to a project board.

	Who	When
Annual service review to evaluate the impact and effectiveness of the new policy.	Transport Operations Manager	annually
Home to School Transport Working Group to receive regular updates about service user numbers, and take-up of different transport options.	Transport Operations Manager	monthly
Continue to hold service user forums with parents / carers of children using the home to school transport service	Transport Operations Manager	ongoing

Step 6**How will you make sure relevant decision-makers are able to fully consider the outcomes of this EIA?**

Include EIA as appendix to relevant Cabinet report.

Brief Cabinet Spokesperson / Service Director on outcomes of EIA.

Publish outcome of EIA on website.

Provide feedback to stakeholders on outcome of EIA process.

	<i>Who</i>	<i>When</i>
Brief Cabinet spokesperson / Service Director on outcomes of EIA. Include EIA as an appendix to Cabinet report.	<i>Sally Killips</i>	<i>December 2017</i>
Highlight recommendations to SMT and Cabinet in order to resolve outstanding issues which may cause potential inequality.	<i>Sally Killips</i>	<i>December 2017</i>
Provide feedback to service users and respondents to the consultation exercises, to set out how the service has responded to issues raised and reflected them in the new policy.	<i>Sally Killips</i>	<i>December 2017</i>
Liaise with People Directorate as appropriate re. the establishment of a SEND parent-carer forum.	<i>Sally Killips</i>	<i>Ongoing</i>

MONITORING - Which groups may experience a differential impact in this service area before the project?

Review and update below the potential inequalities you identified when undertaking the initial EIA - are these the same or has your assessment now changed?

Protected characteristic	Details of group	Degree of inequality	+ve or -ve inequality
Please select group from the drop-down list.	Describe in more detail which people in this protected characteristic group currently experience a differential impact and why. Eg "BME people, especially new arrivals to the borough, are under-represented amongst current service users".	Please select the level of inequality experienced by the group (high, medium, low or none).	Is the inequality positive or negative for the group?
Disabled people	Disabled children who do not have a SEN or EHCP and live within the statutory distance criteria currently fall outside the eligibility criteria for travel assistance	Low	Negative
Disabled people	Children with SEN or EHCP in place have their travel assistance eligibility assessed by the Transport Panel. The rate of referral to this panel fluctuates but is currently around 10 - 15 per month. Presently the average success rate of referrals is 90 - 95%.	Low	Negative

Which groups may experience a differential impact in this service area after the project?

Review and update below the potential inequalities you identified when undertaking the initial EIA - are these the same or has your assessment now changed?

Protected characteristic	Details of group	Degree of inequality	Predicted improvement?
Please select group from the drop-down list.	Describe in more detail which people in this protected characteristic group will be affected and why. Eg "Disabled people with communication disabilities such as people with sensory impairments and people with learning difficulties because they may find using online services more difficult."	Please select the level of inequality likely to be experienced by the group after the project (high, medium, low or none).	Is the situation for this group likely to improve or become more unequal as a result of this project?
Disabled people	The policy now contains a methodology by which children who have difficulties walking to school and live within the statutory qualifying distance (i.e not eligible for automatic travel assistance) can obtain travel assistance providing written evidence is provided from education and health care officials.	Low	Improve
Disabled people	Better control of the budget will be achieved by applying a fair and consistent application and assessment process of eligibility at the Transport Panel as set out in the transport policy. This may run the risk that more children are refused at the transport panel stage. However, by implementing a menu of travel options rather than a strict hierarchy, choice has been enhanced for children and their parents / carers, increasing flexibility of services available suited to individual families' particular needs and preferences.	Low	Improve

Step 7b

Consultation, Advice and Support

E+I Team Consulted	E+I Business Partner (Name / email)	Date of most recent contact
Yes	Sue Smith	23rd November 2017

Step 8

Please email your completed EIA to:

equalityanddiversity@barnsley.gov.uk

BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

Report of the Executive Director (People)
to Cabinet

(10th January 2018)

Barnsley Childcare Sufficiency Assessment 2017/18

1.0 Purpose of the Report

- 1.1 To provide Cabinet with the Barnsley Childcare Sufficiency Assessment 2017/18 for information.

2.0 Recommendations

- 2.1 **That Cabinet notes the contents of the Barnsley Childcare Sufficiency Assessment 2017/18 (see Appendix 1).**

3.0 Introduction

- 3.1 Local Authorities are required by legislation to 'secure sufficient childcare' under the Childcare Act (2006) and report annually on how they are meeting their duty to secure sufficient childcare. Local authorities are responsible for determining the appropriate level of detail in their report, the geographical division and date of publication. However, the report should include:

- a specific reference to how the authority is ensuring there is sufficient childcare available to meet the needs of: children with special educational needs and disabilities; low income families; children with parents who work irregular hours; children aged two, three and four taking up free places; school age children; and children needing holiday care;
- information about the current and projected supply of and demand of childcare for particular age ranges of children, and the affordability, accessibility and quality of provision; and
- details of how any gaps in childcare provision will be addressed.

- 3.2 The Barnsley Childcare Sufficiency Assessment (CSA) is dated November 2017 to allow for the Early Years Foundation Stage Profile results to be included. The geographical division is based on the six Area Council localities although a full background assessment has been undertaken at ward level and referenced as 'pockets', where appropriate. The CSA is available to the public to view online on the Council's website in line with the Department for Education (DfE) guidelines. The DfE has confirmed that it will be checking that Local Authorities have published their respective CSAs in January 2018.

4.0 Proposal and Justification

- 4.1 The CSA and its publication ensures the Council fulfils its statutory duty to provide and report on the sufficiency of the childcare sector. Moreover, the CSA is shared

with Cabinet to ensure Members are fully informed as to the nature of childcare provision in Barnsley when supporting families and communities. The information provided in the CSA is also available to support potential future providers of childcare or existing providers who may wish to expand. The detail of the assessment forms a critical tool to support the Council's Early Start and Families service in its role to ensure there is sufficient childcare and to enable resources to be deployed according to evidenced need. The 2017/18 CSA demonstrates that there is sufficient childcare across the borough and where there are pockets of pressure these are currently being mitigated by a response from the childcare sector. The Council continues to monitor the childcare sector closely. The CSA is comprehensive and the report provides full details of the following components of sufficiency:

Key Aspects	Key Findings 2017
Range and type of childcare	The range and type of childcare has remained broadly the same since 2016.
Take up of childcare	There is a higher than national average take up of the two year old early education entitlement and universal take up of three and four year old education entitlement (98%).
Overall vacancy rate	There is a 38% vacancy rate across day-care providers, which is similar to the rate in 2016. This allows the sector to be responsive to local pressure points as they arise.
Sufficiency of childcare	There is sufficient childcare across the borough. Local pressure points are being monitored.
Accessibility/flexibility	Provision is increasingly flexible to meet working parent/carer's needs in the private and voluntary sector.
Quality of childcare	The quality of childcare is above the national average with 96% judged as good or outstanding
Inclusivity	There has been an increase in the number of children with a disability or complex health need since the last CSA in 2016 accessing childcare.
Affordability	There has been an increase in fees since 2016 however rates remain lower than national and regional averages.

5.0 Consideration of Alternative Approaches

- 5.1 The Council is required to complete an assessment of the sufficiency of childcare in the borough and publish the findings.

6.0 Implications for Local People and Service Users

- 6.1 The assessment will be used to plan services according to evidence need in order to ensure that there is sufficient childcare within the borough.

7.0 Financial Implications

7.1 There are no financial implications as a result of this report.

8.0 Employee Implications

8.1 There are no employee implications as a result of this report.

9.0 Communications Implications

9.1 The full assessment is published on the Council's website in accordance with statutory requirements. A 'parent/carer' friendly version is in development to complement the full report.

10.0 Consultations

10.1 Consultation has taken place with the childcare sector and families in relation to the extended entitlement to 30 hours early education.

11.0 The Corporate Plan and the Council's Performance Management Framework

11.1 The report supports the Corporate Plan priorities in particular:

- People Achieving their Potential
- Vibrant and Thriving Economy

12.0 Promoting Equality, Diversity and Inclusion

12.1 The CSA is published on the Council's website and available in accessible formats on request. The CSA provides data and information regarding childcare and equality, diversity and inclusion.

13.0 Tackling the Impact of Poverty

13.1 The CSA provides potential future providers of childcare with valuable information about the childcare sector in Barnsley thereby facilitating new business start-up and employment opportunities. Affordable, high quality, flexible childcare supports parents/carers to return to work/training or stay in work. High quality childcare also positively impacts on children's outcomes, providing them with a good start in life.

14.0 Tackling Health Inequalities

14.1 The report does not directly impact on health inequalities.

15.0 Reduction of Crime and Disorder

15.1 The report does not directly impact on the reduction of crime and disorder.

16.0 Risk Management Issues

- 16.1 The CSA is required to be published and the DfE have confirmed that they are undertaking a check on all Local Authorities during January 2018. Barnsley's assessment was published on the Council's website in December 2017.

17.0 Health, Safety and Emergency Resilience Issues

- 17.1 There are no implications for the resilience of the Borough, arising through this report.

18.0 Compatibility with the European Convention on Human Rights

- 18.1 There are no implications for the Convention, arising through the report.

19.0 Conservation of Biodiversity

- 19.1 There are no implications for the local environment or the conservation of biodiversity emerging through the report.

20.0 Glossary of Terms and Abbreviations

- 20.1 None, applicable.

21.0 List of Appendices

- 21.1 Appendix 1 – Barnsley Childcare Sufficiency Assessment 2017/18.

22.0 Details of Background Papers

Childcare Act (2006)

Officer Contact: Nina Sleight (Head of Early Start, Prevention and Sufficiency) People Directorate, Barnsley MBC

Tel. No. (01226) 773629

Date: 15th December 2017



Barnsley Childcare Sufficiency Assessment 2017-2018

Annual Update: as at November 2017

Barnsley Metropolitan Borough Council

Title:	Childcare Sufficiency Assessment 2017
Location:	G:Sufficeince/2017 CSA/CSA 2017 Report /Barnsley Childcare Sufficiency Assessment 2017
Date:	November 2017
Report status:	Final
Authors:	Linda Mathison BMBC
	To: lindamathison@barnsley.gov.uk
	or
Comments:	infofis@barnsley.gov.uk

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Executive Summary and Actions

This is a brief summary of the key points and actions.

Sufficiency: Range and Type of Provider

Across the six localities there are childminders in each ward. The number of full day care nurseries and sessional providers has remained the same as the previous year, (there remains no full day care nursery provision in Dodworth ward). Barnsley has seen an increase of two out of school clubs, however, there are no out of school clubs in the following wards: Stairfoot, Darton West, old Town, St Helens, Darfield and Wombwell. In addition, there are no holiday clubs in the above wards, plus Hoyland Milton - leaving childminding as the only option. Overall Barnsley appears sufficient in the six area localities but further analysis highlights some wards to monitor and in these areas we will encourage childminders and schools to meet the gap.

Current Demand – Take up of Childcare

The annual audit revealed that 7,835 children are accessing a childcare place (excluding school nursery classes). This is an increase of 132 children since the last CSA, although there has been a slight reduction in number of children 0-5 accessing a place. As at Summer 2017, Barnsley recorded 74.5% take up of the 2 year entitlement. The England average was 71% in January 2017. In addition 55% of children on the two year old entitlement disability list took up a funded place. With regard to 3 and 4 year old early education, Barnsley has consistently achieved high levels of take up over the past 5 years (100% or just under).

Action: Families Information Service to increase take up of two year entitlement to reach 85% and encourage children with disabilities to access a place.

Childcare Occupancy and Vacancy Rates

Day Nurseries have the highest occupancy levels at 62% overall and Childminders have the lowest. Occupancy has improved, which proves that parents are continuing to take up formal childcare. However, there remains significant vacancy rates across the borough with 38% in full day care; 46% in sessional care and 47% in out of schools. Childminder vacancy rates show 49% for the early years and 60% vacancy rate for childminding after school care.

