

# Children and Education Policy and Accountability Committee

## Agenda

Tuesday 10 February 2015

7.00 pm

Small Hall - Hammersmith Town Hall

### MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Caroline Needham (Chair) Councillor Alan De'Ath Councillor Natalia Perez Shepherd	Councillor Caroline Ffiske (Vice- Chair) Councillor Donald Johnson	Eleanor Allen, London Diocesan Board for Schools Dennis Charman, Teacher Representative Nandini Ganesh, Parentsactive Representative Philippa O'Driscoll, Westminster Diocesan Education Service Representative Nadia Taylor, Parent Governor Representative Vacancy, Parent Governor Representative

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Members of the public are welcome to attend. A loop system for hearing impairment is provided, along with disabled access to the building.

Date Issued: 30 January 2015

# Children and Education Policy and Accountability Committee Agenda

10 February 2015

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1. MINUTES	1 - 13

To approve as an accurate record, and the Chair to sign, the minutes of the meeting of the Children and Education Policy and Accountability Committee held on 19 January 2015.

## 2. APOLOGIES FOR ABSENCE

## 3. DECLARATIONS OF INTEREST

If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.

At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.

Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.

Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.

#### **4. SPECIAL EDUCATIONAL NEEDS (SEN) ARRANGEMENTS**

14 - 23

The requirements of the Children and Families Act, which came into effect from 1 September 2014, represent some of the most significant changes to the way that services are delivered for young people with special educational needs (SEN) in the past 30 years. The changes aim to improve cooperation between all the services that support children and their families. 'Statements' of SEN have been replaced with a new jointly assessed 'Education, Health and Care plan', which is available for an extended age range (from birth to 25). Local authorities are required to publish a 'Local Offer' outlining the provision that is available for young people with SEN and disabilities, and are required to offer families the option of a 'personal budget' with which to purchase services.

These changes have come into effect at a time when significant service changes are being made within the Special Educational Needs Service. These changes are to address the requirements of the Act and also to establish a shared service across Hammersmith and Fulham, Kensington and Chelsea and Westminster.

This report outlines the key developments since the last update was provided to the Committee.

#### **5. PUBLIC PARTICIPATION**

To invite questions from members of the public present.

Members of the public with more complex issues are invited to submit their questions in advance in order to allow a more substantive answer to be given. Questions can be sent to the contact officer shown on the front page of the agenda.

#### **6. EXECUTIVE DIRECTOR'S UPDATE**

24 - 27

To note the Executive Director's update report.

#### **7. CABINET MEMBERS UPDATE**

#### **8. SCHOOL ORGANISATION AND INVESTMENT STRATEGY**

28 - 87

Attached is the draft School Organisation and Investment Strategy 2015 for the Committee's consideration.

#### **9. UPDATE ON THE TWO YEAR OLD PROGRAMME - FEBRUARY 2015**

88 - 99

This report updates the Committee on the Two Year Old Programme as requested at a previous meeting.

**10. CHILDCARE TASK GROUP - UPDATE** 100 - 118

This report provides a summary of activities that have been undertaken to date by the Childcare Task Group.

**11. WORK PROGRAMME** 119 - 131

The Committee is asked to give consideration to its work programme for the current municipal year. Attached is the latest list of key decisions for information.

**12. DATE OF NEXT MEETING**

The Committee is asked to note the date of the next meeting, which is to be held on 20 April 2015.

London Borough of Hammersmith & Fulham



## Children and Education Policy and Accountability Committee Minutes

Monday 19 January 2015

### **PRESENT**

**Committee members:** Councillors Caroline Needham (Chair), Alan De'Ath, Caroline Ffiske (Vice-Chair), Donald Johnson and Natalia Perez Shepherd

**Co-opted members:** Dennis Charman (Teacher Representative), Nandini Ganesh (Parentsactive Representative), Philippa O'Driscoll (Westminster Diocesan Education Service Representative) and Nadia Taylor (Parent Governor Representative)

**Other Councillors:** Councillor Stephen Cowan (Leader of the Council), Sue Fennimore (Cabinet Member for Social Inclusion), Sue Macmillan (Cabinet Member for Children and Education) and Max Schmid (Cabinet Member for Finance)

**Officers:** Jennifer Bax (Bi-Borough Principal Lead Advisor), Laura Campbell (Committee Co-ordinator), Andrew Christie (Executive Director of Children's Services), Hitesh Jolapara (Bi Borough Director for Finance), Glen McLean (Children's Rights Manager), Dave McNamara (Director of Finance, Children's Services), Steve Miley (Director of Family Services), Glen Peache (Tri borough Assistant Director for Looked After Children and Care Leavers), Sara Scholey (Head Of Service, Looked After Children and Care Leavers Service) and Richard Stanley (Assistant Director School Standards)

### **36. MINUTES**

#### **RESOLVED THAT:**

The minutes of the meeting of the Children and Education Policy and Accountability Committee held on 18 November 2014 be confirmed and signed as an accurate record of the proceedings, subject to the amendment to minute number 30, Proposals for the Commissioning of School Meal Services, page 8, fourth paragraph, to replace the word "Parentsactive" with "H&F Mencap".

**37. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**38. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**39. LOOKED AFTER CHILDREN AND CARE LEAVERS ANNUAL REPORT**

Glen Peache, Tri Borough Assistant Director for Looked after Children and Care Leavers, presented the report highlighting the key areas. It was reported that at the end of March 2014, there were 200 Looked After Children (LAC) which was a decrease from previous years and was different to the national figures where there had been an increase; the decrease in numbers was largely due to the early intervention measures in place in H&F. There had been substantial success this year in the Key Stage 4 results for LAC; there had been a year on year increase in the results.

The Committee and members of the public were invited to ask questions and the following points were raised:

**Session held with Care Leavers**

The Chair referred to the session held before the meeting at 6pm with some care leavers and Members of the Committee, and she was very impressed with the young people. She noted her commitment to take up many issues that had been discussed in the session, to continue to improve their experience. The Chair referred to the corporate parenting responsibility of the Council and felt it had not quite reached what was wished for young people when leaving care; she was sure more could be done.

One of the co-opted members commented on the young people she had met, noting that they were incredible in the way they spoke about their issues and represented other young people.

**Decrease in Numbers of LAC**

In response to a question on what prevention measures were in place to help decrease the number of LAC, the Committee was informed that in H&F there had been a strategic approach in terms of early intervention and help. Those on the edge of being in care were worked with and services were provided around the child and family to help prevent any breakdown in the home. How long a child spent in care and how they left the care system was important. Outcomes that were looked for was whether the child could return home and whether they could return to their family. Also important in the outcomes were permanent placements, such as adoptions or living with a member of their extended family through special guardianship orders.

### **Increase of LAC aged over 16 Years Old**

There had been an increase in LAC aged 16 and over which related to a cluster of cohorts; the Council was legally responsible for children in remand, asylum seekers and homeless young people, which resulted in a higher proportion of young people entering care quite late on. In respect of asylum seekers, H&F was part of the PAN London referral system that was run by Croydon. There was a rota so that each London Council was allocated a share of the number of asylum seekers coming into care. Once an asylum seeker became looked after, they received the same provisions as other LAC. However when they turned 18 years old, they would not have a status in the country so would be unable to work and access benefits. The Council would still have its statutory duties for the young person leaving care so it would mean that the Council would provide a wider level of support.

### **Levels of Satisfaction for LAC**

In response to a question on the level of satisfaction for LAC, the Committee was informed that a consultation event had been held where 40 LAC attended to answer questions and give feedback on their experiences. The responses were being collated and put into an action plan. The level of responses were mixed, such as those entering care quite late on would have more difficulty establishing relationships with carers. It was agreed that this action plan would be sent to the Committee for information.

***Action: Glen Peache***

### **Educational Outcomes**

It was asked how it was known that the high educational aspirations were met and the Committee was told that the virtual school had a management committee which had key plans in place and the educational outcomes would be put forward to the management committee for reviewing.

### **Adoptions**

A member of the public asked how children who had been adopted were evaluated. It was reported that once adopted, the children were under the legal responsibility of their adopters. The children were assessed before they were adopted and other services, such as health and education, would be informed of the adoption so if they had concerns they could refer it back to the Council to look into.

It was asked what percentage of adoptions broke down and it was noted that the majority of placements took place outside of the borough and national statistics were not kept on breakdown of placements. However researchers who had looked into this thought around 5% to 10% of placements broke down. In respect of H&F, Steve Miley reported that there had only been a couple of placements not work out over the past number of years. The likely success of placements was much higher as the Council knew the families involved and it had a good track record in respect of placements. The Committee was informed that the adoption service had been rated as outstanding.

## **Virtual School**

The Committee asked about the virtual school and was told that it oversees the education attainment and assessment for all LAC across the three boroughs. This also involved monitoring 16 to 25 year olds to make sure they were on their way to succeed academically. The resources in respect of the virtual school in H&F were for LAC rather than care leavers however this would be looked at to ensure a greater emphasis for care leavers.

One of the roles of the virtual school was to make sure LAC were placed in a school that was good or outstanding. The virtual school head would negotiate on behalf of the LAC when looking for placements at schools. It was also expected that foster carers would develop relationships with local schools. The virtual school would search for schools at the same time that a placement for a child was looked at, so that the placement and education was done in conjunction with each other.

The virtual school headteacher and teachers were strong advocates for the LAC; the teachers went to the schools to meet the young people and made sure the education plans were detailed.

A lot of work had been done to promote the service of the virtual school with LAC to help them express themselves. The Children's Rights Service worked with the virtual school where there were young people that both services came across, so they got feedback from the young people and integrated their work.

In response to a question on whether pastoral care by schools was considered at when looking at school placements, it was noted that pastoral support was an area the teachers looked at. There was additional resources available through the Pupil Premium grant which was administered by the virtual school headteacher.

## **Housing**

It was asked what was the link between leaving care and social housing, and it was reported that there were good housing allocations in H&F; there were 25 units of accommodation allocated by the housing department which was significantly higher than other local authorities. The number of young people leaving care was 35 and H&F was able to house two thirds of that number. The issue relating to housing was not so much the availability but the help the Council could give young people to manage tenancies.

## **Corporate Parenting Board**

The Committee was informed that the Corporate Parenting Board involved Councillors, officers and young people from the Children in Care Council (CICC), and met quarterly to discuss any issues. It was a good way for young people in care to access the lead member responsible for their care.

## **Care Leavers**

Support was given to care leavers up to the age of 21 years old (this extended to 25 years old if the care leaver was in education). There were a number of measures in place for care leavers.



In respect of an issue raised in the session held with care leavers, where a young person reported she had experienced a large number of different social workers, it was asked why there could be such a large number. It was reported that social care was a complex system and it could be that the young person had worked with a number of social workers before entering care and since coming into care, the needs changed so that a different social worker team was needed to support them. There would be a re-organisation of the social care team, where the relationship between the young person and social worker was key and it would be looked at reducing the number of changes for them.

### **LAC with Special Educational Needs (SEN)**

It was asked how children with SEN were placed in care and it was reported the placement team assessed of the range of carers so that children could be matched according to their needs. Children with SEN were harder to place however H&F had made some successful placements in the last few years for children with specific needs, such as one case where a foster carer was found for a child with high needs and particular adaptations were made to the home to help make this placement possible.

### **Additional Information in the Report**

One of the Committee members referred to the report being an annual update and felt that the Committee should look at the performance of LAC more than once a year, noting that a more detailed analysis should be included in the report; she commented that many metric data was included in the text and the members were not able to compare analysis figures quarter by quarter, such as the performance in the Key Stages, in employment for LAC and in training for example. It was asked that the performance of LAC was looked at more often and a more detailed metric data included. Steve Miley responded that the metric data could be looked at and provided to the Committee outside of the meetings or for the next time the report was considered.

***Action: Steve Miley***

### **Promoting Awareness of LAC**

The Chair asked what work could be done to help raise awareness of the needs of LAC, such as with professionals in schools, GPs and dentists, for example. The Committee was told that the Local Safeguarding Children Board requested an annual report for LAC and as the board involved multi agency partners, this helped to raise awareness of any issues. There were also designated teachers in the virtual school and a designated doctor and CAMHS officer, who also helped to raise awareness and promote the needs of LAC.

The Chair congratulated the designated nursing team on recently winning an award for their work.

Katriona Ogilvy-Webb, Team Manager, Barnardo's London Service for Sexually Exploited, Missing and Trafficked Children, also attended the meeting to talk about the work she was doing and noted the following:

- she had worked for over 6 years in the borough and a third of the young people she worked with were LAC. The number of LAC had gone down and the service was working less with them because of the prevention measures the Council had put in place.
- the service delivered training at least twice a year to professionals
- as the young people got older, there were not as many professionals available for support and that was a good time for Barnardos to work with them.
- awareness raising was done in schools; the service had visited many schools including all of the all-girls schools, mixed schools, faith schools, special schools, sixth forms and some of the all-boys schools.
- the service worked closely with social workers and had done work with the Children's Rights Service, health professionals, etc.
- two young people from H&F were former service users and had been involved in an interview panel for a new manager, so this helped give opportunities back to the young people by being able to put this exercise on their CV. It was also reported that one young person gave a speech at one of the conferences, which was a good experience for them.
- there would be training held for foster carers this year and training was done for multi-agency partners which professionals could apply to go on

In response to a question on any plans to work with primary schools, Katriona Ogilvy-Webb reported that she had been approached by one primary school and aimed to do a pilot with them, looking at year 6 pupils who were about to go to secondary school and the support needed. She referred to the very vulnerable children who could be groomed because of mobile technology and would want primary schools to get the message across early about the dangers before this becomes apparent.

There was one designated worker from Barnardos working in the borough, where due to budget reductions, their work had been reduced to four days a week. It was asked if the service had capacity due to the reduction of hours, and Katriona Ogilvy-Webb responded that the service ensured it was working efficiently, doing focused work, targeting schools each term. Andrew Christie also noted that Barnardos was specific organisation that was commissioned for work by the Council, but there was also a whole range of professionals in the Council that worked on child sexual exploitation, who monitored the levels of activity and worked with the police. Katriona Ogilvy-Webb also noted that another post had been developed in H&F to work on another area, so there had been a big increase in capacity.

It was asked that examples of case studies be circulated to the Committee to give more information on the work done by Barnardos and this would be looked into.

***Action: Andrew Christie and Katriona Ogilvy-Webb***

In respect of the consultation event held with the LAC, the Chair asked that the members of the committee be invited to a CICC meeting or an event organised by the young people, so that the members could meet the young people and talk to them about their experiences. This would be looked into.

**Action: Glen Peache/Glen McLean**

The Chair also referred to a session that she had asked to be organised for Councillors to raise awareness of sexual exploitation and asked that this invitation be extended to the co-opted members of the committee.

**Action: Steve Miley**

The Chair noted that the issues raised in the session held with the care leavers before the meeting would be taken forward and she thanked the officers and Katriona Ogilvy-Webb for attending and giving their presentations.

#### **40. EXECUTIVE DIRECTOR'S UPDATE**

Andrew Christie, Executive Director of Children's Services, introduced his report and updated on the following:

##### **Female Genital Mutilation (FGM)**

The Council, along with four other Councils, had been successful in getting another innovative fund bid to work on FGM. Andrew Christie reported that the programme included specific work with health partners, in particular midwifery, where mothers who had experienced FGM would likely to have daughters at risk and work with health colleagues to help identify any people at risk. There were more referrals received from other agencies in particular from schools. In response to a question on what faith community organisations had been in discussions with, Andrew Christie noted that a third sector organisation, called Medina, identified community and faith groups. A briefing note giving information about Medina would be sent to the Committee for information.

**Action: Andrew Christie**

##### **School Meals Commissioning Contract**

The evaluation process had concluded and the bidders had been contacted that day. There were a range of providers, including SEN providers, which included social value in their commissioning proposals.

##### **Bi-Borough Alternative Provision Hub School**

In response to a question on the Bi-Borough Alternative Provision Hub School, the Committee was told that work was underway on plans to work with the Tri-Borough Alternative Provision Multi Academy Trust (TBAP MAT) to work together in one place at the Bridge Academy site. TBAP MAT was in consultation with the Education Funding Agency in respect of this proposal.

### **Changes to Free School Admission Criteria**

One of the co-optees expressed concern that there were changes proposed to the admission policy for the West London Free School. It was noted that the school made its own decision in relation to the admission criteria. The local authority gets consulted and was able to comment on the proposals but it was down to the body who was responsible in setting the admission policy, i.e. the school, to make the decisions. One of the members noted that this change would not take effect until 2020.

The Chair commented that the area of admissions was something she would like be looked at, as when looking at different primary schools, in some areas there was a wider choice of schools whereas in others there was less choice. She would like a future meeting to look at mapping the areas where there were wider choices of schools and where the choice was limited for parents. Andrew Christie reported that the school organisation strategy was being drafted, which would include population trends and also parental preferences for schools. One of the co-optees commented that data was collected on parental preference which if robust should be included in the strategy.

### **Implementation of the Children and Families Act**

Work was continued in the implementation of the Act and engagement had taken place with schools and partner organisations. There were a lot of changes following the implementation of the Act and officers were working hard to put services in place and to get feedback from parents. The Chair reported that the Committee would be concentrating on this area at the next meeting and asked everyone to ensure any people affected by the changes were aware of the meeting.

## **41. CABINET MEMBERS UPDATE**

Councillor Macmillan updated the Committee that the Council was giving Council Tax exemptions for foster carers. This was to help to show the Council's appreciation of their work, to help recruit more foster carers and to also help save money where the Council would have to spend in placing some children.

Another half-day session was held with officers and Councillor Macmillan and the Leader to discuss children in care and care leavers, focussing on outcomes for the children. Work was being done with the economic regeneration team on how to help young people get into education and training.

Councillor Macmillan continued to visit schools and had visited the Haven, which was a short break provision. She had also met with Parentsactive that week in particular to discuss SEN arrangements and reported that the local offer website was due to launch.

The Committee was told that the Passenger Transport Working Group continued to meet and monitor the arrangements. Options relating to the service was being considered and there would be a Cabinet report on this soon.

## **42. PUBLIC PARTICIPATION**

There were no comments raised under this item.

## **43. 2015 MEDIUM TERM FINANCIAL STRATEGY**

Hitesh Jolapara, Bi Borough Director for Finance, gave a presentation on the corporate overview of the revenue budget and Medium Term Finance Strategy (MTFS), which highlighted the MTFS position, the budget assumptions, the Government grant, fees and charges (main exceptions to the standard increase), budget risks/balances/earmarked reserves, 2016/17 and beyond, the Autumn statement and expenditure and resources forecast 2014/15 to 2021/22. The proposed savings overall was £23.8m for 2015/16 and for 216/17 it would be £40.9m (this figure was cumulative savings). The Committee was informed that all charges for children's services had been either frozen or reduced. The Council Tax would be reduced by 1% in 2015/16. It was reported that there were further reductions to be made and by 2019/20 there would have been a reduction in total of around 57%.

Dave McNamara, Director of Finance, Children's Services, then gave a presentation to the Committee on the Children's Services department revenue estimates for 2015/16, highlighting the savings in context, the expenditure, the movement in the budget, the approach to savings, the savings classification, growth items, key risk areas and fees and charges. It was noted that the current controllable budget for Children's Services was £36,650,000 and that this would be reduced to £33,871,000 for 2015/16. There were a number of initiatives that family services had to respond to so additional spending had to be included. It was hoped that placement pressures could be managed, such as if more foster carers were found and more special guardianship orders granted. The department would be looking at subsidising some costs by using some Public Health money.

The Committee was invited to ask questions and the following was discussed:

### **Reduction in Fuel Charges**

In respect of the reduction in fuel charges, it was asked whether there would be significant discounts for transport and fleet fuel costs. It was noted that the fuel costs depended on the nature of the transport contracts but fuel costs were not a significant amount for the Council.

### **Schools Budgets**

A co-optee commented that the schools' budgets over the next few years would pick up the responsibility and costs of areas that the Council would have previously provided. Dave McNamara responded that this was an opportunity to look at what was within the schools grant and the Council had to look where it had to spend money and to look to increase income from schools. It was reported that there was a buy back services from the department and many schools valued the services and continue to pay for the provision.

### **Staff for Looked After Children (LAC)**

In response to a question on the number of LAC staff, it was noted that the same allocation of social worker provision was proposed and there was an opportunity to reduce the number of staff in other areas. Due to the innovative fund on focus on practice, the department was able to bring in extra capacity to free up the work of social workers to be able to do training.

### **Other Adjustments**

One of the members questioned the grant realignment of £219K, referred to in section 7 on page 50 of the report, which noted that it was not a real saving. Hitesh Jolapara responded that this figure related to a technical adjustment to the budget and would give an explanation of the figure to the member following the meeting.

***Action: Hitesh Jolapara***

### **Proposals and Efficiencies**

In response to a question on the number of proposals and greater efficiencies as mentioned under paragraph 7.5 on page 37 of the report, it was noted that they related to a culmination of plans that have been put in place a number of years ago. Funds had been found in the Public Health budget. It was noted that savings had been re –prioritised and greater savings had been allocated in the transport and technical services sections and also from back office. A Committee member commented that back office staff facilitated front line staff and asked if there had been an analysis so that the removal of back office staff would not affect front line. Steve Miley responded that in some areas, such as family services, there were changes made to the structure so that not as many back office staff were needed. This was also the case in the commissioning services where the future requirements were looked at and the service reshaped.

### **Children with Disabilities**

It was asked what would be the budget pressure relating to children aged 18 plus with disabilities, as mentioned in table 7 on page 38 of the report, and the Committee was informed that this related to children who were looked after and would then continue to be looked after post 18 years old; their level of need would not meet the adult social care requirements and the children's services section would continue to look after them.

### **Schools Maintenance Budgets**

One of the concerns raised at the meeting was that over the next few years the maintenance of school buildings would need addressing which was not referred to in the report. It was reported that previously a maintenance budget for schools was received, but this budget had been squeezed and the deterioration of some buildings continued. There were not sufficient funds to maintain the estate and this needed to be addressed. Officers were lobbying the Government about this issue and the Committee would be kept informed of any outcomes.

***Action: Dave McNamara***

### **Fees and Charges**

In response to a question on why the fees and charges were not included in the H&F resources, it was noted that the fees and charges were part of the net expenditure. It was agreed that the percentage figures of fees and charges and the gross budget would be sent to Members of the Committee.

**Action: Hitesh Jolapara**

### **Commercial Opportunities**

It was asked if there were any potential opportunities to generate more income from commercial areas. Councillor Schmid responded that in Children's Services, there was no increase in the charges and there were no commercial activities, whereas in other departments such as environment and transport, there were a lot of ideas to raise resources and these departments were working hard to increase the commercial aspect of generating income. Steve Miley also referred to the adult education service, where officers had helped the service to have online booking which would hope to increase commercial resources.

### **Areas of Concern**

In response to a question on what areas was the Cabinet Member most concerned about, Councillor Macmillan commented that she was not happy about any of the reductions and paid tribute to the officers who had worked very hard on this work. One of the areas she regretted most related to localities; she wished that the Council did not have to take away any funds out of the early help areas.

## **44. SCHOOL PERFORMANCE REPORT 2014**

Richard Stanley, Assistant Director (School Standards), introduced the report that gave an overview of the results across all the school phases. It was reported that the national performance tables for primary school had now been published that gave details on performance at individual levels. The overall performance at all Key Stages in H&F continued to be above national averages and the percentage of good and outstanding schools was also above national average.

It was noted that the national results for GCSE went down, which was largely due to how changes to the exams were managed. The percentage of H&F GCSE outcomes also went down but compared to the national figures, H&F was not as low. One of the members referred to future changes proposed for the maths GCSE and was aware that some teachers were concerned about the changes. It was reported that the changes to the English GCSE came about mid-way through the academic year, whereas the changes to the maths GCSE have been raised beforehand so schools were able to adjust and meet the demands before the changes took place.

In response to previous school performance reports which included summary tables of results, it was agreed that information would be sent to the Committee giving headline figures for each school against the key indicators.

**Action: Richard Stanley**

It was asked that a breakdown of progress indicating pupils ethnicity be included in future reports and it was agreed that this would be included.

**Action: Richard Stanley**

The value added figures were explained, as some schools appeared to achieve over 100%. The Committee was told that the value added measure sought to clarify what children should achieve given a particular starting point. Where progress was above the expected outcomes and above the line of progress, then above 100% would be given. In H&F, out of 35 schools only 5 were below the 100.

One of the co-optees referred to the outcomes for KS2 for reading, noting that the press had reported that one in five children left primary school being unable to read. He understood that the biggest co-hort was level 3 and this level did not indicate being not able to read. He noted it would be interesting to see what an example of level 3 reading looked like so people could see if children were illiterate as the press had reported.

As a Chair of Governors, one of the co-optees found that the results did not reflect what went on in a school; if a school had a disabled child attending who was unable to read then the results of that school dramatically changed.

One member commented that he understood that the government was going to abolish the national curriculum levels and it would be for the schools to assess pupils. It was reported that levels as a form of assessment were disappearing. Schools looked at how they tracked levels and officers were advising schools to build on what they did as it was good practice on tracking progress.

In response to a question relating to the data in the table under paragraph 4.4 of the report, it was noted that the information was from all mainstream schools.