Sufficiency of 0-1 Year Old Places

Barnsley has set 7% as a sufficiency rate for this age group - that is 7 childcare places per 100 children aged 0 -1 years. Overall Barnsley has 11 places per 100 children. Only the Dearne falls below this figure (6%). However, to meet the target, only 6 places would need to be created. However, there are currently sufficient vacancies reported, therefore no immediate action is required.

Sufficiency of Childcare Places for Children Aged 2 Years

Barnsley has sufficient places for two year olds across the borough. However, two wards (Monk Bretton and Rockingham) are currently showing low level vacancies.

Action: encourage childminders to register in the two wards with low vacancy rates.

Sufficiency of Childcare Places aged 3 – 4 Years Including Nursery Education Places

Barnsley has sufficient places for the 15 hour universal entitlement for all 3 and 4 year olds. However, the Dearne is showing low levels of vacancies.

Action: Continue assess the situation in the Dearne locality.

Sufficiency of Childcare Places for the 15 hour 'Extended Entitlement'

Barnsley has undertaken a comprehensive assessment of the free 15 hour extended Entitlement' for eligible parents of children aged 3 and 4 years from September 2017. Analysis shows that an estimated 1,492 children may take up a place, based on the national pilots of 90% take up. There is a sufficiency gap in the Dearne, although the current vacancy rate is sufficient to meet this need. There are also pockets within St Helen's, North East, Cudworth, Royston and Darfield, but no immediate action is required. All day nurseries are offering the extended entitlement, together with 117 childminders, 7 sessional providers and 21 schools.

Parent Demand for 30 hours Survey

In Barnsley, of the 131 responding 52% stated that the 30 hour offer would enable them to change their hours or working pattern and 80% wanted to access the offer with just one provider rather than split between e.g. a school and a childcare setting. The most popular offer was a flexible offer (i.e. not limited to a 3 hour session), followed by 'stretching' the 30 hour offer over the school holidays.

Sufficiency of Out of School Places and Unregistered Breakfast Clubs

Barnsley is showing overall sufficiency by locality. However, further analysis highlighted that Stairfoot, Darton West, Old Town, St Helen's Darfield and Wombwell lack group care provision, leaving childminding as the only option. However, other than St Helen's Childminders have vacancies, although Stairfoot has limited vacancies.

Action: St Helen's is a priority for out of school provision, followed by Stairfoot.

Sufficiency of Holiday Clubs

There are a number of holiday clubs operating across the borough in addition to childminders offering an essential service. However, further analysis shows that some wards have childminding as the only option for holiday care.

Action: Encourage group holiday care provision in St Helen's ward and encourage new childminders to register in Stairfoot and Hoyland Milton due to low level vacancies in these areas.

Accessibility Sufficiency – Opening Times

Each of the 6 areas across Barnsley offer some form of care outside the typical hours of 8am to 6pm. There has been an increase in settings offering Saturday care since the last CSA, mainly within childminding. The earliest opening time is 5am and latest closing time is 10pm (within childminding).

Flexibility of Childcare

Up to 40% of day nurseries allow parents to access their 15 hours of free education entitlement flexibly and 48% are offering the 30 hour offer flexibly – this enables working parent to reduce the cost of childcare. Childminders are more flexible with 76% being completely flexible and willing to offer the hours 'stretched' over a year, including school holidays. Schools can not offer a flexible package for working parents, however, there appears to be sufficient places within the childcare sector to support working parents.

Sufficiency of Quality

Barnsley has 96% of early years and childcare providers rated by Ofsted as 'Good' or 'Outstanding', which is above the England and regional averages.

Qualification levels have risen since the last CSA. Overall Barnsley has 30 childcare practitioners holding the graduate status of Early Years Professional/Early Years Teacher. Of the 40 full day care settings, just 7 are not led by a graduate. Barnsley has 84% of day care staff and leaders who hold a full and relevant level 3 qualification. Childminders are not required to hold a qualification; however, 103 of the 155 returning the audit show that they hold a full and relevant level 3 with 16 holding a relevant degree.

The 2017 Foundation Stage Profile results show Barnsley at 69% of all children at the end of their foundation year achieving a good level of development. This is a 3% increase since the last CSA and the national average is 71%. The widest gap in attainment between Barnsley and national appears to be in literacy and mathematics.

Action: target literacy and mathematics through moderation, annual conference and bespoke projects.

Inclusivity Sufficiency

6% of children accessing childcare have a disability or complex health need - this is an increase of 1.5% since the last CSA. The highest levels are recorded need fall into the 'communication and interaction' category followed by 'sensory and/or physical needs'; 'emotional social and mental health', and finally 'cognition and learning'. A comprehensive range of inclusion support has been offered throughout the year to improve practitioner's skills and knowledge to support children with additional needs.

Of all children attending childcare, 4% are from a non White British background. This is a decrease of 1.5% recorded last year. The annual audit reveals that the children are mainly from Poland and other Eastern European countries.

Affordability Sufficiency

Weekly costs have increased in all provider types with almost 7% increase in day nursery rate. Generally, Barnsley continues to be lower than the average childcare fees across other authorities in the Yorkshire and Humberside region. The rate Barnsley pays settings to deliver the two year entitlement is £4.94 per hour and for the 3 and 4 year old funded entitlement the rate paid to settings is £3.94 per hour plus a disadvantaged subsidy, which varies per setting.

Action: continue to monitor childcare fee rates against regional and national levels.



I. Introduction

Local Authorities are required by legislation to ‘secure sufficient childcare’ under the Childcare Act, 2006 and the Childcare Act, 2016, as set out below.

Childcare Act 2006	Childcare Act 2016
Places a duty on English local authorities to: Secure sufficient childcare for working parents. Secure early years education provision free of charge. Provide information, advice and assistance to parents and prospective parents. Provide information, advice and training to childcare providers.	Places a duty on English local authorities to: Secure free childcare for qualifying children - including the 15 hours Extended Offer (30 hours in total) for eligible 3 and 4 year olds.

To secure sufficient childcare places, local authorities **should take into account:**

What is ‘reasonably practicable’ when assessing what sufficient childcare means for their area, by:

- Assessing the state of the current local childcare market: including the type of childcare, the number of places and where they are located;
- Analyse the state of the labour market, such as unemployment rates;
- Identify the gaps in quality of childcare providers by analysing their current Ofsted grades.
- Research the current capacity within existing childcare – this can include looking at vacancy rates, assessing settings funding, staff, premises, experience and expertise;
- Encouraging schools in the area to offer out-of-hours childcare from 8.00am until 6.00pm and in school holidays;
- Encouraging existing providers to expand their provision and new providers to enter the local childcare market.
- Encouraging providers to take a sustainable business approach to planning and signpost providers to resources to support them, such as the Department for Education (DfE) business sustainability toolkit.

Local Authorities are to report annually on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents.

Local authorities are responsible for determining the appropriate level of detail in their report, the geographical division and date of publication. However, the report should include:

- a specific reference to how the authority is ensuring there is sufficient childcare available to meet the needs of: children with special educational needs and disabilities; children from families in receipt of the childcare element of Working Tax Credit or Universal Credit; children with parents who work irregular hours; children aged two, three and four taking up free places; school age children; and children needing holiday care;
- information about the current and projected supply of and demand of childcare for particular age ranges of children, and the affordability, accessibility and quality of provision; and
- details of how any gaps in childcare provision will be addressed.

The next section sets out the sufficiency indicators and structure of Barnsley’s Childcare Sufficiency Assessment (CSA).

2. Sufficiency Indicators

2.1 Sufficiency Indicators for Barnsley

Based on the government's statutory guidance, Barnsley's Childcare Sufficiency Assessment will be based on the sufficiency of:

- Supply
 - range/type of childcare
 - number of childcare places
 - open and closed provision since the last CSA
- Take up of funded two, three and four year old entitlement places
- Vacancy rates to meet future demand
- Childcare sufficiency rates, including any identified gaps
- Planning for the new 15 hour 'Extended Entitlement' (known as the 30 hour offer)
- Accessibility (times open, including weekend care)
- Flexibility (flexible offer for the 15 and 30 hour Early Education offer)
- Quality of childcare – Ofsted ratings
- Inclusivity of childcare
- Affordability of childcare

2.2 Geographical Areas

The 2017 Childcare Sufficiency Assessment sufficiency indicators will be analysed and reported on the following six Area Council localities:

Central Area comprising the following Council wards:

- Central, Dodworth, Kingstone, Stairfoot and Worsbrough

Dearne Area comprising the following wards:

- Dearne North and Dearne South

North Area comprising the following wards:

- Darton East, Darton West, Old Town and St Helen's

North East Area comprising the following wards:

- Cudworth, Monk Bretton, North East and Royston

Penistone Area comprising the following wards

- Penistone East and Penistone West

South Area comprising the following wards

- Darfield, Hoyland Milton, Rockingham and Wombwell

3. Key Findings: Range and Type

3.1 Opened/Closed Provision

The following table provides a summary of changes taking place since the last childcare sufficiency assessment.

Figure 3.1a Provider Numbers and Places Comparison in past Year

Type of Provision	2016 Number of Providers	2017 Number of Providers	2016 Number of Places	2017 Number of Places
Childminders *NEW includes over 8's places from 2017	190	182	1,151	*1,669
Day Nurseries	40	40	2,204	2,174
Sessional Care Play Groups	19	19	578	587
School nursery class	54	54	2,842	2,842
Out of School Clubs i.e. After School *NEW includes over 8's places from 2017	44	46	1037	*1,228
Holiday Clubs	32	31	636	775
Breakfast clubs including unregistered schemes	37 (unregistered only)	76 includes registered and unregistered	Unregistered places not counted	2,628
Total including unregistered breakfast clubs and over 8's from 2017 only	416	448	8,448	11,903

In 2017, Barnsley has seen a reduction of 8 childminders. However, the remainder of setting type has been fairly static. A key change for this year's Childcare Sufficiency Assessment, is the decision to include the number of childcare places offered for children aged 8 plus. These places are not included in any Ofsted registrations. However, it was felt that the inclusion of these places gave a more accurate reflection of the level of childcare offered for school aged children. As a result, no comparisons will be made with the 2016 figures for childminding places, breakfast, after school and holiday schemes. Another change this year has been to count the number of breakfast schemes both informal (offered in schools) and those that require Ofsted registration - again no comparisons can be made with the 2016 figures.



3.2 Supply - Number of Providers by Type and by Area Locality

The total number of current childcare providers by type and area is shown in Figure 3.2a

Figure 3.2a: The Current Number of Childcare Providers by Area Locality

	Central	Dearne	North	North East	Penistone	South	Barnsley TOTAL
Current Providers							
Childminder	28	13	40	31	23	47	182
Day Nursery	11	2	6	6	9	6	40
Sessional/Playgroups	1	5	2	6	1	4	19
School Nurseries 3 & 4 yr olds	15	6	10	10	3	10	54
Out of School Clubs	12	2	8	7	12	5	46
Holiday Clubs	9	2	1	6	9	4	31
Breakfast club (inc unregistered)	20	6	12	12	13	13	76
Source: BMBC Childcare Audit	96	36	79	78	70	89	448

Whilst there has been an overall reduction across the borough of 8 childminders, the North area locality has lost 10 childminders since the 2016 CSA. The North locality has just one holiday club, but the area has a significant number of childminders. Below is a list of new and closed provision since the 2016 CSA.

3.3 Open and Closed Provision Since the Last CSA

Closed Nurseries	Converted to Sessional	New Nurseries Opening
Happy Kids Athersley St Helen Ward (NORTH AREA)	Daisy Chains Penistone West Ward PENISTONE AREA	Limetree Nursery St Helen's Ward (NORTH AREA)
	Elsecar Nursery Hoyland Milton Ward SOUTH AREA	Wiggles and Giggles North East Ward (NORTH EAST AREA)
		Northern College changed from Sessional to Day care Penistone East Ward PENISTONE AREA

In addition three new nurseries are proposed with Ofsted, one in Hoyland Milton, one in Penistone West ward and one in Rockingham ward.

No new sessional care provision has opened or closed since the last CSA.

Overall the borough has seen a net increase of two after school clubs (i.e. 5 new clubs opening off-set by 3 closures) as set out below:

Five additional school led out of school clubs have been counted in the 2017 CSA:

- Queens Road Academy – Central Ward (Central Area)
- Hope House School – Central Ward (Central Area)
- Wilthorpe School OOS – Old Town Ward (North Area)
- Athersley North OOS – St Helen's Ward (North Area)
- St John the Baptist CE VC Infant – Penistone West Ward (Penistone Area)

Three Out of School Clubs have closed since the last CSA:

- Gawber OOS – Darton West Ward (North Area)
- Rise and Shine at Burton Road OOS – Monk Bretton Ward (North East Area)
- Rise and Shine at St Helen's – Monk Bretton Ward (North East Area)

The following table shows the actual current number of places offered by type of childcare provider as at September 2017.

3.4 The Current Number of Childcare Places by Age Group

The following is a summary of childcare places by age group

The Current Number of Childcare Places by Area Locality	Central	Dearne	North	North East	Penistone	South	Barnsley TOTAL	Difference since 2015 CSA
Childminder 0-1 years	27	17	42	39	21	59	205	+ 16
Childminder 2 years	28	17	45	39	22	60	211	+ 18
Childminder 3-4 years	28	17	46	41	22	62	216	+24
Childminder 5+ years (OOS)	82	49	131	102	69	161	594	+17
Childminder 8+ (new for 2017)	52	31	93	74	38	155	443	+443
Day Nursery 0-1 years	130	15	39	57	96	71	408	+12
Day Nursery 2 years	271	26	93	119	106	96	711	-89
Day Nursery 3-4 years	338	34	135	158	232	158	1055	+47
Sessional/Playgroup 2 years	16	71	38	70	8	58	261	+6
Sessional/Playgroup 3-4 years	16	46	32	109	18	105	326	+3
School Nursery Education Places	754	300	520	546	150	572	2,842	0
Breakfast inc' informal clubs offered by schools new 2017	885	222	345	441	364	371	2,628	+2,628
Out of School Clubs including over 8's new for 2017	243	60	236	219	334	136	1,228	+191
Holiday clubs (including over 8's new for 2017)	202	60	28	189	240	56	775	+139
Total 2017								
Source: BMBC Childcare Audit	3,072	965	1,823	2,203	1,720	2,120	11,903	+3,455
Previous 2016 CSA	1,943	656	1,382	1,673	1,177	1,617	8,448	
Reduction – or + increase 2017	+1,129	+309	+441	+530	+543	+503	+3,455	
	Places	places	places	places	places	places	places	

More detailed analysis of the changes noted since the last CSA, show that:

- Baby places – overall increase of 28 places.
- Two year old places – overall net loss of 65 places since 2016, this was predominantly in the South locality, where a very large nursery decreased its places by a third in size.
- Three and four year old places have increased by 74 since 2016, possibly to meet 30 hours.
- Out of school provision has increased significantly. However, this is due to the inclusion of over 8's places that are not included in Ofsted registration places. Therefore, no comparisons can be made with the 2016 CSA for this type of provider.

- There remains no out of school clubs in the following wards: Stairfoot (Central Area), Darton West/Old Town/St Helen's (North Area) or Darfield/Wombwell (South Area), leaving just childminding as the only option. Most have sufficient childminding places except Stairfoot and St Helen's.
- Holiday provision varies as demand changes, however, the following seven wards do not have any group care holiday schemes, leaving just childminding as the only option: Stairfoot (Central Area); Darton West/Old Town/St Helen's wards (North Area); Darfield/Hoyland Milton/Wombwell (South Area). Most of these areas have sufficient childminding places except Stairfoot, St Helen's and Hoyland Milton wards.

3.5 Range and Type of Childcare Sufficiency Summary

Childminding: within the childminding sector, there has been a net decrease of just 8 childminders. Each of the six area localities and subsequent wards within those areas contain Ofsted registered childminders. Whilst Barnsley appears to be sufficient there are some emerging areas (see section 6 for more detail).

Action for Provider Type: Childminding – encourage new childminder registrations or encourage existing childminders to employ an assistant in the following wards:

- Dearne South and St Helens for **baby places** due to limited places.
- Dearne South, St Helen's Old Town, Monk Bretton and Rockingham to meet the emerging need for funded early education places for **two, three and four year olds** and due to current low level of vacancies in these wards.
- Stairfoot and St Helen's wards to meet **after school care**, due to a combination of no group care provision and limited existing childminding places.
- Stairfoot, St Helen's and Hoyland Milton to meet **holiday care** due to a combination of no group care provision and limited existing childminding places.

Day Nurseries: whilst the borough has seen a day nursery close, 2 open and some converted to sessional. This has resulted in the overall 'net number' of full day care nurseries remaining the same as the last CSA.

There are no full day nurseries in Dodworth ward and no full day care baby places within Stairfoot ward (Central Locality). However, there are sufficient levels across the other wards within the Central locality. In addition, there are limited full day care baby places in the Dearne South and St Helen's Ward and limited number of childminding places but there is not enough demand to open a new nursery and places can be met with new childminder places.

Action for Provider Type: Full Day Care Nursery – continue to monitor Dearne South for possible demand for a day nursery.

Sessional Care: this type of provision can be classified as either:

- term time only
- limited to free places for the early education entitlement for 2, 3 and 4 year olds
- set session times e.g. 9.00 until 12 noon and/or 12.30 until 15.30 NB two previous full day nurseries re-classified themselves as 'sessional' in the 2017 audit: Elescar nursery (South Area) and Daisy Chains (Penistone Area).

The North East Locality shows the highest level of sessional care, followed by the South and the Dearne, which suits the majority of parent's childcare needs in these areas. The borough now has at least one sessional provider in every locality.

Action for Provider Type: Sessional Care – no action required.

Out of School Provision: the borough has seen a net increase of two out of school clubs since the last CSA. However, there remains no out of school clubs in Stairfoot (Central Area), Darton West/Old Town/St Helen's (North Area) or Darfield/Wombwell Ward (South Area), leaving just childminding as the only option. However, most of the above have sufficient childminding places except Stairfoot and St Helen's.

Action for Provider Type: Out of School – identify possibilities for out of school clubs or childminders within Stairfoot and St Helen's wards.

Holiday Clubs – Barnsley has seen a reduction of one holiday club since the last CSA. However, not all out of school club providers/schools returned the audit and some day nurseries offer provision based on demand from parents. Therefore, this type of care is more fluid and more difficult to predict and assess than any other provision. Analysis of the 2017 CSA highlights that seven wards do not have any holiday schemes, leaving just childminding as the only option:

- Stairfoot (Central Area)
- Darton West, Old Town, St Helen's wards (North Area) NB 3 out of 4 wards is significant
- Darfield, Hoyland Milton, Wombwell (South Area) NB 3 out of 4 wards is significant

Action for Provider Type: Holiday Clubs – identify possibilities for a provider/school or childminders to offer holiday clubs but only in those areas where there is more pressure due to low levels of vacancy rates i.e. Stairfoot, St Helen's and Hoyland Milton wards.

Breakfast Clubs in Schools, Including Unregistered Provision: out of 79 Schools (excluding High Schools) in Barnsley, 19 do not have a breakfast club either provided by the school or with a private provider. There are two areas for concern: North East and Royston due to the low level of vacancies.

Action for Provider Type: Breakfast clubs – continue to monitor childminders that offer breakfast sessions in the North East and Royston wards. Encourage the 19 schools that do not have an on site breakfast club/or partnership arrangement to undertake a parental survey to assess demand.

Overall Summary of the Sufficiency by Range and Type of Provider: appears sufficient in the six area localities but further analysis highlights some wards to monitor and encourage childminders and schools to meet the gap.

4. Key Findings: Take up of Childcare

4.1 Take up of Childcare Places - Comparison with 2016 Assessment

This section will measure the actual number of children attending (children on roll). Please note that this figure does not show the number of days the child is accessing; it is simply an indication of take up of childcare, even if this is once every 3 weeks to meet a parents working shift pattern. The table below does not include school nursery classes.

4.2 Children on Roll by Provider Type Compared with 2016 CSA

Provider Type	2016 CSA Total Children on Roll	2017 CSA Total Children on Roll	Difference + or -
Day Nursery	3,481	3,323	-158
Childminder Under 5	684	791	+107
Sessional Play Group	731	753	+22
Total 0-4 yrs	4,896	4,867	-29
Out of School	2,149	2,178	+29
Childminder 5+	658	790	+132
Total Out of School	2,807	2,968	+161
Grand Total Children on Roll All Ages	7,703	7,835	+132

From the table above, Barnsley has 7,835 children 'on roll' – this equates to 32 more children accessing childcare than last year, with a slight decrease in the under fives. However, some out of school clubs failed to complete the annual audit, therefore the figure would likely be higher for those accessing out of school care if we had achieved a 100% return.

The following section sets out the take up of the free entitlement for two, three and four year olds.

4.3 Take of the Two Year Entitlement

Eligible parents of two year old children may access 15 hours of childcare a week over 38 weeks or 570 hours over 3 terms, following the child's second birthday.

In the 2016 CSA, Barnsley reported a 69.9% take up of the early education entitlement for two year children in the Summer term (that is 858 eligible two year olds accessed a place). In the Summer of 2017, Barnsley achieved a 74.5% take up (863 out of 1,156 eligible). The England average was 71% as at Spring 2017. The Council has set a target to reach 85% take up by 2020.

Over the past year 32 children with a disability (aged two years old) have been issued codes (either because they receive Disability Living Allowance (DLA) or are in receipt of an Education Health and Care Plan (EHCP). As at Summer, 2017, the government eligibility list identified that 29 children would be eligible under the DLA category. In the Summer headcount, 16 were recorded having a disability (55%), which is below the overall average.

Action for the Take up of the Two Year Free Entitlement – increase the take up of two year entitlement towards an 85% take up rate. The Families Information Service (FIS) to continue to promote the Two year Entitlement, including mailing, Facebook, websites, events, promotion to childcare providers and via targeted work through Family Centre Outreach workers. The FIS Officer for Disabled Children and Young People to encourage take up of children with a disability.

4.4 Take up of Early Education Funding for 3 and 4 year olds

This is a universal offer and is not subject to eligibility criteria, other than the age of child. A child is entitled to 15 hours over 38 weeks (or 570 hours stretched) per annum following the child's third birthday. The entitlement may be taken in a childcare setting, with a childminder or in a school. The take up has remained at almost 100% since 2015, with the majority of parents choosing to access their free place, within a school or academy nursery.

Action for the Take up of the Three and Four Year 15 hour Free Entitlement – no action to be taken, due to the consistent high levels of parents accessing a place.



5. Key Findings: Overall Vacancy Rates

5.1 Vacancy Rates as at Summer 2017

It is important to assess the current vacancy rates across each childcare type by locality as this is the most accurate indicator for assessing if there are sufficient childcare places. Ofsted do not separate childcare registrations into age groups. Therefore providers have the flexibility to change their staffing to meet demand by age range, as it fluctuates.

Spare Childcare Capacity Sufficiency:

Key:

	>= 20% capacity (suggesting an over-supply of places)
	10%-19% capacity (suggesting sufficiency of places)
	1-10% capacity (suggesting an area to monitor)
	<= 0% capacity (suggesting insufficient places)

The colour key code (above), is used to show that if an area is shown in red - then it has no spare capacity and immediate action must be taken to encourage new provision to open in that area. If the area is shown in 'amber' then it has up to 10% vacancies and the area locality will need to be monitored closely but it still may be possible to meet future demand. If the area is showing in light green then it has sufficient vacancies to meet current and future demand. Dark green shows that the area overall has a 20% or above vacancy rate, therefore more than sufficient.

The following table shows the overall vacancy rate by childcare provider type.