The Chair congratulated the schools in the borough for their excellent results.

#### **45. WORK PROGRAMME**

The agenda items scheduled for the next meeting were as follows:

- School Organisation Strategy
- Children and Families Act: Implementation Plan and SEN Arrangements
- Bi-lingual Pupils - covering the issue of bi lingual children being used to interpret for their families and also looking at how bi lingual children were supported from birth
- Progress on delivering the 2 year old offer to families
- Childcare Task Group – progress report

The Chair hoped that the meeting would attract members of the public who were affected by any of the items. She noted that she would like interpreters at the meeting for any parents who attended who used their children to interpret for them.



It was suggested that a future agenda item could be on the issue on how schools tackled the workload of teachers. There had been a letter from the Secretary of State and a report was expected soon on this. The Chair welcomed this as a future agenda item, noting she had heard that some teachers had left the profession due to the workload.

The Chair referred to previous meetings that had considered Ofsted inspection reports, where Headteachers were invited to meetings to discuss their Ofsted reports. She understood the heavy workloads of the Headteachers having to attend those meetings, but noted that she wanted to continue with the visits to the schools. The Chair suggested that outside of the meeting the Committee Members decided amongst themselves who would visit the school and report back to the Committee with any comments. The Committee Co-ordinator would contact the members of the Committee to arrange this.

**Action: Laura Campbell**

**RESOLVED:**

That Members of the Committee visit schools that had received an Ofsted inspection to see the school in action, and to report back to the Committee on any comments.

**46. DATE OF NEXT MEETING**


The Committee noted that the next meeting would be held on 10 February 2015.

Meeting started: 7.04 pm  
Meeting ended: 9.57 pm

Chair .....

Contact officer: Laura Campbell  
Committee Co-ordinator  
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# Agenda Item 4

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b>  <b>10 FEBRUARY 2015</b>
<b>SEN ARRANGEMENTS</b>	
<b>Report of the Director of Schools</b>	
<b>Open Report</b>	
<b>Classification</b> - For Review and Comment <b>Key Decision:</b> No	
<b>Wards Affected:</b> All	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services	
<b>Report Author:</b> Ian Heggs, Director of Schools Alison Farmer, Assistant Director for Special Educational Needs Steve Comber, Policy Officer	<b>Contact Details:</b> Tel: 020 8753 3601 E-mail: <a href="mailto:andrew.christie@lbhf.gov.uk">andrew.christie@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. The requirements of the Children and Families Act, which came into effect from 1 September 2014, represent some of the most significant changes to the way that services are delivered for young people with special educational needs (SEN) in the past 30 years. The changes aim to improve cooperation between all the services that support children and their families. 'Statements' of SEN have been replaced with a new jointly assessed 'Education, Health and Care plan', which is available for an extended age range (from birth to 25). Local authorities are required to publish a 'Local Offer' outlining the provision that is available for young people with SEN and disabilities, and are required to offer families the option of a 'personal budget' with which to purchase services.
- 1.2. These changes have come into effect at a time when significant service changes are being made within the Special Educational Needs Service. These changes are to address the requirements of the Act and also to establish a shared service across Hammersmith and Fulham, Kensington and Chelsea and Westminster.

- 1.3. This report outlines the key developments since the last update was provided to the Committee.

## **2. RECOMMENDATIONS**

- 2.1. The Committee is asked to review and comment upon the contents of this report.

## **3. ESTABLISHING A NEW SPECIAL EDUCATIONAL NEEDS SERVICE ACROSS THE THREE BOROUGHES**

- 3.1. At the time of writing, recruitment to the service is almost complete, with recruitment to the Head of SEN post taking place on 27 January. Recruitment to two SEN Keyworker posts, one Finance Officer post and Business Support posts are on-going.
- 3.2. Sue Jenkins has joined the service as Assistant Head of SEN Casework and Commissioning. Sue has a specialist focus on developing our offer for young people aged 16-25 and developing our links with Health and Social Care services. She is also the lead for Looked After Children with a statement and those young people that are engaged with the Youth Offending Team. Sue is the lead SEN management contact for schools in Westminster.
- 3.3. Fiona Phelps has also joined the service as Assistant Head of SEN Casework and Commissioning. Fiona has a specialist focus on Early Years provision and will be leading on the recommissioning process for the Portage Service. Fiona is the lead SEN management contact for schools in Hammersmith and Fulham.
- 3.4. Seán Richings has joined the service as Assistant Head of Specialist SEN Business and Finance Administration. Seán has already made progress on developing the business administration processes for the newly joined up service as well as addressing IT and telephony issues that have been experienced.
- 3.5. Following the creation of the single SEN Service there are a significant number of new staff both at operational and management levels. Staff members at all levels are adapting to a significantly new way of working, implementing a person-centered 'key working' approach to assessment and planning.
- 3.6. We are providing access to training courses for all members of staff to increase their competence in key working approaches; however we understand that this new way of working is more suited to some staff than others and it may take some time for all members to feel confident in their new roles.

#### **4. WORKING TOWARDS A NEW AND IMPROVED IT SOLUTION FOR THE SERVICE**

- 4.1. The new service is still using three separate IT systems, all of which are limited in their ability to address the monitoring and reporting needs of the new legislation. Interim arrangements have been developed, but a fully functioning system is needed as soon as possible.
- 4.2. An Education Systems Project Board (chaired by the Director of Schools) is in place to ensure that an aligned IT system is delivered. This will be a complicated and slow process. In the interim, the Tribal system is being upgraded in LBHF and this upgraded system will be adopted in RBKC. In WCC, the Capita One system is being upgraded. These upgrades are being undertaken to ensure that the statutory SEN2 returns (where the service has to report the numbers of young people they are working with, the specific needs of these young people and other performance management information) can be completed in January 2015. It is vital that we are able to undertake this task efficiently, producing clear and accurate data that can be reported to the Department for Education and to Members.
- 4.3. Once the local upgrades have taken place and the SEN2 returns have been successfully delivered, a new longer-term project will be initiated to manage the link between the SEN IT systems and the overall ICS convergence programme. A new, fully functioning SEN case management system will be live from 1 April 2015. This will enable live tracking of cases, allowing for better performance management of staff and improved financial monitoring. An integrated system will enable staff to access records from across the three boroughs in a more efficient and effective manner, improving the quality, accuracy and timeliness of responses to enquiries from parents, schools and Members. A full training programme for all Key Workers within the service will be implemented.

#### **5. SINGLE ASSESSMENT PROCESS FOR EHC PLANS**

- 5.1. We have established new Education, Health and Social Care 'Statutory Assessment and Resource Allocation Panels'. The panels meet on a weekly basis and the first cohort of children and young people are currently going through the new statutory 20 week assessment process.
- 5.2. At the time of writing, we have received a total of 34 requests for assessment in Hammersmith and Fulham. Twenty of these requests have been agreed and are now going through the full assessment process, while nine have not been progressed to full assessment and will receive SEN support from the provision which is normally available in the local offer. Three cases are still to be considered by the panel, while one case has been deferred and one young person has moved out of the borough since their request was made.

- 5.3. When compared with previous experience, it is not considered that the number of requests received has increased following the implementation of the new legislation on 1 September 2014.
- 5.4. We have also established a new Tri-borough Complex Needs Panel, which considers those cases from Education, Health and Social Care where provision costing in excess of £50,000 per year is requested. This panel meets on a monthly basis and the first two panels have now taken place, considering a total of six cases.
- 5.5. Officers from Education, Health, Family Services and Adult Social Care are represented on all panels along with headteacher representatives from local schools.

**6. TRANSITION FOR CHILDREN AND YOUNG PEOPLE WHO ALREADY HAVE A STATEMENT**

- 6.1. The legislation states that all children and young people with a statement of SEN are entitled to transfer to an Education Health and Care Plan via a 14 week transition process. Local Authorities have three years to complete this process. Across the three boroughs, we have over 2,000 children who need to undergo this process.
- 6.2. Our proposed process for undertaking the 14 week transfer was subject to a legal challenge by Independent Parental Special Educational Advice (IPSEA). As a result, our transition plan for transferring statements into EHC Plans has been amended. Previously, we were planning to transfer young people in years 3, 7, 10, 13, 14 and in nursery during 2014/15. Following advice from the DfE, we will now only be transferring those in years 11, 13 and 14. This means that fewer young people are being transferred from a statement to an EHC Plan in the first year of the legislation, reducing the risk of the local authority being challenged on the process. However, there will now be more transfers undertaken in 2015/16 and 2016/17 than was originally envisaged, which will result in inevitable pressure on capacity, and this will need to be managed.
- 6.3. The number of children and young people that will have a transfer review in this academic year is outlined below, broken down by year group:

<b>2014/15</b>	
<b>Year Group</b>	<b>Total</b>
Year 11	59
Year 13	23
Year 14	40
<b>Total</b>	<b>122</b>

- 6.4. The year groups below have been identified as transferring to EHC plans in the years 2015 to 2017. This will be reviewed following the implementation and learning from the 2014/2015 transfers. This plan will be reviewed in the summer term of 2015 and updated accordingly.

2015/16		2016/17	
Year Group	Total	Year Group	Total
Reception	11	Year 3	55
Year 1	65	Year 4	46
Year 3	55	Year 5	43
Year 5	43	Year 7	49
Year 7	49	Year 9	47
Year 11	65	Year 10	54
Year 13	32	Year 11	65
<b>Total</b>	<b>320</b>	<b>Total</b>	<b>359</b>

- 6.5. We have quarterly meetings with the Department for Education to monitor our progress in implementing the reforms. At the most recent of these, held in December 2014 and attended by representatives from local parental support groups, it was acknowledged that the timescale local authorities have been given to implement the reforms and complete all transfer reviews is very challenging.
- 6.6. The challenges that local authorities are facing in implementing the reforms are recognised by the DfE and additional support has been provided in the form of the Additional Burdens Grant and the SEN Reform Grant (which has just been extended to continue into 2015/16). These grants, which are not ringfenced and are therefore held by corporate finance, fund the additional capacity that is required to address many of the short to medium term issues that are highlighted within this briefing. As the spend will be spread throughout the three year period of implementation, it is vital that Children's Services are able to carry balances over between financial years and are able to draw down the funding as costs are incurred.

## 7. DEVELOPING THE 'LOCAL OFFER'

- 7.1. It is a statutory requirement for all Local Authorities to publish a 'Local Offer' that outlines the services that are available to children with Education, Health and Social Care needs. We worked with parents to develop a template to collect key information from Education, Health and Social Care services in each of the three boroughs. The information on these services has been presented in PDF form and made available on each borough's website along with all additional information that has to be included in the Local Offer, such as process for assessment, transition plans, the policy for personal budgets and eligibility guidelines.

- 7.2. So far we have had feedback from Parentsactive that the website in Hammersmith and Fulham could be more user-friendly, that it is currently difficult to navigate and does not allow for detailed searches.
- 7.3. Work is currently being undertaken to address these issues. Regular updates are being made to the content of the local offer and a new version of the LBHF Local Offer website was reviewed by Parentsactive and launched in January.

## **8. ENSURING SCHOOLS ARE IMPLEMENTING THE NEW LEGISLATION AND AWARE OF CHANGES TO COUNCIL PRACTICE**

- 8.1. Schools are key partners in supporting the local authority to implement the reforms. Although we have headteacher representation on the Children and Families Act Executive Board and on the new multi-agency decision making panels, we still need to ensure that the 150 schools across the three boroughs are informed about the changes and able to implement new processes effectively.
- 8.2. The SEN Service has developed a toolkit for local schools and education, health and social care practitioners. This explains the new Education, Health and Care assessment processes and has been very well received.
- 8.3. Training has been delivered to SENCOs, Special School Headteachers and key workers around person centered approaches to planning and this is being embedded via a peer-to-peer training model.
- 8.4. We are now reviewing the take up of Children and Families Act training by schools. During the spring and summer terms 2015 we will target and support those schools which have yet to attend.

## **9. ENGAGEMENT WITH PARENTS**

### **Providing support to parents and carers**

- 9.1. There are three established groups where parents and carers of children with special educational needs and disabilities can get information, advice, guidance and support.
- Parent forums
  - Information Advice and Support Service
  - Independent Supporters
- 9.2. **Parent forums** are a helpful source of information and guidance as well as support for families of disabled children. Parent forums keep parents informed through coffee mornings, events, websites, training and workshops. They give free practical independent advice to parents and young people.