Figure 5.1a Overall Vacancy Rates by Childcare Type as at June 2017

Locality	Vacancy Rate Day Care 0-4 yrs	Vacancy Rate Sessional 0-4 yrs	Vacancy Rate Child-minding 0-4 yrs	Vacancy Rate After School 5+	Vacancy Rate Child-minding 5+
Central	38%	31%	64%	58%	55%
Dearne	49%	38%	35%	36%	59%
North	42%	46%	49%	41%	66%
North East	44%	28%	50%	51%	55%
Penistone	26%	35%	56%	47%	66%
South	38%	28%	45%	37%	60%
Barnsley	38%	46%	49%	47%	60%

The table above shows that there are more than 20% vacancies across all types of childcare and across all localities as at June 2017.

However, it is important to assess if there are pressures in particular age groups by ward. Therefore, the following section breaks down the childcare sufficient rate, (that is number of places per 100 children) and assesses the vacancy rates by age band.

6. Key Findings: Sufficiency of Childcare

6.1 Childcare Sufficiency Rates

Nationally, there is not a pre-determined level of what is 'sufficient childcare'. There are a number of variables that can impact on the sufficiency figures which can not be determined, such as employment rates, return to work policies following maternity leave, choice of childcare location.

Barnsley Council has determined that 'sufficient childcare places' should be assessed in age bands:

- 0 to 1 year old baby places
- 2 year olds (to meet the government's initiative 'Two Year Entitlement')
- 3 to 4 year olds - for working parents and nursery early education
- 5 to age 11 years

The sufficient rate for each age group is described in detail in this section, together with any actions.

6.2. Sufficiency of 0 - 1 year Old Childcare Places

The sufficiency percentage shows the number of places per 100 children in that age group. Baby places are difficult to predict. A national survey highlighted that three quarters of mums stay at home for the first 9 months following the birth and some choose to return part time. For the past three years Barnsley has identified that 7 places per 100 babies is sufficient. The following table shows the population and number of baby places across the six locality areas.

Figure 6.2a Childcare Sufficiency Rate for 0-1 Year olds 2017

NB	7%	is	Central	Dearne	North	North East	Penistone	South	Total
Sufficient									
Population 0-1 Year olds			1,387	557	965	1,172	446	1,098	5,625
Childcare places 0-1 Year olds			157	32	81	96	117	130	613
Childcare Sufficiency Rate per 100 children aged 0-1 years)			11%	6%	8%	8%	26%	12%	11%
Places Shortfall			Sufficient	Amber	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient

The table above shows an overall Barnsley average of 11% (i.e. 11 childcare places per 100 children in the 0-1 year age group). This has increased by 1% since the last CSA. The only shortfall is in the Dearne area, where just 6 more places are required in this age group to be sufficient. This could be achieved with 2 new childminders. However, it is important to first assess if the current childcare settings have vacancies before embarking on opening further places. The following section identifies the vacancy rate in this age band, which will help support any future business decisions for providers.

6.3 Vacancy Rate to Meet Projected Demand for 0 - 1 Year olds

The previous table highlighted the number of baby places per 100 children by ward. The following table below shows the vacancy rates in the 0-1 year age range by ward. If the area is highlighted as red then this area requires immediate attention to encourage new providers to open. If an area has between 1% and 10% vacancies, it will be shown in 'amber' and the situation will be closely monitored. If the area shows as light green, this indicates that there are sufficient places in that age group for the forthcoming year. Dark green shows that the area overall has a 20% or above vacancy rate, therefore more than sufficient.

Figure 6.3a Vacancy Rate in the 0-1 Age Group as at Summer 2017 to Meet Future Demand

Locality	Vacancy Rate 0-1 Year Full Day Care	Vacancy Rate Childminding <5's
Central	48%	64%
Dearne (one nursery offering places Sept)	100%	35%
North	64%	49%
North East	47%	50%
Penistone	28%	56%
South	55%	45%
Barnsley Borough	49%	49%

Overall each locality area is showing as dark green, that is 20% or above vacancy rates. However, further analysis into each ward within the localities show that both Dearne South and St Helen's wards to have pockets where there is a shortfall of childcare places. One or two new childminders could be registered with Ofsted to fill the gaps in the 0-1 age group within these two wards - as set out in the action under section 3.3.

6.4 Sufficiency of Two Year Old Childcare Places

Barnsley has not set a borough sufficiency indicator for this age group, as it has to consider the number of places required for the government's 'Two Year Entitlement' (TYE) initiative. This varies across the area localities, depending on the number of parents eligible. The entitlement is 15 hours a week for 38 weeks (or 570 hours) of free early education for eligible two year olds, the term after their second birthday. The criteria includes those on free school meals, low income families, looked after children and children with an EHCP or in receipt of disability living allowance. The following table highlights the level of eligibility against the current number of places for this age group.

Figure 6.4a Childcare Penetration Rate for 2 Year olds and Percentage Eligible for Free Entitlement of 15 hours

	Central	Dearne	North	North East	Penistone	South	Total
Population age 2	697	310	507	558	213	526	2,811
Full time 2 yr old places and (% childcare penetration rate i.e. number of places per 100 two yr olds)	315 (45%)	114 (37%)	176 (35%)	228 (41%)	136 (64%)	214 (41%)	1,183 (42%)
Number of 2 Year Olds Eligible for 15 hour Free Entitlement August 2017 and (% of all 2 yr olds who are eligible)	288 Part time places needed 41%	147 Part time places needed 47%	209 Part time places needed 41%	246 Part time places needed 44%	34 Part time places needed 16%	232 Part time places needed 44%	1,156 Part time places needed 41%
Surplus or Shortfall in Places for 2 yr olds including places for paying parents.	Sufficient No shortfall of Places	Sufficient No shortfall of Places	Sufficient with child-minders No shortfall of Places	Sufficient overall But Amber in Monk Bretton - only 15 vacancies	Sufficient No shortfall of Places	Sufficient overall But Amber in Rockingham with only 16 vacancies	Sufficient No shortfall of Places But monitor 2 wards

Barnsley has seen a 1% increase in eligible two year olds since the last CSA, although the Dearne locality has had a significant % reduction in eligible children (from 53% to 47% eligible in 12 months. This is seen as positive, as more families are not being classified as low income households. The South Locality has seen a slight increase in children eligible. Overall the six area localities are showing as having sufficient places, however, further analysis into the wards show Monk Bretton and Rockingham to have limited vacancies in this age group – as highlighted in Amber in the table above.

Action: No immediate action due to sufficient across the localities, but encourage new childminding in Monk Bretton and Rockingham due to limited vacancies.

6.5 Sufficiency of Childcare and Early Education Funded Places for 3 and 4 Year Olds

Whilst almost 100% of this age group currently access their 'universal' free early education, almost all 4 year olds currently take their place in a school reception class. The majority of parents access their free entitlement of 15 hours per week over 38 weeks, although this offer can be 'stretched' over the year. The table below shows the number of childcare places available for the first 15 hours 'universal' entitlement. The latter part of the table shows the number of places that are available for the additional 15 hours extended entitlement - as not all schools and sessional settings are able to provide the 30 hour offer.

Figure 6.5a Sufficiency Rate for Childcare/Early Education Funded Places for 3 and 4 Year Olds

	Central	Dearne	North	North East	Penistone	South	Total
Population 3 yr & 4 yr olds minus the 4 yr olds in reception class	670	315	533	649	281	553	3,001
Childminder	28	17	46	41	22	62	216
Day Nursery	338	34	135	158	232	158	1,055
Sessional	16	46	32	109	18	105	326
School	754	300	520	546	150	572	2,842
<u>Total places for first 15 universal hours of early education</u>	<u>1,136</u>	<u>397</u>	<u>733</u>	<u>854</u>	<u>422</u>	<u>897</u>	<u>4,439</u>
Childminder	28	17	46	41	22	62	216
Day Nursery	338	34	135	158	232	158	1,055
Sessional	0	0	24	35	18	85	162
School 30 hr	101	11	46	6	24	20	208
<u>Total places for the extended 15 hours to make up the 30 hour offer</u>	<u>467</u>	<u>62</u>	<u>251</u>	<u>240</u>	<u>296</u>	<u>325</u>	<u>1,641</u>

6.6 Vacancy Rates to Meet Projected Demand for 3-4 Year olds

The following table shows the current vacancy rates in this age range. If an area is showing significant vacancies; this may indicate that Barnsley has sufficient capacity.

Figure 6.6a Vacancy Rate for 3 and 4 Year Old Places as at Summer 2017 to Meet Future Demand

Locality	Vacancy Rate Full Day Care 3 & 4 yr Olds Only	Vacancy Rate Sessional Care All ages	Vacancy Rate Childminding All ages Under 5	Vacancies in School Nurseries Summer 2016
Central	30%	38%	64%	6% 46 places
Dearne	29%	15%	35%	4% 11 places
North	37%	38%	49%	13% 65 places
North East	34%	19%	50%	6% 34 places
Penistone	23%	22%	56%	4% 6 places
South	34%	25%	45%	16% 94 places
Barnsley Borough	31%	23%	49%	9% 256 places

NB Vacancy rate based on a full time place in full day care, sessional and childminding.

Spare Childcare Capacity Sufficiency:

Key:

	>= 20% capacity (suggesting an over-supply of places)
	10%-19% capacity (suggesting sufficiency of places)
	1-10% capacity (suggesting an area to monitor)
	<= 0% capacity (suggesting insufficient places)

The table above **shows sufficient vacancy** levels to meet future demand in all areas to meet the 15 universal offer.

Action: Assess the situation in the Dearne Locality once the 30 hour has rolled out to measure any impact.

6.7 Planning for the 15 hour 'Extended Entitlement' for Eligible 3 and 4 Year Olds

In September 2017 the government implemented the 30 hour offer for eligible parents. The initiative is intended to support working parents with the cost of childcare to enable them, if they wish, to return to work or to work additional hours. The universal 15 hour early education entitlement for all three and four-year-olds will continue, the additional 15 hours are subject to parent(s) being eligible, as set out below.

6.8 Eligibility for the 15 hour 'Extended Entitlement'

The additional 15 'Extended Entitlement' hours will be available to families where:

- both parents are working (or the sole parent is working in a lone parent family);
- Families where one parent does not work (or neither parent works) will **not** usually be eligible for the extended entitlement. However the extended entitlement will be available where:
 - both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity or paternity leave;
 - both parents are employed but one (or both parents) is temporarily away from the workplace on adoption leave;
 - both parents are employed but one (or both parents) is temporarily away from the workplace on statutory sick pay;
 - one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
 - one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.
- each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage; and
- neither parent has an income of more than £100,000 per year.

6.9 Estimate of Eligible Children for the 15 hour 'Extended Entitlement'

The government estimated the number of eligible children aged 3 and 4 years in Barnsley at 1,710. However, this was not available at electoral ward levels. Therefore, Barnsley estimated the number of eligible parents based on the percentage of lone working parents and households where both parents work. This calculation resulted in 1,655 estimated eligible parents living in Barnsley.

Nationally, it is now estimated that between 80-90% of eligible parents will take up their free place. Therefore Barnsley has applied a 90% take up to the formula, and therefore we estimate that up to 1,490 children may take up the offer - as per the figure on the following page.



Figure 6.9a Potential Eligible Children for the 15 hour ‘Extended Entitlement’ from September 2017

The following table sets out Barnsley’s estimated number of children eligible for the 15 hours ‘Extended Entitlement’ minus the number of 4 year olds in full time school.

Ward Name	Total number of 3 & 4 year olds eligible for additional 15 hours Extended Entitlement (minus 4 yr olds in full time school:	Estimate of children likely to take up the 15 hour Extended Entitlement (based on 90% take up)
Central	158	142
Cudworth	115	103
Darfield	81	73
Darton East	58	52
Darton West	34	31
Dearne North	50	45
Dearne South	107	96
Dodworth	32	29
Hoyland Milton	85	77
Kingstone	114	103
Monk Bretton	56	50
North East	102	92
Old Town	88	79
Penistone East	54	48
Penistone West	71	64
Rockingham	64	58
Royston	64	58
St Helens	56	50
Stairfoot	112	101
Wombwell	114	103
Worsbrough	40	36
BARNSELEY	1655 (55 less than gov’t estimate of 1710)	1490 Despite increasing to 90% take up the figure has only increase by 15 places on last year

From the January school Census over 550 parents of 3 and 4 year olds pay for additional hours in childcare to top up their universal 15 funded hours. Therefore, Barnsley expects at least this many parents to take up the 30 hour offer.

The following section identifies if Barnsley has any sufficiency gaps – that is any shortfall of places to meet the 15 hour extended entitlement.

6.10 Sufficiency Gaps for the 15 hours 'Extended Entitlement' (30 hour Offer)

Overall the borough is showing a surplus of 151 places for the 15 hour extended entitlement but with some gaps – see table below:

	Central	Dearne	North	NEast	Penistone	South	Total
Childminder	28	17	46	41	22	62	216
Day Nursery	338	34	135	158	232	158	1,055
Sessional	0	0	24	35	18	85	162
School 30 hr	101	11	46	6	24	20	208
Total places for the extended 15 hours to make up the 30 hour offer	467	62	251	240	296	325	1,641
Based on 90% take up of eligible children	411	141	212	303	112	311	1,490
Potential sufficiency gap (places available minus 90% take up)	56	-79*	39	-63*	184	14	151

*Whilst there appears to be gaps in two localities, this is based on parents eligible by number of places but this needs to be measured against current vacancies, as set out in the summary below:

Area	Wards	Sufficiency of 30 Hour Places
CENTRAL AREA	Central Dodworth Kingstone Stairfoot Worsbrough	There are no sufficiency issues. Detailed analysis show gaps in Stairfoot and Dodworth. However, overall, the area is showing 154 full time vacancies in this age range plus school vacancies in the Summer term 2017. Therefore, no immediate action
DEARNE AREA	Dearne North Dearne South	There is a sufficiency gap in this area. Particularly within the Dearne South ward. However, there are currently 48 full time vacancies within childcare although none within schools during the Summer 2017. No immediate action.
NORTH AREA	Darton East Darton West Old Town St Helen's	There are pockets of sufficiency. Detailed analysis show gaps within Old Town and St Helen's ward and these areas also have low levels of vacancies within day care and schools. However, there are 130 full time vacancies in this age range across the whole area locality. Therefore, no immediate action.
NORTH EAST AREA	Cudworth Monk Bretton North East Royston	There are pockets of sufficiency. Detailed analysis show a gap in North East Ward and a minor gap in Cudworth and Royston. However, the area has 139 full time vacancies in this age range plus some school vacancies as at Summer 2017. Therefore, no immediate action.
PENISTONE AREA	Penistone East Penistone West	There are no sufficiency gaps within Penistone Area.
SOUTH AREA	Darfield Hoyland Milton Rockingham Wombwell	There no sufficiency issues. Darfield is showing a gap but there are 153 vacancies across the area in childcare and some school vacancies. Therefore, no immediate action.

6.1.1 Results of the Parental Demand Survey for 30 Hours

A parental survey was launched in Barnsley during the Summer of 2017 to assess the demand for 30 hours childcare, including choice of provider and preferred session times. As at 31 August 2017, there were 131 respondents. Below is a summary of the key results to date:

- All 131 responses were from parents of 2, 3 or 4 year olds.
- 72 respondents i.e. 54% of responders said that their child already attends a childcare setting for their 'universal' 15 hours funded place
- 46 respondents i.e. 36% stated that they paid for additional hours - with 24 of these stating that they are currently paying for an additional 15 hours or more per week.
- 70 respondents i.e. 52% stated that they will change their working hours or pattern of work. However when investigated further, only 26 noted a possible change and 44 stated either no change or reported a negative impact due to the inflexibility of the setting offering 30 hours.
- 105 respondents i.e. 80 % stated that they would be using a single provider as follows:
 - 12 (10%) – Childminder
 - 54 (52%) – Day Nursery
 - 13 (13%) – Pre-School
 - 26 (25%) – School Nursery

The above highlights that day nurseries are the most popular choice and this is possibly due to their long opening hours (until 6pm and holiday provision); which is important for working parents as schools rarely offer this extended level of childcare.

- 26 respondents i.e. 20% said they would be splitting the funding between two providers.
 - 13 – Childminder / School Nursery
 - 6 – Day Nursery / School Nursery
 - 2 – Day Nursery / Pre-School
 - 3 – Childminder / Pre-School
 - 1 – Day Nursery / Out of School Club
 - 1 – School Nursery / Pre-School

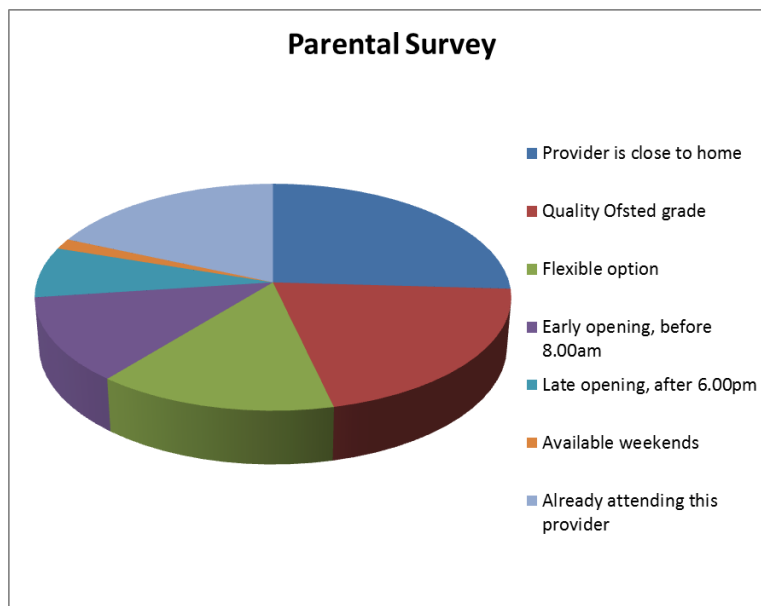
The most popular is between a childminder/school, this is possibly due to the flexibility offered by childminders re drop off/pick ups that many day nurseries are unable to offer due to staffing costs.

- Multiple choices were made for preferences to access their funded place:
 - 12 would prefer 10 x 3 hour session (term time only)
 - 23 would prefer 5 x 6 hour sessions (term time only)
 - 9 would prefer 6 x 5 hour sessions
 - 11 not Sure
 - 2 would like some weekend hours (only if offered by provider)
 - 12 do not need the full 30 hours
 - 46 would prefer a place flexibly(not restricted to 3, 5 or 6 hour session)
 - 33 would prefer a stretched place (less hours but over holiday periods)
 - 8 will be using family and friends for additional 15 hours (un-funded)

Most parents would prefer a flexible place to meet their working patterns. However, most settings cannot be completely flexible as they have to cover staffing and overheads for 10 hours or more a day. Many parents also wanted a stretched place i.e. less hours per week but over longer than 38 weeks. This pattern of childcare generally suits working parents whose hours are less than 30 per week, as it ensures a funded place all year round and thereby reduces their childcare costs.

The following question was asked: “What factors have/would influence your choice of provider?”
Again multiple options were available for parents to choose.

- 86 Provider is close to home
- 68 Quality Ofsted grade
- 48 Flexible option
- 40 Early opening, before 8.00am
- 24 Late opening, after 6.00pm
- 5 Available weekends
- 61 Already attending this provider



The majority would choose a provider close to home – this information helps local settings plan for places.

- Only 3 parents stated that their child had a disability, of which:
 - one would like to split the care between a School Nursery and an Out of School
 - one would like to take their funded hours in a Day Nursery or Pre-School, and
 - one parent stated that they would choose none of the options given.

The next section provides a list of schools and settings offering the 30 hour places.

6.12 Schools Offering 30 Hours for Eligible Parents From September 2017

School	*	No. of places for the 30 hour offer	Ward/Locality Area
All Saints Academy Darfield	A	8	Darfield/SOUTH
Athersley North	Cy	10	St Helen's/NORTH
Burton Road	Cy	16	Central/CENTRAL
Carlton Primary	A	6	Cudworth/NORTH EAST
Darton	A	12	Darton East/NORTH
Dodworth St Johns	A	6	Dodworth/CENTRAL
Greenfield	Cy	4	Hoyland Milton/SOUTH
Heather Garth Primary	A	11	Dearne South/DEARNE
Joseph Locke	Cy	20	Kingstone/CENTRAL
Laithes	A	8	St Helen's/NORTH
Oakhill Primary	A	18	Worsbrough/CENTRAL
Queens Road Primary	A	8	Central/CENTRAL
Shawlands	Cy	10	Kingstone/CENTRAL
Springvale	Cy	8	Penistone West/PENISTONE
Summer Lane	Cy	8	Old Town/NORTH
Tankersley St Peters CE	VA	16	Penistone East/PENISTONE
The Mill	A	13	Worsbrough/CENTRAL
Wellgate	A	8	Darton East/NORTH
West Meadows Primary	A	8	Rockingham/SOUTH
Worsbrough Bank End	A	10	Worsbrough/CENTRAL
TOTAL		208 places	

***School Type: A (Academy); CY (Community School); VA (Voluntary Aided)**

The table below sets out the responses from Schools and how they are proposing to offer from September 2017 early education funding (EEF) for 3 and 4 year old children

15 hours (universal only)	30 hour offer for eligible parents in 'partnership' with other local childcare providers	30 hour offer in Nursery within the school
32 NB Childcare settings may wish to contact schools who are not listed above - to promote that they can offer the additional 15 hours)	2	20 (12 Academies 7 Community schools 1 VA school)

The next section provides a list of childcare settings offering 30 hours (or part) from September 2017.

6.13 Day Nurseries, Sessional & Childminders Offering 30 Hours by Area

Day Nurseries Offering 30 hours by Area	Number of Sessional Care offering 30 hours by Area	Number of Childminders offering 30 hours by Area
CENTRAL AREA 11 Nurseries: Horizon Nursery; Kabuki Nursery; Kids World Kendray; Little Acorns Nursery ; Little Acorns 2; Little Jo's Nursery; Mini Me's Nursery; 1 st Safari(Sandpit) nursery; St Josephs Nursery; Tick Tocks Nursery; Worsbrough Common Rising Stars Day Nursery	No sessional care providers offering 30 hours in this area.	13 Childminders
DEARNE AREA 2 Nurseries: Hilltoppers; Kids World Goldthorpe	No sessional care providers offering 30 hours in this area.	10 Childminders
NORTH AREA 6 Nurseries: Cawthorne Road nursery; Gawber Pre-School; Leap Ahead Nursery; Lime Tree Nursery; Victoria Day Nursery; Wonderland Mapplewell Nursery	Barugh Green Pre-School (Darton West)	33 Childminders
NORTH EAST AREA 7 Nurseries: Kids World Cudworth; Play Days nursery; Sidcop Road Nursery; St Martins Day Nursery; Wiggles & Giggles Nursery; Wise Owl Nursery; Wonderland Cudworth Nursery	Priory Nursery (Monk Bretton); Bethel Pre-School (Royston)	23 Childminders
PENISTONE AREA 8 Nurseries: Busy Bees Nursery; Cawthorne Children's Centre; Child's Play Day Nursery; Cliff Day Nursery; Little Freddie's Nursery; Northern College; Silkstone Pre School; Thurgoland Childcare	Daisy Chains Pre-School (Penistone West)	10 Childminders
SOUTH AREA 6 Nurseries: Chatterbox Day Nursery; Forward Steps Nursery; Kids World Wombwell; Little Ducklings Nursery; Little Explorers Community Nursery; Railway Day Nursery	Elsecar Nursery (Hoyland Milton) Birdwell Pre School (Rockingham) Little Fishes Pre School (Wombwell)	28 Childminders
Total = 40 Nurseries	Total = 7 Sessional Care	Total = 117 childminders

The next section looks at out of school childcare.

6.14 Sufficiency of Out of School & Informal Breakfast Clubs

Barnsley has set a sufficiency rate of 7% for Out of School (OOS) provision. That is 7 childcare places for every 100 children. Whilst the figures were based on the 5 to 11 year old population, the government guidance states up to age 14. However, the low take up of childcare by young people aged 12-14 would result in a dis-proportionate figure. We have therefore excluded children aged 12-14 years in the calculations.