- 9.3. The parent forum group in Hammersmith and Fulham is called 'Parentsactive', and the Coordinator of the group, Nandini Ganesh, is a co-opted member of this Committee.
- 9.4. As a result of the new legislation, from the 1 September 2014 the Parent Partnership Service in Hammersmith and Fulham became the **Information Advice Support Service (IASS)**.
- 9.5. Their free confidential service is available to parents, children and young people who live in Hammersmith and Fulham (IASS provide Independent Supporters who can advise and support parents in meetings). They help local parents by providing access to impartial guidance and support on matters relating to the law, local policy and practice, the local offer and Education, Health and Care (EHC) assessments.
- 9.6. **Independent Supporters** work with families going through the new EHC assessment process or help with existing statements transferring to the new EHC plan. Their role is to help parents and young people gather the information required to draft an EHC plan.
- 9.7. Independent Supporters offer a range of time-limited support such as discussion across different agencies and advice on personal budgets. The level and nature of that support will be tailored to the particular needs of individual families.
- 9.8. The local Independent Supporter service is provided by Barnardos.

#### **The Parent Reference Group**

- 9.9. A key element of the change in legislation relates to the enhanced role of parents and carers not only in planning for their own child but also more broadly in the commissioning of services for children with SEN.
- 9.10. During our preparation for the implementation of the Act we quickly established the importance of being able to engage with parent groups in a structured way and therefore set up a 'Parents' Reference Group'. This group meets on a monthly basis and enables parents to have a voice and ownership of the way in which the changes that the Act brings are implemented over time.
- 9.11. Representatives from each of the groups listed in paragraph 9.1 are members of the Parent Reference Group.

#### **Feedback from Parentsactive**

- 9.12. Through their attendance at the Parent Reference Group, Parentsactive were able to provide Councillor Macmillan with detailed feedback on the progress of the implementation of the new legislation and raise key areas where local parents felt that the local authority needed to provide more focus. These key areas are outlined below:



*Transfer and Assessment of Education Health and Care Plans and communications to parents*

- 9.13. Parentsactive highlighted that letters sent to parents of children with statements regarding their transfer to Education, Health and Care plans did not provide enough clarity on the process for conversion. They also highlighted that young people aged 16 and above had not been contacted regarding the process for transferring from a Learning Difficulty Assessment (LDA).
- 9.14. As outlined in section 6 of this report, these letters were sent out at a time when our transfer process was being reviewed in light of a legal challenge, and this may have contributed to some of the issues.
- 9.15. Schools and parents have now been contacted about the revised transfer review process. The letter for parents provides information about the revised plan for transfer reviews and includes a leaflet with the contact details of Information Advice Support Services and Independent Supporters.
- 9.16. The SEN Service have also now written to young people with an LDA to indicate that they may request an Education, Health and Care assessment any time between now and September 2016, and this letter was copied to their parents. Current LDAs are valid until the end of the academic year 2015/16.
- 9.17. To ensure clear communication with the SEN Service all schools in the borough will have an allocated SEN key-worker who is responsible for the transfer reviews of children with statements of SEN in that school. The newly appointed Assistant Head of SEN Casework and Commissioning, Fiona Phelps, is the next point of contact for communication with LBHF schools. The first point of contact for parents remains their child's school SENCO.

*Personal Budgets*

- 9.18. Parentsactive highlighted that parents are not clear as to how personal budgets will work under the new system and who they need to speak with for more information.
- 9.19. The legislation introduces new duties for Local Authorities and Clinical Commissioning Groups and the provision of a more extensive offer of a Personal Budget for children and young people will take further time to develop.

9.20. As per advice from the Department for Education, we have started by offering personal budgets in areas where we have previous experience of delivering these across Education, Health or Social Care, namely:

- Home to School Travel Assistance
- Personal Care
- Short Breaks
- Equipment and disposables

9.21. The Provisional Personal Budgets Policy & Guidance is available on the Local Offer website. In section 18 of the policy, we have indicated that working with local parents and young people, the Council and Inner London CCGs will be working to expand the needs and services covered by personal budgets. This will include looking at identified therapy needs as an immediate priority for early inclusion.

#### *Cross Service Communication*

9.22. The difficulty in bringing together the practice and advice and guidance of Education, Health and Social Care was highlighted.

9.23. As we are implementing the new legislation, we are all continually learning what this means for practice and working to ensure that Education, Health and Social Care practitioners receive consistent briefing and training.

9.24. To help practitioners have a shared understanding of duties under the new legislation we have provided legal training for managers during the summer term and briefings for practitioners during the autumn term.

9.25. Furthermore, briefings on the practical implications of the Act have been delivered to over 200 multi-agency staff and a specific workshop has been delivered to post 16 providers on the importance of developing the post 16 Local Offer.

9.26. We are pleased to report that emerging collaborative practice, which will result in more joined up planning for young people, is already evident in the development of decision-making processes that include adult and children's service managers working together. However, it is expected that practice will continue to evolve over the three year period for implementation of the new legislation.

#### *Other areas*

9.27. Parentsactive also highlighted concerns regarding the development of post 16 provision, the engagement with schools and the staffing of the SEN service, which are all addressed in separate sections of this report.

## **10. DEVELOPING POST 16 PROVISION**

- 10.1. The legislation has extended the age range of eligibility to a formal assessment and support plan from 0-16 to 0-25. This means that there is a greater pressure on local authorities to ensure that there is a high quality offer of courses and support for young people with SEN and disabilities in local further and higher education institutions.
- 10.2. We are working with providers and Adult Social Care commissioners to map the current Post 16 offer for young people with SEN and disabilities and will make recommendations regarding future developments in this area. This work has already resulted in the development of a new pilot Post 19 programme for young people with complex needs at Queensmill Special School, working with Adult social Care. It has also increased engagement with further education colleges, raising their knowledge of the duties and expectations of them under the new legislation.

## **11. EQUALITY IMPLICATIONS**

- 11.1. As this report is intended to provide an update on recent developments, there are no immediate equality implications. However any equality issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## **12. LEGAL IMPLICATIONS**

- 12.1. As this report is intended to provide an update on recent developments, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## **13. FINANCIAL AND RESOURCES IMPLICATIONS**


- 13.1. As this report is intended to provide an update on recent developments, there are no immediate financial and resource implications. However any financial and resource issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

### **LOCAL GOVERNMENT ACT 2000**

#### **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		

# Agenda Item 6

	<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b></p> <p><b>10 FEBRUARY 2015</b></p>
<b>EXECUTIVE DIRECTOR'S UPDATE</b>	
<b>Report of the Executive Director of Children's Services</b>	
<b>Open Report</b>	
<b>Classification</b> - For Information <b>Key Decision:</b> No	
<b>Wards Affected:</b> All	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services	
<b>Report Author:</b> Andrew Christie, Executive Director of Children's Services	<b>Contact Details:</b> Tel: 020 8753 3601 E-mail: <a href="mailto:andrew.christie@lbhf.gov.uk">andrew.christie@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. This report provides a brief overview of recent developments of relevance to the Children's Services department for members of the Policy and Accountability Committee to consider.

## 2. RECOMMENDATIONS

- 2.1. The Committee is asked to review and comment upon the contents of this report.

## 3. RECENT DEVELOPMENTS

- 3.1. Focus on Practice programme is a Tri-borough programme, funded by the Department of Education Innovation Fund, which will fundamentally change the way practitioners work with children and their families. It aims to reduce the number of looked after children by 20%, as well as producing a significant reduction in re-referrals to children's social care. It is a comprehensive skills development programme for staff including

accredited modules in systemic practice, family-centred assessment and intervention, motivational interviewing, and parenting theory and skills. These evidence-based interventions will allow the borough's practitioners to engage more effectively with families. The skills development programme will be provided to every practitioner and manager within all parts of children's social care. The programme is subject to two evaluations. One will be undertaken by an external organisation (to be confirmed) identified by the Department for Education. An internal evaluation will be undertaken by Donald Forrester from the University of Bedfordshire which started in January 2015.

- 3.2. Recent developments in the borough include the appointment of the Head of Clinical Practice who started working here in January 2015. The borough is also recruiting 10 social workers and 10 clinical practitioners as part of the programme. The first sessions of the systemic training started at the end of January, with practitioners in all local services from Early Help through to the Adoption service taking part. Work is also taking place to address systems which act as barriers to more effective practice taking place. Sessions involving practitioners and managers will be facilitated by our Innovations Coach to begin to identify these barriers and develop plans to address them.
- 3.3. The Children and Education Policy and Accountability Committee may wish to receive a more detailed report on Focus on Practice at a future meeting.

#### **4. CHILD POVERTY**

- 4.1. A proposed approach to developing a local Child Poverty Strategy was agreed at the Health and Wellbeing Board on 19 January. This followed a Joint Strategic Needs Assessment which was published in 2014 which identified a number of priorities based upon the needs of local children and their families. While Children's Services will lead the strategy, it will work with other relevant council departments and other partners to produce it. The strategy will identify key outcomes and indicators through which progress can be monitored. A follow-up report outlining the strategy is being scheduled to be considered by the Health and Wellbeing Board by May 2015 and can be considered by the Children and Education Policy and Accountability Committee shortly after this point.

#### **5. COMMISSIONING – PASSENGER TRANSPORT**

- 5.1. The borough's passenger transport service was reviewed by CEPAC on 6 July 2014 following mobilisation of contracts and the implementation of a new service
- 5.2. The outcomes of the recent service user consultation are currently being considered, and will inform the Passenger Transport Working Party in February. Analysis of the service development options available, together with the associated financial and legal implications is being concluded and will inform future decisions. CEPAC may choose to receive a further report

about the service at an appropriate point to be confirmed after these decisions have been made.

## 6. COMMISSIONING – SCHOOL MEALS

- 6.1. The Stage 1 Pre-Qualification Questionnaire evaluation has now concluded, and those potential providers who demonstrated their ability to deliver the required service quality will shortly be invited to participate in Stage 2, the Invitation to Tender process and evaluations. It is suggested that CEPAC may choose to receive a report on progress three months after the contract is relet.

## 7. EQUALITY IMPLICATIONS

- 7.1. As this report is intended to provide an update on recent developments, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## 8. LEGAL IMPLICATIONS

- 8.1. As this report is intended to provide an update on recent developments, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## 9. FINANCIAL AND RESOURCES IMPLICATIONS


- 9.1. As this report is intended to provide an update on recent developments, there are no immediate financial and resource implications. However any financial and resource issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

### **LOCAL GOVERNMENT ACT 2000** **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Child Poverty JSNA April 2014 ( <a href="http://www.jsna.info/document/child-poverty">http://www.jsna.info/document/child-poverty</a> )	Steve Bywater 020 87535809	Children's Services Commissioning
2.	Report to LBHF Health and Wellbeing Board on Child Poverty, 19 January 2015 <a href="http://democracy.lbhf.gov.uk/documents/g3725/Public%20reports%20pack%2019th-Jan-2015%2017.00%20Health%20Wellbeing%20Board.pdf?T=10">http://democracy.lbhf.gov.uk/documents/g3725/Public%20reports%20pack%2019th-Jan-2015%2017.00%20Health%20Wellbeing%20Board.pdf?T=10</a>		

3.	Passenger Transport Service. Report to LBHF CEPAC, 8 July 2014 <a href="http://democracy.lbhf.gov.uk/documents/g3542/Public%20reports%20pack%2008th-Jul-2014%2019.00%20Children%20and%20Education%20Policy%20and%20Accountability%20Committee.pdf?T=10">http://democracy.lbhf.gov.uk/documents/g3542/Public%20reports%20pack%2008th-Jul-2014%2019.00%20Children%20and%20Education%20Policy%20and%20Accountability%20Committee.pdf?T=10</a>		
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# Agenda Item 8

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b>  <b>10 FEBRUARY 2015</b>
<b>SCHOOL ORGANISATION AND INVESTMENT STRATEGY</b>	
<b>Report of the Executive Director of Children's Services</b>	
<b>Open Report</b>	
<b>Classification - For Review &amp; Comment</b>	
<b>Key Decision: Yes</b>	
<b>Wards Affected: All</b>	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services	
<b>Report Author:</b> Alan Wharton, Head of Asset Strategy (Schools and Children's Services)	<b>Contact Details:</b> Tel: 020 7641 2911 E-mail: <a href="mailto:awharton@westminster.gov.uk">awharton@westminster.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. Attached is the draft School Organisation and Investment Strategy 2015 for the Committee's consideration.

## 2. RECOMMENDATIONS

- 2.1. The Committee is asked to review and comment on the draft School Organisation and Investment Strategy 2015.

## 3. INTRODUCTION AND BACKGROUND

- 3.1. The School Organisation Strategy was last updated in February 2014. The Strategy outlined the programme of capital investment projects which are necessary to meet the need for additional school places.
- 3.2. Significant progress has been made during the year in delivering this programme. In addition, the Council has agreed in principle the development of a new Bi-Borough Alternative Provision Hub at the



existing site in Finlay Street, Fulham. The new Fulham Boys free school (secondary) opened in September 2014.

- 3.3 The current projections indicate that this investment is sufficient to comply with the Council's statutory duty to provide school places until 2022 in the primary sector and until 2019 in the secondary sector.
- 3.4 The Council is currently consulting on the new draft Local Plan which envisages major new housing investment in five regeneration areas. These have a capacity to deliver up to 37,800 during the plan period of 20 years. The revised School Organisation Strategy notes the scale of new school provision likely to be required as a result of these plans, with provisional plans for delivery in the earlier phases.

#### **4. CONSULTATION**

- 4.1 Key stakeholders including the Diocesan Authorities, the Education Funding Agency, Tri-Borough forums, and individual schools, are consulted on the development of strategy and on individual proposals.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no legal implications arising directly from these proposals.
- 5.2 *Implications verified/completed by: (David Walker, Bi-Borough Head of Legal Services, 0207361 2211)*

#### **6. FINANCIAL AND RESOURCES IMPLICATIONS**

- 6.1 The Council has not been allocated Basic Need grant for the period 2015 to 2017. This reflects the success of the significant investment from previous allocations, and the contribution to delivery of new school places by new free schools.
- 6.2 Any potential future schemes are expected to arise as a result of large regeneration projects. These will be eligible for s106 planning contributions, or the Community Infrastructure Levy.
- 6.3 *Implications verified/completed by: (Dave McNamara, Director of Finance, Children's Services, 020 8753 3404)*

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	School Organisation Strategy 2014	Alan Wharton, 020 7641 2911	Children's Services, Kensington Town Hall

**LIST OF APPENDICES:**

School Organisation and Investment Strategy 2015

# **London Borough of Hammersmith & Fulham**

## **School Organisation and Investment Strategy**

### **February 2015**

#### **Executive Summary**

In January 2014 there were 19,465<sup>1</sup> pupils recorded on roll in state-funded schools in Hammersmith & Fulham:

- 326 at 4 Nursery schools
- 10,481 (incl. nursery) at 37 Primary schools
- 7396 at 11 Secondary schools
- 725 at 1 Post 16 Provision
- 366 at 4 Schools for children with Special Educational Needs
- 171 at 3 Alternative Provision schools for children unable to attend mainstream schools.

The Hammersmith & Fulham Council has invested heavily in recent years to provide sufficient places for every child who needs a school place, as well as those who require special provision. The details are set out later in this report. The Council's current capital programme, combined with investment in free schools, will deliver 1,694 new primary places (56.5 FE) and 1,305 new secondary places (43.5 FE) by 2023.

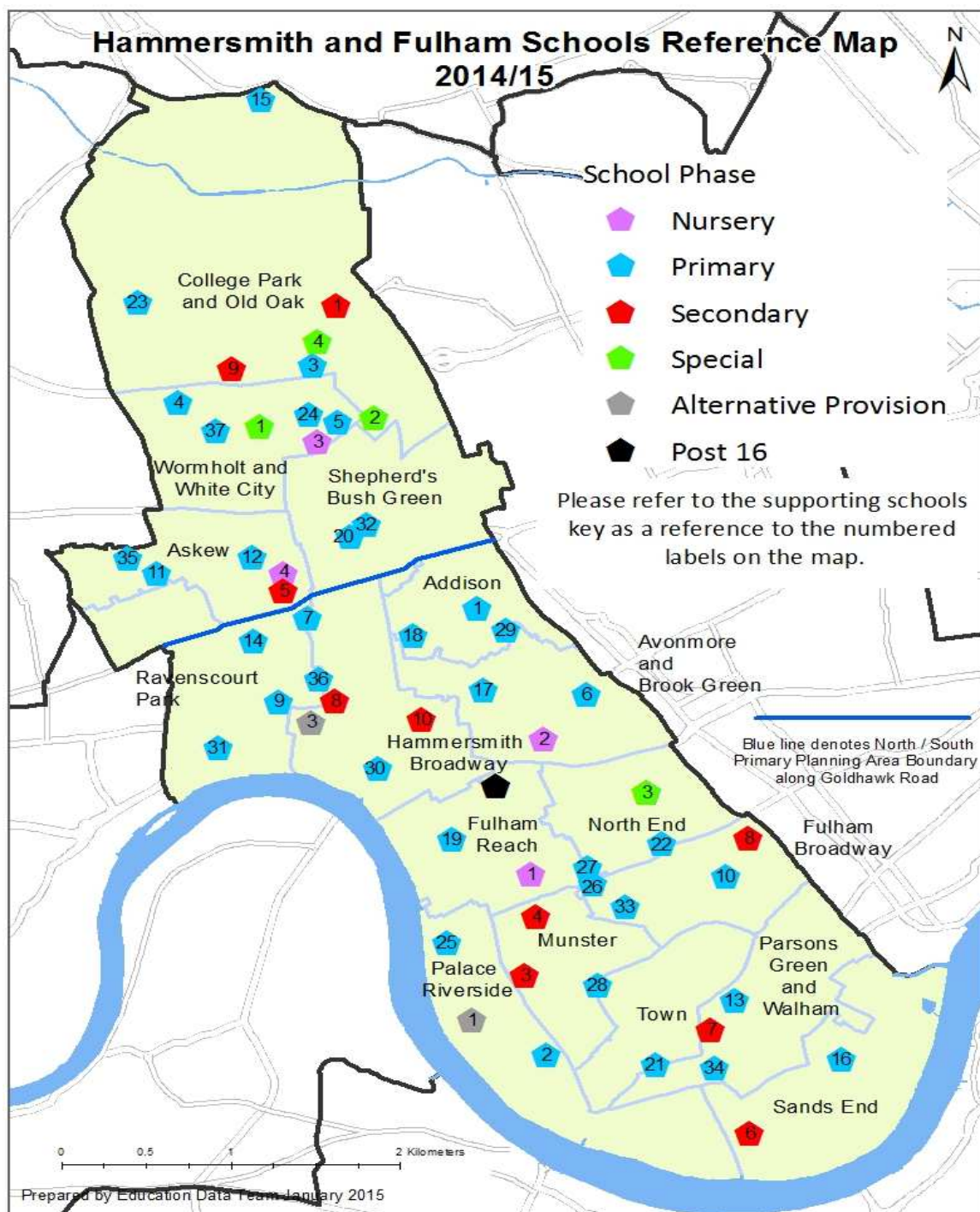
School place planning is a complex business in a constantly changing social and economic environment. On the basis of current population projections and school development which has been committed, the Council believes that there are sufficient primary school places until 2020, but that the equivalent of a 6FE secondary school of 800 places should be provided within 5 years. New housing development, especially in regeneration areas, may further increase the need for school places. The Council will always seek to fill places as shown in the Published

Admissions Numbers (PAN), and expand the capacity of existing schools where possible.

Schools represent a major asset in the community, so as well as providing an excellent standard for education, the buildings are increasingly being used to deliver other strategies for improving the lives of very young children, pupils leaving schools and entering the world of work, and a wide range of other services, in a cost effective and coordinated way.

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This Strategy sets out the Council's plans to respond to these factors. It will be revised regularly.



See Key Appendix 1

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## **1. Background**

London as a whole is facing an increase in demand for school places. The baby boom of 2001-2011 has meant that the number of pupils (aged 5-19) within some London boroughs has grown by 107,000, or 8.2 per cent, when compared to an overall reduction nationally of 0.2 per cent. Forecasts show the pupil growth rate in London over the six years from 2012/13 is expected to be twice that of any other region. By the start of the 2017/18 academic year, pupil numbers in London are expected to have increased by 18 per cent or 194,000, with some boroughs forecasting growth patterns of up to 36 per cent<sup>2</sup>.

According to Do the Maths<sup>2</sup> a London-wide study, during the period 2012/13 to 2017/18, in H&F the primary population is set to increase by up to 20 per cent and the secondary population is set to increase by at least 25 per cent<sup>2</sup>.

The provision of sufficient school places for all children who require one is a statutory duty for local authorities. H&F has an extensive programme to deliver the additional school places required in the next 10 years. As well as expanding existing schools, the Council is collaborating with free schools providers to provide new places.

Over the past few years capital funding allocated to H&F by the DfE has reduced. This reflects the success of the Council's development programme in delivering new places, and resources being diverted to new free schools.

Between 2012 and 2015 the Council was allocated DfE Basic Need funding of over £37M. This is contributing to the delivery of 2,017 new primary and 1,560 new secondary places. Free schools, which are separately funded by the DfE, have also significantly contributed to the places required. The full programme is set out in **section 4**.

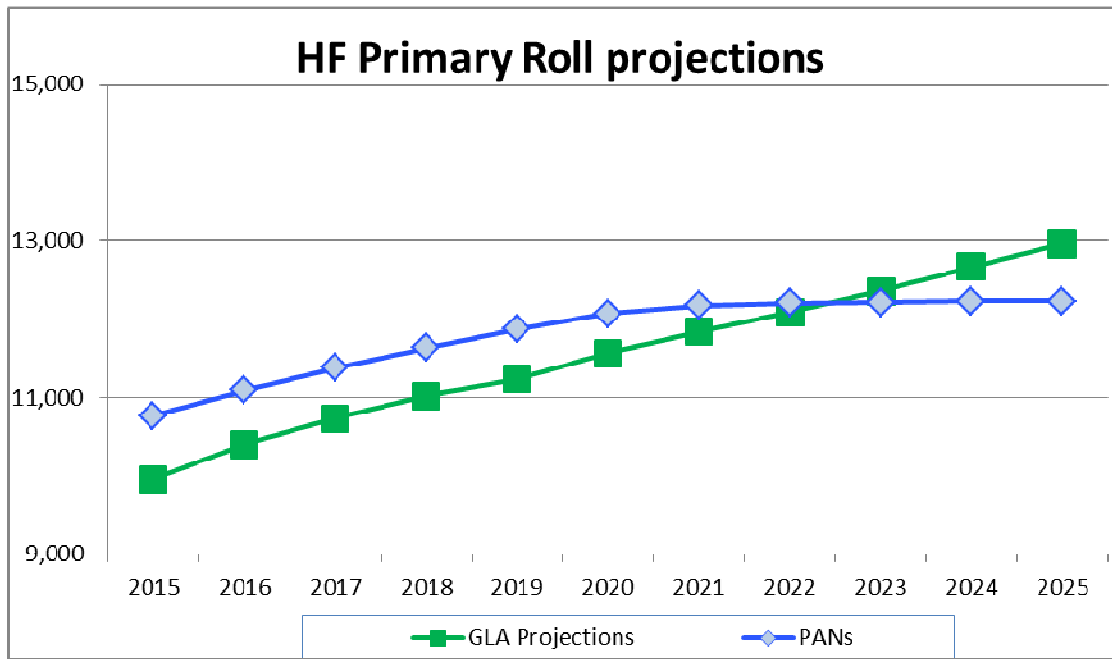
## 2. Projections

H&F subscribes to the GLA School Roll Projection Service (SRP), and the annual projections form the initial source of data for school place planning. The GLA's school roll projection model incorporates historic roll data, regeneration, and multiple sets of GLA ward-level population projections. These school roll projections are also used to complete the annual School Capacity (SCAP) return to the DfE. The projections are then used to calculate the Basic Needs allocations to local authorities to fund the provision of new school places (other than free schools).

The following charts summarise the primary and secondary roll projections, based on GLA projections, compared to the Published Admissions Numbers<sup>3</sup>. In H&F the need for additional secondary places will increase after 2017 at a much faster rate than for primary places. The reason for this is analysed in **section 3**.

When planning investment to provide additional school places, the Council will also take account of the Numbers on Roll (NOR), being the actual numbers of pupils attending school at a given date. As this data is historic, it is of limited relevance to future planning but does reflect previous trends. The Council will also take account of the capacity of existing buildings and sites, measured on a formula basis. This usually has limited relevance to the actual usage of buildings, but can indicate where better use can be made of buildings and where there may be scope for short term solutions.