Figure 6.14a Childcare Penetration Rate for Breakfast and After School Clubs

	Central	Dearne	North	North East	Penistone	South	Total
Population 5-11 Yr olds	4,208	1,993	3,573	4,042	1,933	3,677	19,426
Breakfast places (including informal)	885	222	345	441	364	371	2,628
% Breakfast Places per 100 children	21%	11%	10%	11%	19%	10%	14%
After School Places	377	140	460	395	441	452	2,265
% After School Places per 100 Children	9%	7%	13%	10%	23%	12%	12%

The table above shows overall sufficiency by locality in Barnsley. However, more detailed analysis of the wards show Stairfoot to have a shortfall of after school clubs and there is no group care provision in Darfield. The following table measured the vacancy rates for after school clubs as at Summer 2017:

Figure 6.14b Age Range 5-11 After School Vacancy Rate as at Summer 2017 to Meet Future Demand

Locality	Vacancy Rate Out of School Clubs	Vacancy Rate Childminding 5+ age range
Central	56%	55%
Dearne	23%	59%
North	15%	66%
North East	38%	55%
Penistone	28%	55%
South	24%	60%
Barnsley Borough	32%	60%

Whilst the above table highlights sufficient vacancies, a club closed in St Helen's (North Area) which created an immediate demand for after school provision in that locality. In addition Stairfoot ward has no group care provision and whilst there are vacancies with childminders, these are limited. Darfield has no group care provision, but there are vacancies with existing childminders.

Action: Encourage an Out of School provider to replace the closed provision in St Helen's ward and also encourage new childminders within this ward to ensure no future gaps and encourage new childminders within Stairfoot ward.

6.15 Holiday Clubs Sufficiency

Holiday clubs are essential all year round care that enable parents to work. The figure below shows the number of holiday club places in group care settings. It should be remembered that childminders offer essential holiday care and are a vital service to parents, including those who use sessional care during term time but require additional holiday care.

Figure 6.15a Holiday Club Providers and Places by Area

	Central	Dearne	North	North East	Penistone	South	Barnsley TOTAL
Current Providers							
Number of Group Care Holiday Clubs	9	2	1	6	9	4	31
Number of Places offered in Holiday clubs (inc over 8's)	202	60	28	189	240	56	775
Childminding Holiday Places	134	80	224	176	107	316	1037

Whilst there is some provision in each area, further analysis shows that in the following wards, childminders is the only option for holiday care:

- Stairfoot (Central Area)
- Darton West, Old Town and St Helen's (North Area)
- Darfield, Hoyland Milton and Wombwell (South Area)

Whilst 7 wards do not have group care holiday provision, some areas have sufficient childminding places with vacancies. The only wards for concern are Stairfoot, St Helen's and Hoyland Milton.

Action: Encourage a group care setting to open in St Helen's and encourage new childminders to register in Stairfoot and Hoyland Milton.

6.16 New House Builds

To conclude the sufficiency of childcare, it is necessary to review the number of new house dwellings to be constructed. The following sets out the number of new builds being developed across the borough within the next 12 months.

Figure 6.13a: Dwellings under Construction by Area

Area	No. of new dwellings	No. of new units of social housing
Central	87	0
Dearne	126	0
North	201	30
North East	188	13
Penistone	162	13
South	230	71
Source: BMBC Planning		1,121 total new homes

The areas with most development include the South, North and the North East. The current vacancies in these areas are sufficient to be able to accommodate childcare needs over the next 12 months.

7. Key Findings: Accessibility/Flexibility

7.1 Accessibility - Settings Offering Unsocial Hours

As socio demographics change, such as changes in working patterns/unsocial hours and weekend working - there is a requirement for settings to meet this need. The table below sets out the number of settings offering unsocial hours childcare.

Figure 7.1a Number of Settings Offering Unsocial Hours

Locality	Saturday Opening for children Under 5	Saturday Opening for school age children	Open before 8am for Under 5's	Open after 6pm for Under 5's	Open before 8am for school age children	Open after 6pm for school age children
Central	7	7	29	5	27	5
Dearne	2	2	9	1	9	1
North	6	6	37	9	41	9
North East	4	4	28	7	32	8
Penistone	3	3	21	7	22	7
South	4	4	34	8	31	7
Total	26	26	158	37	162	37

Twenty six settings offer Saturday opening for early years, of which only one is a day nursery and the remainder are childminders. Twenty six settings offer Saturday care for school age children, of which 25 are childminders. Across the borough 158 settings open before 8am for under 5's (the majority i.e. 133 are childminders). The earliest start is 5:00 am. The latest opening time is with a childminder at 10:00 pm and one nursery opens until 7:00 pm. For out of school clubs for school age children, the earliest a club opens is 6:00 am and closes at 7:00 pm – again childminders offer earlier starts and late finishes.

Action: No action required – **sufficient** in accessibility – opening hours..

7.2 Flexibility Statement

The government's statutory guidance states that local authorities should encourage schools and childcare settings to offer the 2, 3 and 4 year old free entitlement flexibly.

7.3 Flexibility of the 15 Hour Early Education Entitlement

Overall, of the 40 full day care nurseries in Barnsley, 16 or 40% are completely flexible in their 15 hour early education offer which supports parents various working patterns (this has fallen by 21% since 2016). Fifteen are now only offering in 5 hour sessions and eight settings are offering either a 3 or 5 hour session. Whilst this supports sustainability of the setting, it may not meet parents requests. In comparison, childminders are more flexible, with 117 out of the 155 responding to this question, stated that they would be completely flexible (76%). Schools do not offer a completely flexible offer in Barnsley.

Sixty percent or 24 full day care nurseries and 63% of childminders are willing to offer the 15 hour early education 'stretched' over the school holidays rather than the typical 38 week term time offer. This is a significant increase since the 2016 CSA and it is encouraging to see a stretched offer. Schools in Barnsley currently do not provide a 'stretched offer' for parents.

Action: encourage settings and schools to offer a flexible offer, including 'stretching' the 570 hours over the holidays, rather than the limited term time offer.

7.4 Flexibility of the 30 Hour Early Education Entitlement for Eligible Parents

Barnsley parents responding to the 30 hour survey had a preference for a flexible offer and a 'stretched' offer for the 30 hours of early education (see 6.11). For the 2017 CSA, we asked childcare settings how they were intending to offer the places. Many had previously expressed concerns that the 30 hours were not sustainable. Most nurseries are open for 50 hours or more each week and claimed they would find it difficult to 'sell' the vacancies around the 30 hours.

Nineteen full day nurseries (48%) were willing to offer the 30 hours completely flexibly. Just 5 (13%) would offer full days only, 9 (23%) stated they would limit the offer to 5 hour sessions only and 6 would offer a 3 or 5 hour session and one did not respond. In comparison 116 out of 155 childminders (75%) will be completely flexible in their 30 hour offer.

With regard to the 'stretched offer' 60% or 24 full day care nurseries and 63% of childminders are willing to offer the 30 hours over the school holidays rather than the typical 38 week term time offer. This is a significant increase since the 2016 CSA and it is encouraging to see a flexible offer. Again schools currently do not provide a 'stretched offer' for those accessing their 30 hours.

The next section assesses the quality of the current childcare market in Barnsley.

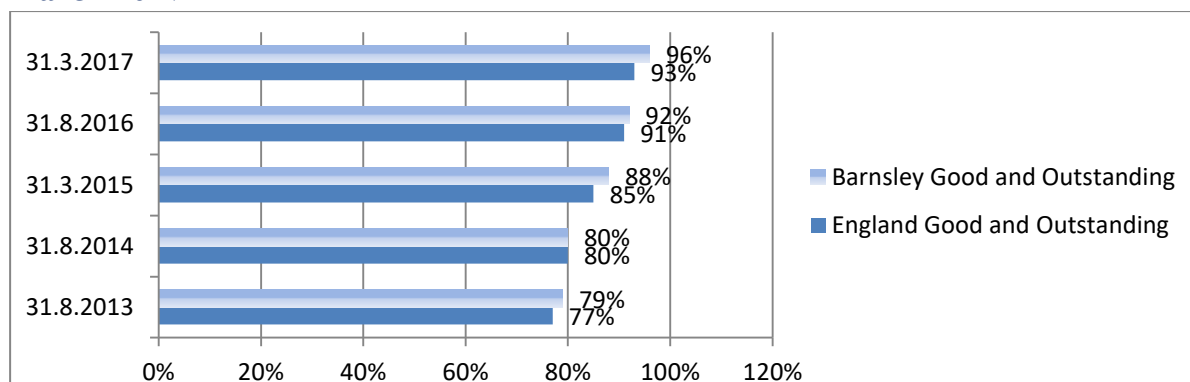


8.Key Findings: Quality of Childcare in Barnsley

8.1 High Quality – Ofsted Grades

As at 31 March 2017, Barnsley childcare settings achieved 96% ‘Good’ or ‘Outstanding’ grades in their Ofsted inspection. This is 3% above the England average. Barnsley has successfully managed to retain above ‘national average Ofsted grades’ over the past 5 years, as indicated in the figure below:

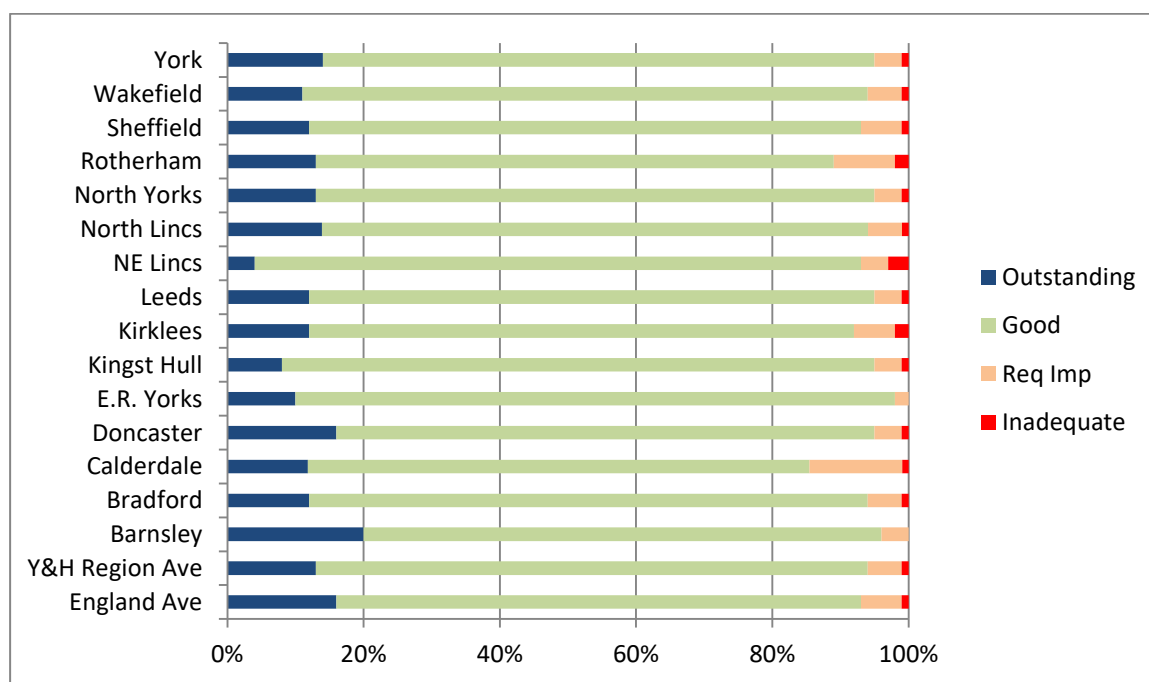
Figure 8.1a Good and Outstanding Early Years & Childcare Ofsted Grades 31 March 2017



8.2 Ofsted Regional Comparisons

Barnsley achievements for the highest Ofsted grade of ‘Outstanding’ is significantly above other authorities in Yorkshire and Humber region. That is, Barnsley has a fifth (20%) rated Outstanding, whereas the second highest rated in the region is Doncaster at 16%, as set out in the figure below:

Figure 8.2a Yorkshire and Humber Regional Authorities by Ofsted Outcome as at March 2017



8.3 Support offered to the Childcare Sector

The authority has a statutory duty to offer advice, guidance and training to the sector. The Early Start and Families Service works collaboratively with other teams within Health and the local authority. This joint working ensures that the support and guidance addresses current issues at national (Ofsted/DfE) level, whilst also taking account of local strategic targets. The service has developed and regularly updated a continuous 'Quality Improvement Programme' which uses a range of communication methods and levels of support, depending on needs.

The Quality Improvement Programme is an ongoing cycle of self reflection and self evaluation. It enables and supports our providers within the childcare sector to identify those specific areas that need to improve, further develop and recognise areas of good practice. It is therefore a journey towards higher quality involving commitment, reflection and teamwork in partnership with the Local Authority.

Through the development and implementation of a Barnsley Quality Improvement Programme we believe it has been possible to achieve better outcomes for children and families by supporting:

- The role of effective leadership in securing and improving quality
- A continuous cycle of self evaluation, reflection and improvement
- A system of support and challenge which is transparent and agreed by all
- Strong partnerships between the local authority, settings and each setting's community

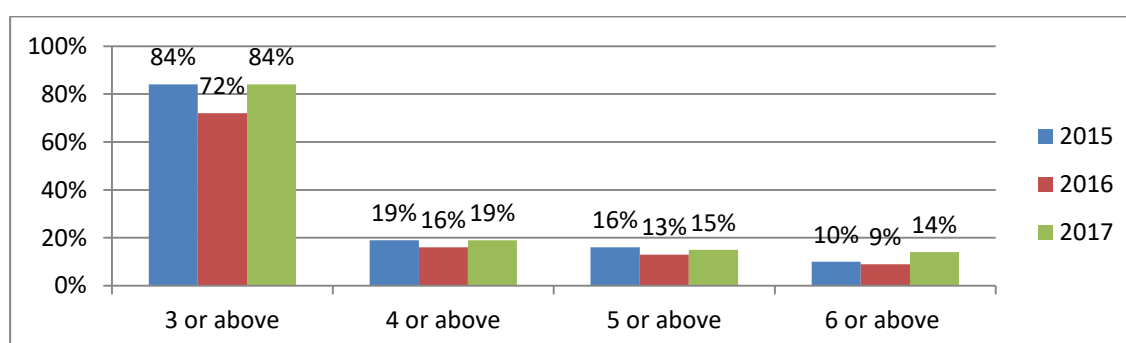
The Quality Improvement Programme is not a quality assurance scheme; therefore providers do not receive a quality status award or accreditation. It is a programme that supports all settings in Barnsley who have a commitment to continually improve the quality of their childcare provision. The programme provides the support required for implementing continuous improvement in line with the principles of the Early Years Foundation Stage (EYFS) together with the Ofsted Self Evaluation Framework (SEF).

The next section provides an assessment of the qualifications of leaders and staff within childcare, which also contributes towards the quality of the setting.

8.4 Qualification of Leaders and Staff

The annual audit of qualifications, highlighted that 1,183 staff were employed within the childcare sector (including self employed childminders). This is an increase of 28 staff, despite the closures of some settings. The figure below shows the qualification levels across the workforce (excluding childminders) since the last CSA.

Figure 8.4a Qualifications of Leaders and Staff in Full Day Care, Sessional and OOS Clubs



The figure above shows that there has been an increase in the level of childcare relevant qualifications since the last CSA. Barnsley now has 84% all staff and leaders with a full and relevant level 3 or above. For childminders, 103 of the 155 returning the annual audit are qualified to a relevant level 3 or above, with 16 holding a full and relevant degree. Please note, there is no current requirement for childminders to hold a relevant childcare qualification.

8.5 Graduate Led Workforce and Early Years Professionals

Early Years Professional Status (EYPS) is a status and not a qualification. Practitioners must already hold a relevant full degree as well as GCSE Maths and English at grade C or above to achieve this award. The introduction of the Early Years Teachers in September 2013 replaced the EYPS programme. To be awarded the Early Years Teacher Status, similar to the previous EYPS, practitioners must hold a relevant full degree and GCSE Maths, English and Science at grade C or above. The table below highlights the number holding or working towards the status.

Figure 8.5a Number Holding Early Years Practitioner/Teacher Status

Year	EYPS/E.Y.T Achieved
2013	29
2014	28
2015	34
2016	27
2017	30

In 2017 there has been an increase in practitioners achieving Early Years Teacher Status (by setting type - 6 childminders, 4 in sessional care and 20 within full day care). It was a government aim, but not a condition for every full day care setting to be led by a graduate. In Barnsley, out of the 40 full day care settings, just 7 are not led by a graduate or a practitioner with Early Years Teacher Status. Whilst it has never been a government aim for sessional care to be led by a graduate, it is something we measure in Barnsley (50% are led by a graduate).

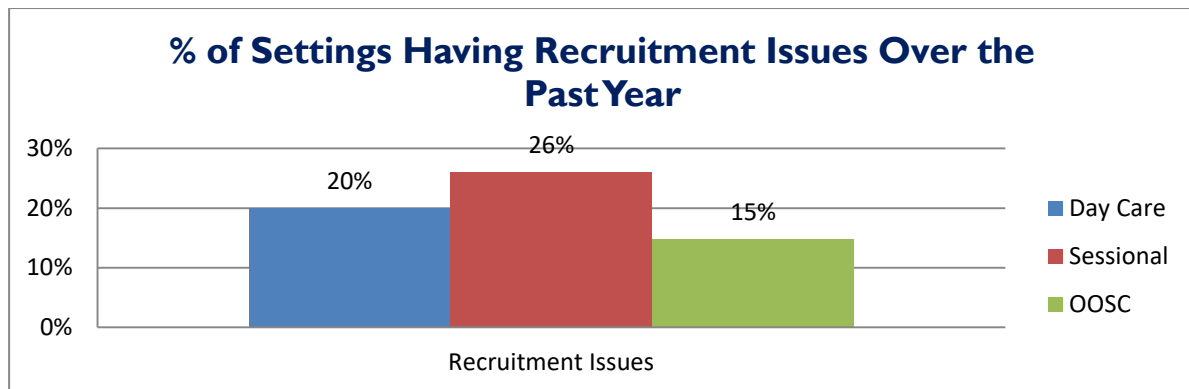
Action: Encourage the 7 full day care settings without a graduate to consider this when next recruiting staff or leaders in their setting.

8.6 Staff Turnover and Recruitment Issues

The staff turnover rate was collated for the first time in the 2017 annual audit of childcare settings. The highest turnover rate was shown to be within full day care settings, where one in five members of staff (21%) had left in the past 12 months. Sessional care and out of school club staff had similar staff turnover rates at 10% and 9% respectively. This evidence identifies a need to continually train and support recruitment of high quality staff.

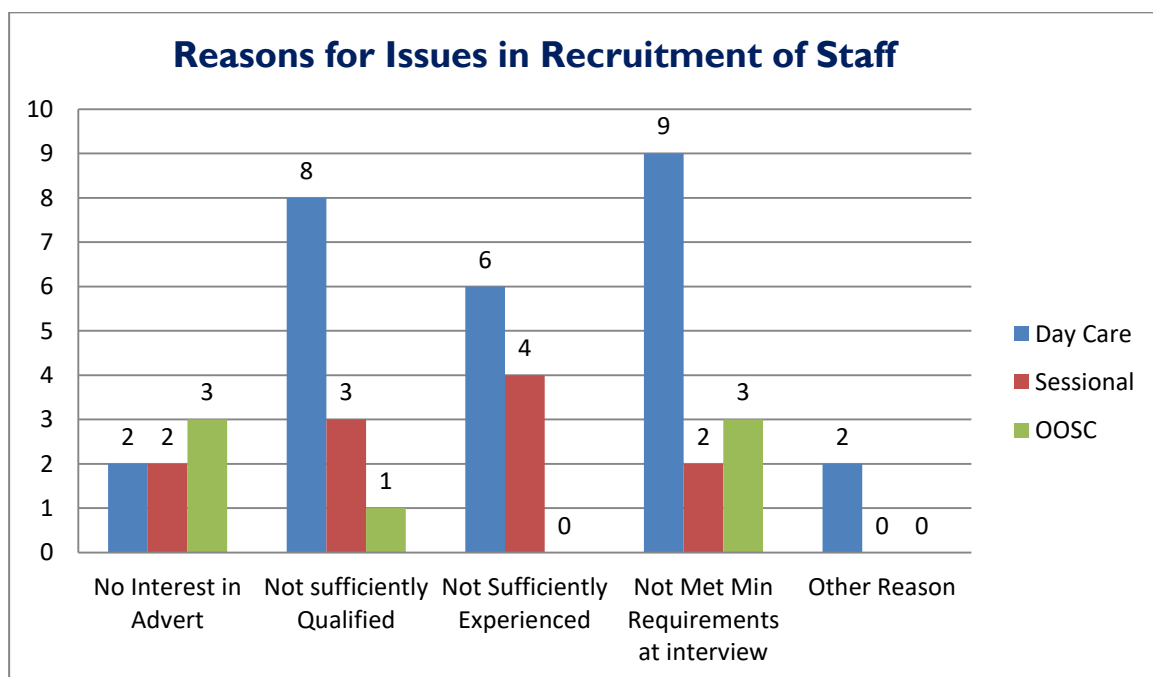
In the 2017 Childcare Sufficiency Assessment, we also asked settings if they had any recruitment issues over the past 12 months. A national report (Children's Services Omnibus August 2017) detailed that 53% of providers within the 49 authorities surveyed, did experience difficulties recruiting staff. In Barnsley the response was as follows:

Figure 8.6a Percentage of Settings having recruitment issues over the past year



The main reasons for issues in recruitment are set out in the figure below:

Figure 8.6b Reasons for Issues in Recruitment of Staff



Action: Support settings with recruitment issues and contribute or hold recruitment event.

The next section looks at the 2017 Foundation Stage Profile results.

8.7 Foundation Stage Profile Analysis 2017

Another indicator of quality is demonstrated in the annual early years foundation stage profile results. This is an assessment of the child's progress in the final year of the foundation stage. The following is a summary of the key points of the 2017 analysis.

8.8 Foundation Stage Profile Analysis 2017 - Key Points

The percentage of children achieving Good Level of Development (GLD) in Barnsley was 69% (an increase of 3%)

The percentage of children achieving GLD Nationally was 71% (an increase of 2%)

The average points scored in Barnsley was 33.8 (an increase of 0.6)

Journey of Improvement

GLD	2013	2014	2015	2016	2017
Barnsley	50%	56% (+6%)	63%	66%	69%
National	52%	60%	66%	69%	71%

The data for 2017 shows that Barnsley's GLD has improved by 3% in the last year, a greater improvement rate to national. The table above shows that we have seen a 19% improvement in GLD since 2013.

Figure 8.8a FSP 2016-2017 Analysis

	2013	2014	2015	2016	2017	2016-2017 comparison
GLD						
National	52%	60%	66%	69%	71%	+2%
Barnsley	50%	56%	63%	66%	69%	+3%
Average Point Score						
National	32.8	33.8	34.3	34.5	34.5	0
Barnsley	31	32	32.7	33.2	33.8	+0.6
Achievement Gap						
National	37	34	32	31.4	31.7	+0.3%
Barnsley	38	38	37.7	36.7	35.7	-1%
% of children achieving expected level in all 17 ELGs						
National	49%	58%	64%	67%	69%	+2%
Barnsley	47%	53%	59%	63%	68%	+5%
% of children achieving expected level in the Prime Areas						
National	52%	72%	76%	78%	79%	+1%
Barnsley	64%	70%	73%	76%	78%	+2%
% of children achieving expected level in the Specific Areas						
National		60%	66%	68%	70%	+2%
Barnsley	48%	54%	60%	63%	68%	+5%

This table above shows that there have been improvements made in Barnsley in terms of the percentage of children achieving Good Level of Development, the percentage of children achieving expected level across all 17 Early Learning Goals and the Prime and Specific areas, Average Point Score APS and the achievement gap has reduced slightly by 1%.