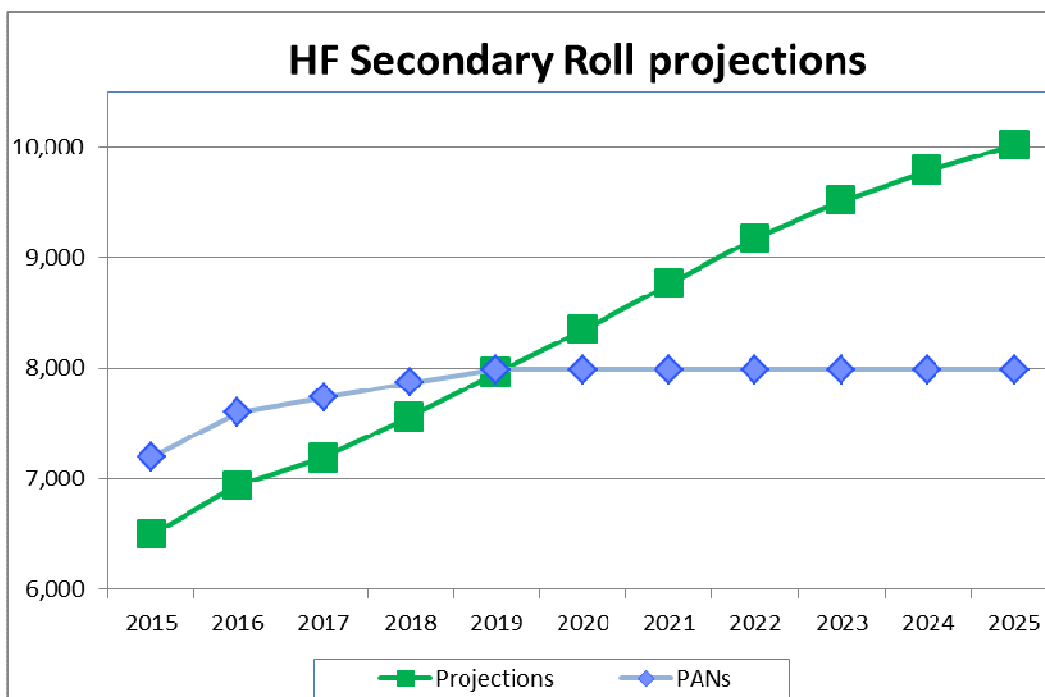


Year	Published Admissions Number (PAN)	Projection <sup>3</sup>	Difference PAN/Projection
2015	10,765	9,953	812 (8.16% surplus of PAN)
2020	12,066	11,560	506 (4.37% surplus on PAN)
2025	12,231	12,957	-726 (5.94% deficit of PAN)

The table shows sufficient capacity in the system to meet the primary school place demand until 2022/23 academic year

- For the 9 years 2014/15 to 2022/23 there are sufficient primary places to meet demand

- 2023/24 the impact of the baby boom will begin to be felt in H&F and by 2025 the borough will need the equivalent of 24.2 FE to cope with increased primary numbers.



Year	Published Admissions Number (PAN)	Projection <sup>3</sup>	Difference PAN/projection
2015	7,165	6,494	671 (10.33% surplus on PAN)
2020	7,990	8,345	-355 (4.44% deficit on PAN)
2025	7,990	10,020	-2,030 (25.41% deficit on PAN)

The GLA School Roll Projection Service enables comparisons to be made on a consistent basis with most other London boroughs including its neighbours, such as Ealing, Hounslow, Brent and K&C. Our neighbouring boroughs are experiencing the same pattern of demand for pupil places as in H&F. (see appendix 2). The GLA projections are

based on existing rolls, forward population estimates, migration, new housing developments, GP registrations, and Child Benefit data. The GLA model does not account for children in the Private, Voluntary and Independent (PVI) settings. A new Pan-London model is currently in development to take into account pupils in the independent sector, cross border movements, and also the effects of popular schools reaching capacity<sup>4</sup>. The Pan-London model will yield results that are more consistent with the underlying total population data, and will allow boroughs to access information from neighbouring local authorities which will be beneficial to the LA.

The GLA model does not take account of schools which are not yet open, or forecast the potential impact of regeneration. The Council's analysis of this, based on the information in **section 9**, is taken in account in the Schools Investment Strategy down in **section 12**.

In previous years, the Council has used forecasts which calculate the demand for primary places as a percentage of births, the number of requests for Reception places, and roll counts derived from the January census. The methodology applied a benchmark whereby 60 per cent of births in the borough equate to the number of primary pupils as a measure of future need. At secondary phase pupil projections are based on applications from the primary sector.

### **3. Analysis**

#### **• *Population Growth and Migration***

The impact of rising birth rates from 2001 to 2011 are already being catered for at primary phase, but the Council expects to see further demand for secondary places as these pupils move through the system.

The GLA projections forecast pupil numbers increasing at both primary and secondary phase for the foreseeable future . These forecasts are consistent with ONS which whilst is showing a slight decline in birthrates, ONS projections does not take into account regeneration projects. As data from ONS and SCAP returns are used to update this forecast the figure may fluctuate as numbers increase or decrease.

LAs must also respond to demand resulting from inward migration that has not been forecast. New arrivals account for the majority of 'in-year' school admissions, whereas the existing population account for most 'on-time applications'.

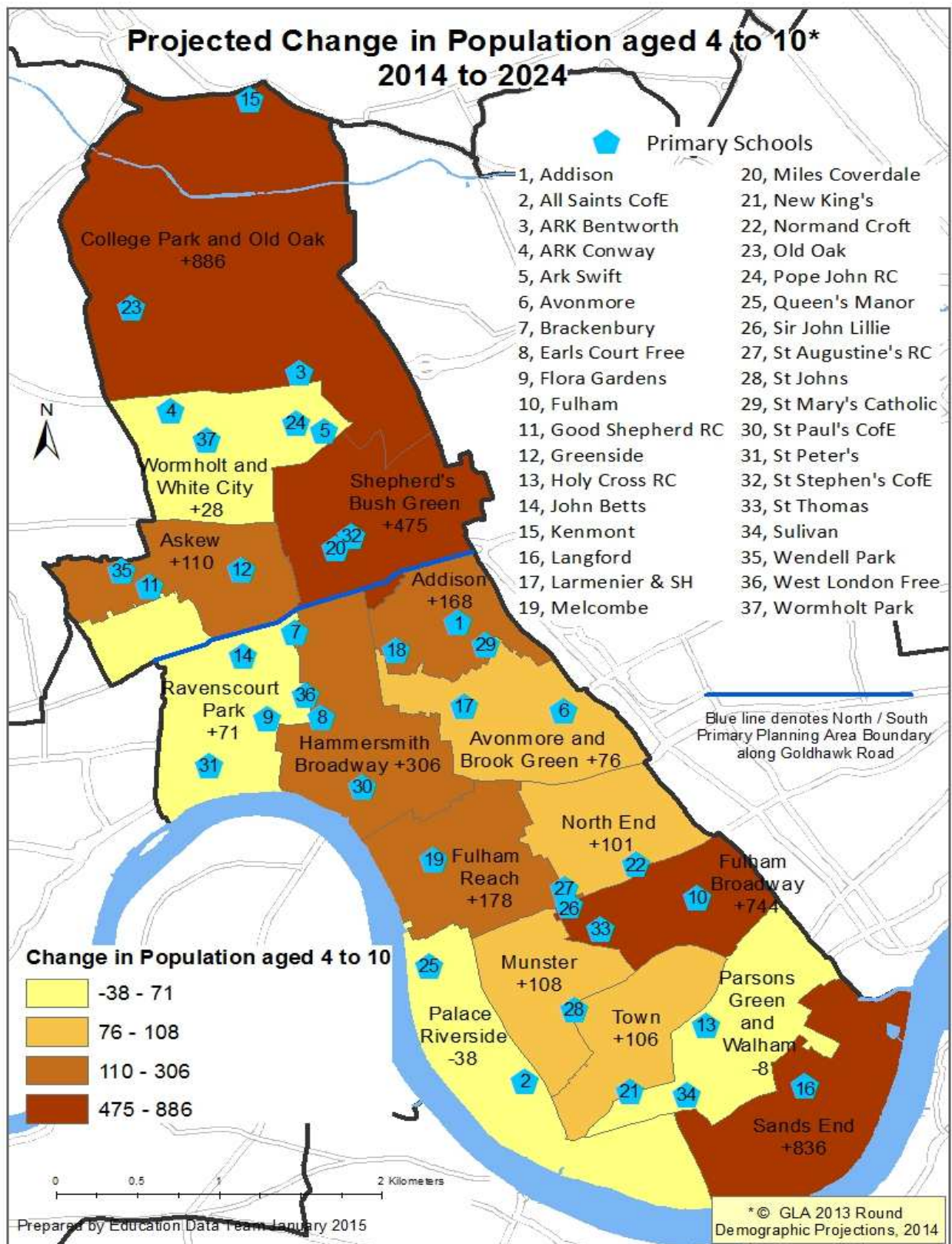
Different areas within H&F also show variations in population growth.

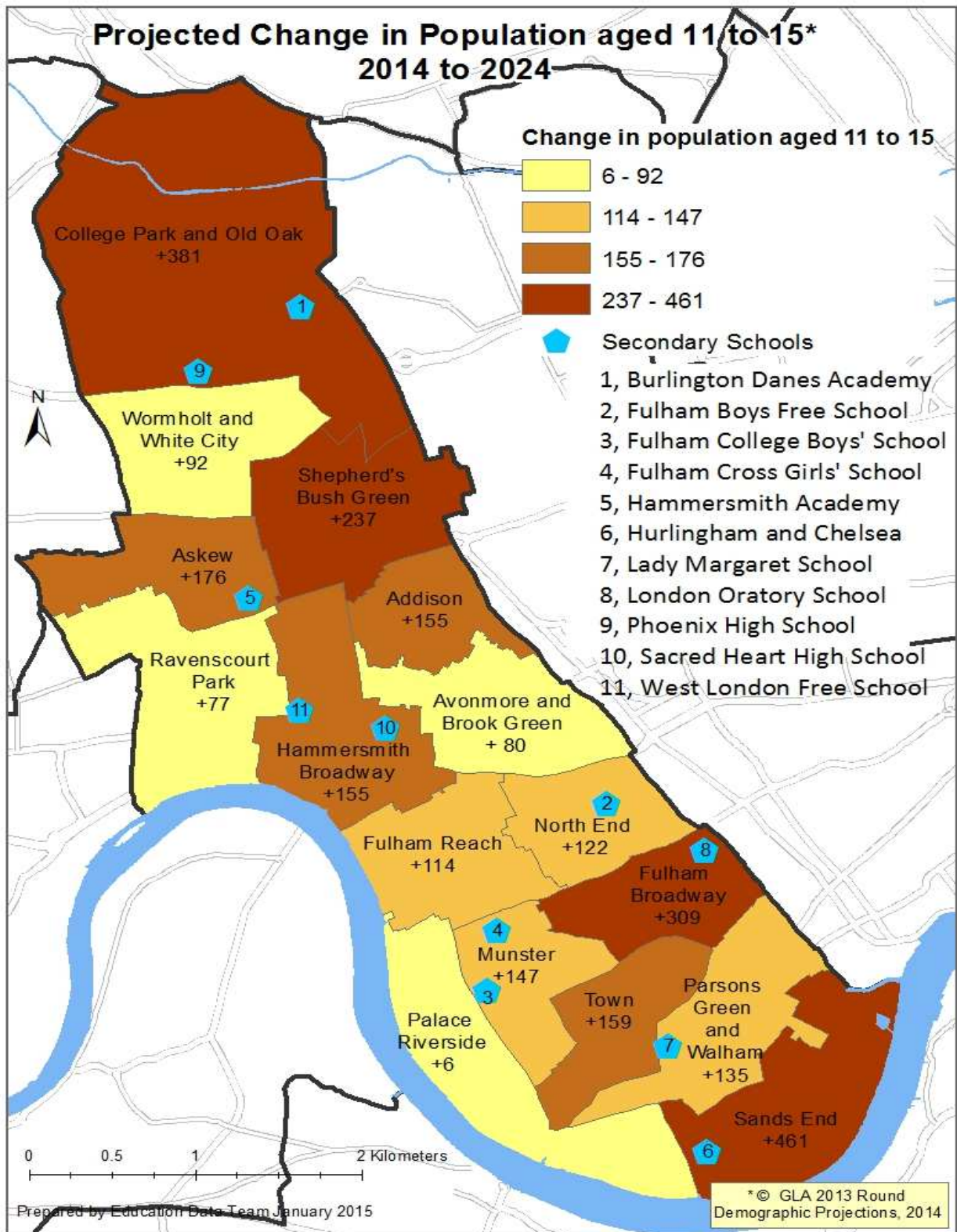
According to the GLA 2013 round Borough Preferred Option (BPO) based ward projections; indicate that the overall population of the primary (4-10 year old) sector is projected to increase by 30% during the period 2014-2024<sup>5</sup>. Sands End, Fulham Broadway and College Park and Old Oak and Shepherd's Bush Green wards will have the highest increase, more than doubling its 4-10 year old population in ten years. Conversely, Parsons Green, and Walham and Palace Riverside wards will decrease significantly.

The secondary (11-15 year old) sector is expected to increase in all areas, including those wards which show a decrease in the primary sector.

The Post 16 population in College Park and Old Oak ward is predicted to increase by over four times the overall LA average of 19%.

These are not school roll projections, but illustrate wider population trends.





### **Cross border movement**

In January 2014, 9,459 (89.1%)<sup>1</sup> of primary pupils and 4,320 (53.2%)<sup>1</sup> of secondary pupils in H&F schools were resident in the borough.