8.9 FSP Percentage of children achieving expected level or above by area of learning

Area of learning	National 2014	National 2015	National 2016	National 2017	Barnsley 2014	Barnsley 2015	Barnsley 2016	Barnsley 2017	% difference Barnsley and National
Communication & Language	77%	80%	82% +2%	82	76%	77% +1%	80% +3%	81 +1%	-1%
Physical Development	86%	87%	88% +1%	87	83%	84% +1%	85% +1%	87 +2%	0
PSED	81%	84%	85% +1%	85	79%	80% +1%	81% +1%	83 +2%	-2%
Literacy	66%	70%	72% +2%	73	60%	65% +5%	67% +2%	69 +2%	-4%
Mathematics	72%	76%	77% +1%	78	66%	70% +4%	73% +3%	75 +2%	-3%
Understanding the World	80%	82%	83% +1%	84	75%	77% +2%	80% +3%	82 +2%	-2%
Expressive arts, designing and making	83%	85%	86% +1%	87	78%	79% +1%	82% +3%	85 +3%	-2%
GLD	60%	66%	69%	71	56%	63%	66%	69%	-2%

This table shows that achievement has improved in all areas of learning. The widest gaps in attainment between Barnsley and National appear in Literacy and Mathematics

Action: Target literacy and maths through moderation training sessions using intelligence gathered through moderation visits to schools undertaken in 2016 Annual school conference with a focus on improving outcomes for vulnerable children through quality interactions open to all schools.

Specific Maths and Phonics continuous professional development offered to all schools and settings.

Analysis of 2yr progress checks in order to inform practice through family centre outreach groups.

8.10 FSP Analysis - Achievement by Gender

% of children achieving expected level or better	Girls	Boys	Difference
Communication & Language	87.9 +1.6	74 +0.9	13.9
Physical Development	92.8 +1.1	80.9 +1.8	12
PSED	89.3 +1.2	75.7 +0.5	13.6
Literacy	78.2 +2.0	60.4 +3.0	17.8
Mathematics	80.5 +0.9	68.9 +2.8	11.5
Understanding the World	86	73	
Expressive arts, designing and making	91.6 +1.6	78.1 +3.2	13.5
GLD	77.6 +2	59.4 +3	18.2 Narrowed by 1%

- Attainment for boys and girls improved in each area of learning
- Girls improved at a greater rate than boys in PSED and Communication and Language in these areas the gap has widened
- In all other areas the gap between boys and girls reduced
- The percentage of boys achieving GLD improved by 3%
- The percentage of girls achieving GLD improved by 2%

Action: Possible joint projects through Strategic School Improvement Fund (SSIF) in partnership with Barnsley Teaching School Alliance, targeting schools with a lower than national GLD and significant achievement gaps between boys and girls.

8.11 FSP Analysis - Achievement of Disadvantaged Pupils

% of children achieving expected level or better	Disadvantaged	Advantaged	Difference
Communication & Language	70.1	84.1	14.1 -2
Physical Development	79.4	89	9.6 +2
PSED	72.5	85.5	12.9 -2
Literacy	54.2	73.9	19.6 -1.3
Mathematics	60.3	79	18.7 -1.7
Understanding the World	70.4	85.6	15.2 -1.3
Expressive arts, designing and making	75.5	87.6	12.1 -1.6
GLD	53.2	73	19.8 -0.6

- The percentage of disadvantaged children achieving expected level in communication & language decreased in 2017
- Attainment in physical development decreased for both groups in 2017
- The gap between disadvantaged children and non-disadvantaged decreased in all areas except for physical development

Action: BEFT projects running from November to July to improve outcomes for disadvantaged children involving 42 primary schools and 25 settings.

Annual school conference with a focus on improving outcomes for vulnerable children through quality interactions open to all schools

The next section covers inclusivity in childcare settings.



9. Key Findings: Inclusivity

9.1 Inclusivity in Childcare Settings

Barnsley undertakes an annual audit of all childcare settings. The table below compares the percentage of children with additional needs/disabilities accessing childcare year on year.

Figure 9.1a: Percentage of Children Accessing Childcare with Special Education & Complex Health Needs – year on year comparison

2012/13	2013/14	2014/15	2015/16	2016/17
3.5%	4.3%	5.7%	4.5%	6.0%
Source: BMBC Childcare Audit				

As illustrated above, of all the children on roll (in registered childcare), the percentage of children with additional needs/disabilities has increased by 1.5% since the last CSA. All Barnsley Childcare settings are supported to offer places for disabled children/complex health needs. The actual number attending each provider type is provided in figure 9.1b below:

Figure 9.1b: Percentage of Children Accessing Childcare with Special Education & Complex Health Needs by provider type

Childminder	Full Day Care	Out of School	Sessional Play Groups
93 children or 6.0% of all children on roll	138 children or 5.0% of all children on roll	114 children or 6% of all children on roll	57 children or 8% of all children on roll
Source: BMBC Childcare Audit			

In 2017 a total of 402 childcare were recorded in the audit as having a disability or complex health need. Of the 402 children, the most frequent recorded need fell into the following category: 'communication and interaction' (164 children or 40%), followed by 'sensory and/or physical needs' (92 children or 23%) followed by 'social, emotional and mental health' (81 children or 21%) and finally 'cognition and learning' (65 children or 16%).



9.2 Training and Support to Improve Skills in Supporting Children with Disabilities or Complex Health Needs

The Council delivers a training programme, for practitioners in supporting children with Special Education Needs and/or Complex Health needs. In November 2016 a Saturday Quality Improvement Programme event was held with an inclusion theme 'Access, Aspire, Achieve' with 72 practitioners attending. A new training programme was offered from September 2016 following a training needs analysis. The following SEN focused training sessions were offered to childcare practitioners:

- SEND Awareness for Childminders 4 courses
- Developing You In Your Role as SENCO
- Team Teach
- Makaton Taster
- Makaton Foundation
- How to Play and Interact with a Child with Visual Impairment
- How Good Listening Skills Supports Progress
- First Steps to using and Implementing Visual Structure with Children with Autism
- Meeting the Needs of Early Years Children with Visual Impairment
- Early Start- SEND Improvement Outcomes for Early Years Children on the Autism Spectrum
- Music Interaction to Develop Children's Social and Communication Skills

Since the last CSA, the Council has introduced a pilot SEND Champions 12 month training programme using the National Day Nursery Association toolkit. A small number of settings and childminders have signed up to the scheme, which will be evaluated in 2018. In addition, the Council has also rolled out another training cohort for the Wellcomm initiative, which is aimed at improving speech and language, which has seen positive results.

The Council's Early Start and Family Service also relaunched the Childcare toolkit to support children with individual needs during 2016-2017. This is a multi-agency toolkit with input from Health and Council services and contains copies of relevant paperwork and useful contacts.

Further support is offered by the Council via the BESST (Barnsley Education Specialist Support) team, including:

- Regular SENCO (Special Educational Needs Co-ordinator) networks, to discuss current issues and share best practice
- A locality network drop-in session to offer advice and guidance relating to individual children
- Educational Psychologist support within the Family Centre network

9.3 Information on Childcare Settings and Grant to Support Children with Disabilities/Complex Health Needs

All children, should have equality of access to childcare, and every childcare setting has to set out in their 'Local Offer' how they are meeting children's individual need and update this at least three times per year – see following web link: <https://www.barnsley.gov.uk/services/children-families-and-education/family-service-directory-fsd/our-local-offer-sen-and-disability-send/>.

The Council has for many years offered a grant to childcare settings to fund either specialist equipment or pay for enhanced staffing ratios to support the child. Settings apply for the grant, with parental permission and this grant is being rolled out to nursery classes in school from September 2017. In the last financial year 61 Inclusion grants were awarded to childcare settings to support children with additional needs.

Action: Monitor take up of the new Early Years Inclusion Grant from September 2017.

9.4 Children Attending Childcare from a Black, Minority or Ethnic Background

Annually, Barnsley measures the number of children from a BME background accessing childcare, as demonstrated in the following table below:

Figure 9.4.1: Percentage of Children Accessing Childcare from a BME Background

2012/13	2013/14	2014/15	2015/16	2016/17
5.1%	5.1%	4.4%	5.5%	4%
Source: BMBC Childcare Audit				

The percentage of children accessing childcare from a Black, Minority, and Ethnic background has decreased by 1.5% since the last CSA. Analysis of the audit of childcare settings reveal that the majority of children from other backgrounds are predominantly from Poland and other White Eastern European countries. Children are accessing childcare with other languages spoken from a diverse range of countries such as Russia, Lithuania, Vietnam, Iran plus many more. The following shows the languages spoken by childcare staff, although some recorded 'limited' knowledge of the languages.

9.5 Languages Spoken by Childcare Staff

The following Languages are spoken by childcare staff

Childminders	Full Day Care/Sessional Day Care	Out of School Clubs
1 x Afrikaans 10 x French 2 x German 3 x Polish 1 x Russian 2 x Spanish 5 x BSL 43 x Makaton for non verbal children and	7 x French 1 x German 4 x Polish 3 x Spanish 4 x BSL 24 x Makaton for non verbal children 4 x BSL	4 x French 4 x Polish 3 x Spanish 1 x BSL 10 x Makaton for non verbal children

The above highlights that there are a number of practitioners who have received some training in Makaton and a small number of practitioners with British Sign Language (BSL) Skills. There is an increase in Polish speaking staff, which mirrors an increase in children from Poland accessing childcare. There are no practitioners speaking Chinese, Punjabi or Urdu.

Action: Encourage childcare settings to contribute to the Equality and Diversity Recruitment event in the Autumn 2017 to encourage new recruits into childcare who speak other languages.

The next section covers affordability of childcare.

10. Affordability of Childcare

10.1 Average Childcare Costs

The table below provides a summary of the childcare costs in Barnsley compared with the 2017 Family and Childcare Trust Childcare Cost Survey and the 2017 Holiday Cost Survey - highlighting the comparison with Yorkshire and Humberside averages.

Figure 10.1a Average Childcare Costs

	2016	2017	2017 Family and Childcare Trust Cost Survey Yorkshire & Humberside Comparison
Childminder average hourly rate	£3.81/Hr	£3.97Hr	£3.98
Childminder average 10 hour day	N/A	£38.19	N/A
Childminder average weekly rate	N/A	£183.40	£199.00
Day Nursery weekly baby rate	N/A	£197.67	£202.73
Day Nursery weekly rate 2 yr old	£178.42	£190.49	£190.33
Day Nursery weekly rate 3 & 4 yr	N/A	£186.87	N/A
Pre/After School Sessional Rate	£8.31	£8.77	£10.06/£50.30 a week
Holiday Club weekly rate	£127.59	£129.45	£125.70 (1% reduction since 2016)
Playgroup - session costs 3 and 4 yrs	£9.57	£10.52	N/A
Source: BMBC Childcare Audit			

The above table shows an increase in all rates since the last CSA with almost 7% in full day nurseries. The Family and Childcare Trust 2017 Childcare Cost Survey provides a comparison.

In Barnsley the rate paid in 2017 for settings delivering the two year old free entitlement is:

- £4.94 per hour

The three and four year old free entitlement rate paid to providers in Barnsley in 2017 is:

- £3.94 base rate plus a disadvantage subsidy which varies per setting

Action: Annually monitor the cost of childcare with the national figures.

11. Conclusion of the 2017 Barnsley Childcare Sufficiency Assessment

Overall, Barnsley has no significant issues identified within its Childcare Sufficiency. There are some minor actions and some areas to monitor, therefore, this concludes the 2017 Barnsley Childcare Sufficiency Assessment.

If you require further information or more detail, this can be supplied (providing it does not identify confidential setting information). Please contact the Families Information Service on free phone 0800 0345340 or email infofis@barnsley.gov.uk.

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