864 (9.4%)<sup>6</sup> of primary aged pupils and 1,779 (35.1%)<sup>6</sup> of secondary aged pupils resident in the borough attended state schools in other boroughs.

Free cross border mobility is expected due to the Greenwich Judgment which allows pupils free movement across borough borders, and its effect factored into future demand. In recent years H&F pupil exports have significantly lowered. In 2014 13,160 resident pupils enrolled in H&F schools which demonstrates the confidence of parents in the quality of H&F schools.

H&F is a net importer<sup>6</sup> of 158 primary age children and 1,119 secondary age pupils.

#### Primary

The distribution of cross borough movement at primary level<sup>6</sup> is shown below.

H&F Imports 2014 (Primary)			H&F Exports 2014 (Primary)		
Authority	Imports	% of Total Imports	Authority	Exports	% of Total Exports
Ealing	428	42%	Kensington and Chelsea	570	66%
Brent	182	18%	Ealing	106	12%
Kensington and Chelsea	144	14%	Hounslow	42	5%
Hounslow	118	12%	Brent	39	5%
Wandsworth	52	5%	Westminster	36	4%
Imports from Other LAs	98	9%	Exports from Other LAs	71	8%

The table shows that 'imports' and 'exports' are roughly equal at about 5% of the primary school population.

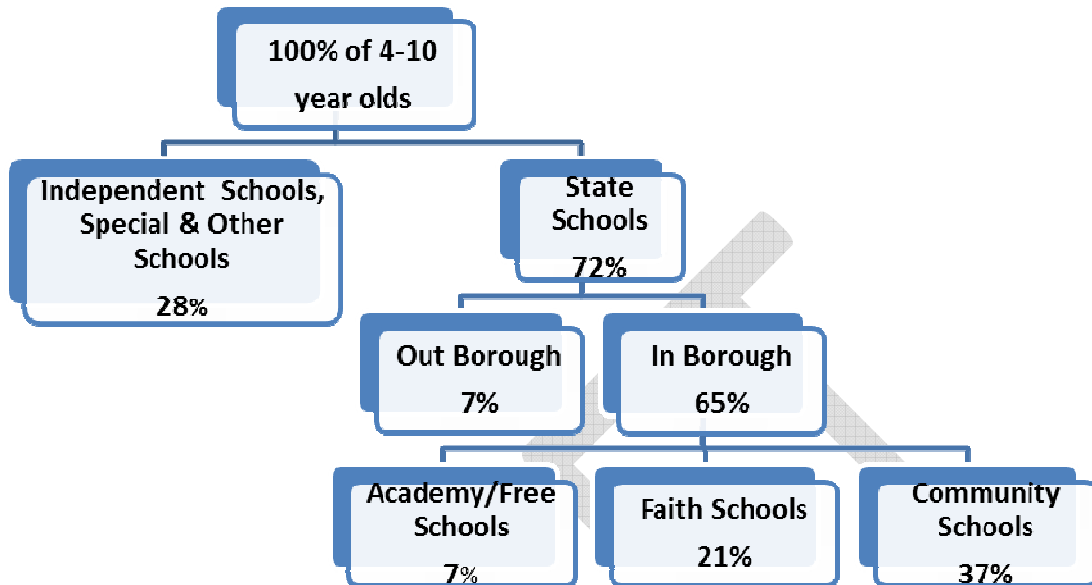
## Secondary

H&F Imports 2014 (Secondary)			H&F Exports 2014 (Secondary)		
Authority	Imports	% of Total Imports	Authority	Exports	% of Total Exports
Kensington and Chelsea	595	21%	Kensington and Chelsea	579	33%
Ealing	550	19%	Hounslow	513	29%
Wandsworth	441	125%	Ealing	221	12%
Brent	238	8%	Wandsworth	217	12%
Westminster	213	7%	Richmond upon Thames	58	3%
Imports from Other LAs	861	30%	Exports from Other LAs	191	11%

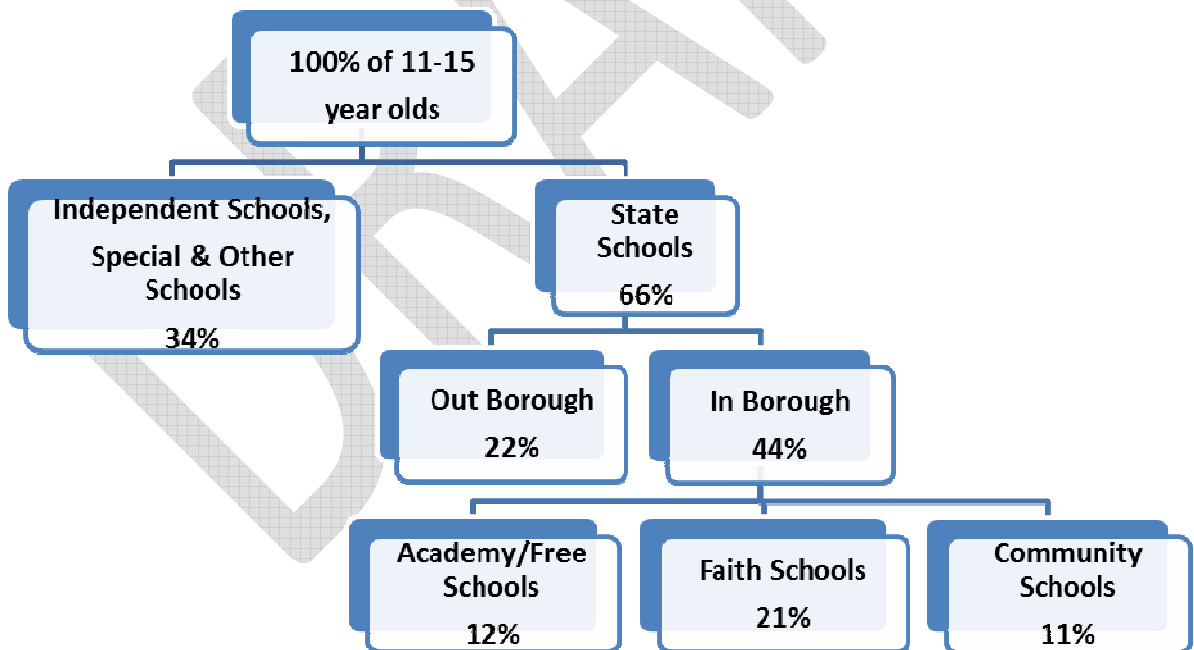
The table shows that in the secondary sector, most cross-borough movement takes place with K&C. The Borough imports twice as many children from Ealing and Wandsworth as are exported to those boroughs. A high volume of cross border movement with Hounslow is outwards whereas small numbers of resident pupils attend schools in Brent or Westminster although 451 pupils from those boroughs residents attend school in H&F<sup>6</sup>.



**Distribution of Primary pupils in H&F:**



**Distribution of Secondary pupils in H&F**



**Note:** All Faith schools at secondary phase have academy status.  
Hurlingham & Chelsea became an academy converter school on 1 January 2015

### • **School Place Planning in neighbouring boroughs**

Although H&F's neighbouring boroughs are experiencing similar challenges when creating additional primary and secondary places to meet local need for residents, H&F schools remain popular with pupils from Brent, Ealing, Hounslow, Wandsworth and RBKC. See Appendix 2

### • **VA sector**

The contribution of Voluntary Aided schools operated by the C of E and the RCC in H&F is significant. Of the 36\* primary schools approximately one-third are faith schools (5 are Church of England Schools and 7 are Roman Catholic Schools). Of the 11\*\* secondary schools nearly half are faith schools (2 are Church of England and 2 are Roman Catholic)

\* Excluding L'Ecole Marie D'Orliac (Bilingual), which is part of Holy Cross RC School and London Oratory Lower School.

\*\* Excluding William Morris Sixth Form School

The tables below show that in the primary sector, one third of pupils attend a VA school of whom the majority are resident in the Borough. The proportion attending VA schools rises in the secondary sector, of which almost a quarter attend RC schools. The majority of these are resident outside the Borough.

Several faith schools are currently consulting on changes to their admissions criteria. The effect will be greater transparency and a closer alignment with the principles of the national Admissions Code. Most Church of England schools offer balance of open and foundation places (the latter using faith based criteria) have a largely open admissions criteria, while RC schools will only accept pupils from other denominations and local non--faith applicants when there are surplus places not filled by Catholics in line with Canon Law.

Primary	H&F resident	Non H&F resident	Number on Roll
5 C of E	1,182	140	1,322
7 Catholic	1,949	261	2,210
24 Other	6,094	855	6,949

Secondary	H&F resident	Non H&F resident	Number on Roll
2 C of E	840	897	1727
2 Catholic	345	1,883	2,228
7 Other*	2,529	902	3,431

\* excluding William Morris Sixth Form

### • **Free Schools and Academies**

At start of the 2014/15<sup>7</sup> academic year there were 51 primary, secondary, special and Alternative Provision schools in H&F of which 4 are Free Schools and 14 have academy status following conversion. These account for one-third of schools in the borough (see Appendix 3.

- Primary: 4 Academy, 2 Free Schools
- Secondary: 7 Academy, 2 Free Schools
- Alternative Provision: 2 Academies, 1 Free School

In autumn 2014 the pupil population in free schools or schools with academy status made up 42%<sup>7</sup> of H&F's primary and secondary roll. Of this group 21% of the free schools and schools with academy status cohort are at primary and 79% secondary academies or free schools.

All state-maintained schools are required to take part in a nationally coordinated admissions process for entry into Reception Class and Secondary Transfer (Year 6 to Year 7). Schools which are their own admissions authority (e.g. Voluntary Aided, Foundation, Free Schools and Academies) are free to administer their own in-year admissions process independent from the LA, though criteria and process must still be 'code compliant'.

These schools are bound by the following provisions:

- School Admissions Code
- School Standards and Framework Act 1998
- Locally agreed Fair Access Protocols
- Funding agreement with the EFA (in the case of Free Schools and Academies)

The School Admissions Code requires schools to participate in the coordinated admissions process for Reception Class and at Secondary Transfer. There is no requirement for schools which are their own 'admissions authority' to participate in 'in-year' co-ordination. The majority of both primary and secondary schools opt for either partial LA co-ordination or no co-ordination. All these schools are required to update the local authority on vacancies.

Free Schools and Academy chains can change their admissions criteria and allow up to 10% of their places to attract gifted and talented pupils in any of the following fields

- Physical education/sport
- Performing Arts
- Visual Arts
- Modern Foreign Languages

West London Free School is the only secondary school that offers selected places to pupils who are talented in music. Any change of admission criteria could affect all establishments in the Academy or Free School chain. Although these establishments are independent of the local authority the Council continues to nurture a close relationship with free schools and academies as they are key partners in the provision of new school places.

• ***Admissions Policies affecting school place planning***

Half of schools in the primary sector and all but one school in the secondary sector are now their own 'admissions authorities', as shown below:

	Community schools	Free School & Academies, Foundation or Voluntary Aided schools	Total
Primary	18	19	37
Secondary	0	11	11

### Primary schools

In the primary sector, H&F has a roughly equal number of Community and other state funded schools in the VA and academy sector. The majority of faith schools are oversubscribed with faith applicants, although, as already noted, C of E schools offer a proportion of their places to local non-faith applicants and RC schools will only accept non-Catholics if the school has vacancies remaining after allocating places to all Catholic applicants.

### Secondary schools

There were 3839 on-time applications for secondary school places in September 2015 with the 8621 preferences..

- ***Welfare Reform***

Welfare reform and changes to social benefits has impacted some children and families in H&F. Roll counts have not changed significantly across the borough because of this. Children resident in areas of high property rents in the private housing sectors are most likely to be affected. Inner London areas will be affected first. At present data is not available to demonstrate the effect to which this is affecting H&F resident children or whether application for places is affected by families moving away from high value areas in the borough. Further analysis will be done in this area.

- **School Performance and preferences**

School performance is a key factor in parental preference. Schools with high attainment and good or outstanding Ofsted reports are the most popular choice with parents. At secondary level students are willing to travel long distances to high performing schools. However, at the other end of the spectrum under performing schools usually have surplus places but find them difficult to fill. Because of this perceived poor attainment or bad reputation parents are reluctant to apply for places at these schools and are disappointed when faced with the prospect of having to accept a place as a last resort.

The H&F secondary school application and preference data showed a high level of parental preference for local schools. Applications for school places had increased by 8% in 2013. However, early indications from on-time applications for September 2014 show a 6% drop in applications 1,477 in 2014 compared to 1,571 in 2013 but this was due to a higher number of applications in 2013, than was expected. The overall trend in pupil applications is on the increase.

The 6 most popular secondary schools with first preference for Y7 places in 2015 are as follows:

<b>School</b>	<b>Type</b>		<b>1st Preference</b>	<b>PAN</b>
Sacred Heart	RC (Academy Converter)	Girls	314	165
London Oratory	RC (Academy Converter)	Boys	306	160
Lady Margaret	C of E (Academy Converter)	Girls	283	120
Burlington Danes Academy	C of E (Academy Converter)	Mixed	255	180
West London Free School	Free School	Mixed	178	120
Hammersmith Academy	Academy	Mixed	140	120
All Other Schools			223	
Total number of 1st Preference			1699	

1,476 (86%) pupils choose these schools as their first preference at secondary applications. Of these pupils 852 (57%) applicants were out borough pupils.

- **Conclusions**

- There is one borough policy which covers all community schools in Hammersmith although each Voluntary Aided schools, Free School and Academies will have their own school policy.
- Across the borough over 70% of schools control their own admissions.
- The Borough's current investment programme, alongside the Government's free school programme, will deliver sufficient primary school places until 2023, and secondary places until 2019 based on existing projections.
- The need for new places will increase as a result of regeneration plans, which are outlined in paragraph 10.

#### **4. Progress on School Development**

Over the past 5 years a number of new schools have opened or due to open and others have been expanded or are due to expand to meet demand for places across all types:

##### Primary

- Academies and free schools: ARK Conway (2011), Burlington Danes (2015), West London Free School (2013), Earl's Court Free School (2014),
- Faith Schools: Holy Cross RC, (2011), Pope John RC (2016), St Stephen's CE (2013), St John's CE (2009), St Thomas of Canterbury RC (2011)
- Community: Old Oak (2012)

##### Secondary

- Academies and free schools: Hammersmith Academy (2011), West London Free School (2011), Lady Margaret (2015), Fulham Boys School (2014), Sacred Heart RC. (2017)

The figures in the tables below vary slightly from the projections in paragraph 2. Projections have been updated and readjusted from 2014 to take into account the latest projections for primary and secondary. The primary sector is split into the north/south planning areas as reported to the GLA in the SCAP return.

Hammersmith and Fulham School Place Planning				
Primary Planning Area NORTH - Reception - Year 6				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2014/15	3,059 3,229	3,465 3,630	406 401	Ark Conway = + 30 (Year 3) Old Oak = + 15 (Year 2) St Stephen's = + 30 (Year 1) TOTAL = + 75 Ark Conway = + 30 (Year 4) Old Oak = + 15 (Year 3)
2015/16	3,229 3,359	3,660 3,795	431 436	St Stephen's = + 30 (Year 2) Burlington Danes Primary 2FE BDA = + 60 (reception) Pope John = + 30 (Year 1) TOTAL = + 165 Ark Conway = + 30 (Year 5) Old Oak = + 15 (Year 4)
2016/17	3,359 3,433	3,825 3,960	466 527	St Stephen's = + 30 (Year 3) Burlington Danes Primary 2FE BDA = + 60 (Year 1) Pope John = + 30 (Year 2) TOTAL = + 165 Ark Conway = + 30 (Year 6) Old Oak = + 15 (Year 5)
2017/18	3,433 3,525	3,990 4,140	557 615	St Stephen's = + 30 (Year 4) Burlington Danes Primary 2FE BDA = + 60 (Year 2) Pope John = + 30 (Year 3) TOTAL = + 165 Ark Conway COMPLETE Old Oak = + 15 (Year 6)
2018/19	3,525 3,059	4,170 3,465	645 406	St Stephen's = + 30 (Year 5) Burlington Danes Primary 2FE BDA = + 60 (Year 3) Pope John = + 30 (Year 4) TOTAL = + 180 Ark Conway = + 30 (Year 3) Old Oak = + 15 (Year 2)



Hammersmith and Fulham School Place Planning				
Primary Planning Area NORTH - Reception - Year 6 continued				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2019/20	3,697	4,320	623	Old Oak = COMPLETE St Stephen's = + 30 (Year 6) Burlington Danes Primary 2FE BDA = + 60 (Year 4) Pope John = + 30 (Year 5) TOTAL = + 180
2020/21	3,813	4,410	597	St Stephen's = COMPLETE Burlington Danes Primary 2FE BDA = + 60 (Year 5) Pope John = + 30 (Year 6) TOTAL = + 90
2021/22	3,932	4,440	508	Burlington Danes Primary 2FE BDA = + 30 (Year 6 - Previously 2014/15 1FE reception year group) Pope John = COMPLETE TOTAL = + 30
2022/23	4,052	4,440	388	Burlington Danes Primary = COMPLETE TOTAL = + 0
2023/24	4,212	4,440	228	TOTAL = + 0

Hammersmith and Fulham School Place Planning				
Primary Planning Area SOUTH - Reception - Year 6				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN minus Projected Population	New Provision/Expansions
2014/15	6,894	7,270	376	WLFS Primary = + 60 (Y1) St John's = + 30 (Y5) St Thomas' = + 15 (Y5) Holy Cross bilingual = + 28 (Y4) Holy Cross = + 30 (Y2) Earls Court Primary NEW 1 FE = + 15 (YR - 50% H&F) <b>TOTAL = + 178</b>
2015/16	7,171	7,433	262	WLFS Primary = + 60 (Y 2) St John's = + 30 (Y6) St Thomas' = + 15 (Y6) Holy Cross bilingual school = + 28 (Year 5) Holy Cross = + 30 (Y3) WLFS Earls Court 1FE = + 15 (Year 1 - 50% H&F) <b>TOTAL = + 163</b>
2016/17	7,376	7,551	175	WLFS Primary = + 60 (Y3) St John's = COMPLETE St Thomas' = COMPLETE Holy Cross bilingual = + 28 (Y6) Holy Cross = + 30 (Y4) WLFS Earls Court 1FE = + 15 (Y2 - 50% H&F) <b>TOTAL = + 118</b>
2017/18	7,584	7,641	57	WLFS Primary = + 60 (Y4) Holy Cross bilingual school = COMPLETE Holy Cross = + 30 (Y5) WLFS Earls Court 1FE = + 15 (Y3 - 50% H&F) <b>TOTAL = + 90</b>
2018/19	7,707	7,701	-6	WLFS Primary = + 60 (Y5) Holy Cross = + 30 (Y6) WLFS Earls Court 1FE = + 15 (Y 4 - 50% H&F) 2FE = + 15 (YR - 50% H&F) <b>TOTAL = + 60</b>

Hammersmith and Fulham School Place Planning				
Primary Planning Area SOUTH - Reception - Year 6 continued				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2019/20	7,863	7,716	-147	WLFS Primary = + 60 (Y6) Holy Cross = COMPLETE WLFS Earls Court 1FE = + 15 (Y5 - 50% H&F) 2FE = + 15 (Y1 - 50% H&F) <b>TOTAL = + 15</b>
2020/21	8,028	7,731	-297	WLFS Primary = COMPLETE WLFS Earls Court 1FE = + 15 (Y6 - 50% H&F) 2FE = + 15 (Y2 - 50% H&F ) <b>TOTAL = + 15</b>
2021/22	8,149	7,731	-418	WLFS Earls Court 1 FE COMPLETE 2 FE = + 15 (Y3 - 50% H&F) <b>TOTAL = + 0</b>
2022/23	8,300	7,746	-554	WLFS Earls Court 2 FE = + 15 (Y4 - 50% H&F) <b>TOTAL = + 15</b>
2023/24	8,450	7,761	-689	WLFS Earls Court 2 FE = + 15 (Y5 - 50% H&F) <b>TOTAL = + 15</b>

Hammersmith and Fulham School Place Planning				
Secondary - Year 7 - Year 11				
Academic Year	Projected Population	Published Admissions Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2014/15	6,494	7,180	686	Hammersmith Academy = + 120 (Year 10) WLFS = + 120 (Y10) Lady Margaret = + 30 (Y7)* Fulham Boys School NEW = + 120 (Year 7) <b>Total = + 390</b>
2015/16	6,936	7,600	664	Hammersmith Academy = + 120 (Y11) WLFS = + 120 (Y11) Lady Margaret = + 30 (Y8)* Sacred Heart High (expansion to 180) = + 30 (Y7) Fulham Boys School = + 120 (Y8) <b>Total = + 420</b>
2016/17	7,188	7,780	592	Hammersmith Academy = COMPLETE WLFS = COMPLETE Lady Margaret = + 30 (Year 9)* Sacred Heart = + 30 (Y8) Fulham Boys School = + 120 (Y9) <b>Total = + 180</b>
2017/18	7,562	7,930	368	Sacred Heart = + 30 (Y9) Fulham Boys School = + 120 (Y10) <b>Total = + 150</b>
2018/19	7,962	8,080	118	Sacred Heart = + 30 (Y10) Fulham Boys School = + 120 (Year 11) <b>Total = + 150</b>
2019/20	8,345	8,095	-250	Sacred Heart = + 15 (+ 15 PAN captured in 2013/14 year 7 cohort) Fulham Boys School = COMPLETE <b>Total = + 15</b>
2020/21	8,759	8,095	-664	-
2021/22	9,172	8,095	-1,077	-
2022/23	9,517	8,095	-1,422	-
2023/24	9,787	8,095	-1,692	-

In addition the Council opened the new Queensmill Special School in 2014.

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## 5. Early Years

In January 2014 there were 3,191 pupils aged two to four years on roll in schools and nurseries. 1,750 of these pupils were recorded on roll at Private, Voluntary and Independent (PVI) settings. H&F residents on roll at LA maintained settings numbered 1,312 which accounts for 84% of LA maintained pre-school cohort.

The DfE has estimated that nationally 40% of 2 year olds are now eligible for a targeted early years place and has advised local authorities to plan for an 80% take-up from eligible parents. The table below shows the numbers of eligible families in H&F who have accessed places available under the scheme.

The take up in H&F has been low as only 296 or 42% of 2 year old places have been taken up by eligible families, which is below the 55.2% national average. London has the lowest take up across the country with only 8 London boroughs above the national average as at October 2014.

There are a number of reasons why only 8 London boroughs were above the national level. But some of the causes are as follows:

- not enough places were available to eligible families in the majority of London boroughs in order to increase take up
- Some boroughs with sufficient places need to improve demand through better marketing/engagement with eligible families
- The expanded eligibility criteria to include 40% of families nationally only came into effect in September 14 and take up is measured against each borough's total number of eligible families whereas previously take up was measured against those meeting the 20% criteria
- the timing of the survey at the end of September has been criticised by LAs for being too early and not including eligible rising 3 year olds
- eligible 2 year old places are being occupied by 3 year olds who are unable to move to a primary settings until the following academic year (more likely to have an impact from Spring term onwards)

As at November 2014 79% of available places were filled. Further marketing of the offer is planned to increase demand as more families

have become eligible since September 2014, and further capacity building will be required to accommodate demand. An additional 100 places will be available shortly following completion of capital projects and new providers participating from early 2015. A review of suitable premises for further expansion, in conjunction with schools and other early years' services, is on-going. The Council believes that there will be sufficient capacity to meet demand.

## **6. Other Children's Services provision**

Schools across the LA are making more use of their premises for other Children's Services and community purposes, these include Children's Centres, nurseries and youth clubs in order to provide a range of services such as:

- Breakfast clubs
- After school childcare (Stay and Play)
- Adult learning/education
- Twilight and weekend activities
- Health and well-being clinics
- Support groups e.g. space for training child minders
- Holiday clubs

An audit of all uses is underway

## **7. Special Educational Needs**

### **• Early Years**

The SEN team is assessing the possible demand for a high-need autism nursery

### **• Primary**

There is provision of additional support for pupils with Severe Learning Difficulty. This provision may include the re-designation of one of the primary autism units at Queen's Manor school.

### **• Secondary**

The provision for an additional 50 high-need pupil places at secondary phase.

- **16-25 age group**

During 2014/15 the SEN team is conducted exploratory work for 16-19s with SEN which is due to be implemented during the following academic year 2015/16.

Curriculum development work for Post-16 FE provision is underway with all colleges. The focus moving forward is to ensure that Post 16 Learners with SEND follow well designed, individual programmes, clearly linked to plans for next steps in their careers in line with the core aim of Transforming 16–19 education and training. Work experience should be expected for all learners, supported by appropriate work related activity and internal work experience. H&F provision for post 19 will need to be jointly commissioned with Education, Health and Adult Social Care. In specific developments:

- The projected number of students at Jack Tizard School is still to be determined but could increase from the current 4 young people to 22.
- The H&F Post 19 curriculum development is underway at Queensmill School to support the needs of young people with complex needs through establishing an integrated Education, Health and Care (EHC) provision for 19–25 year olds. By 2021 the provision will have increased to support 22 young people in education.

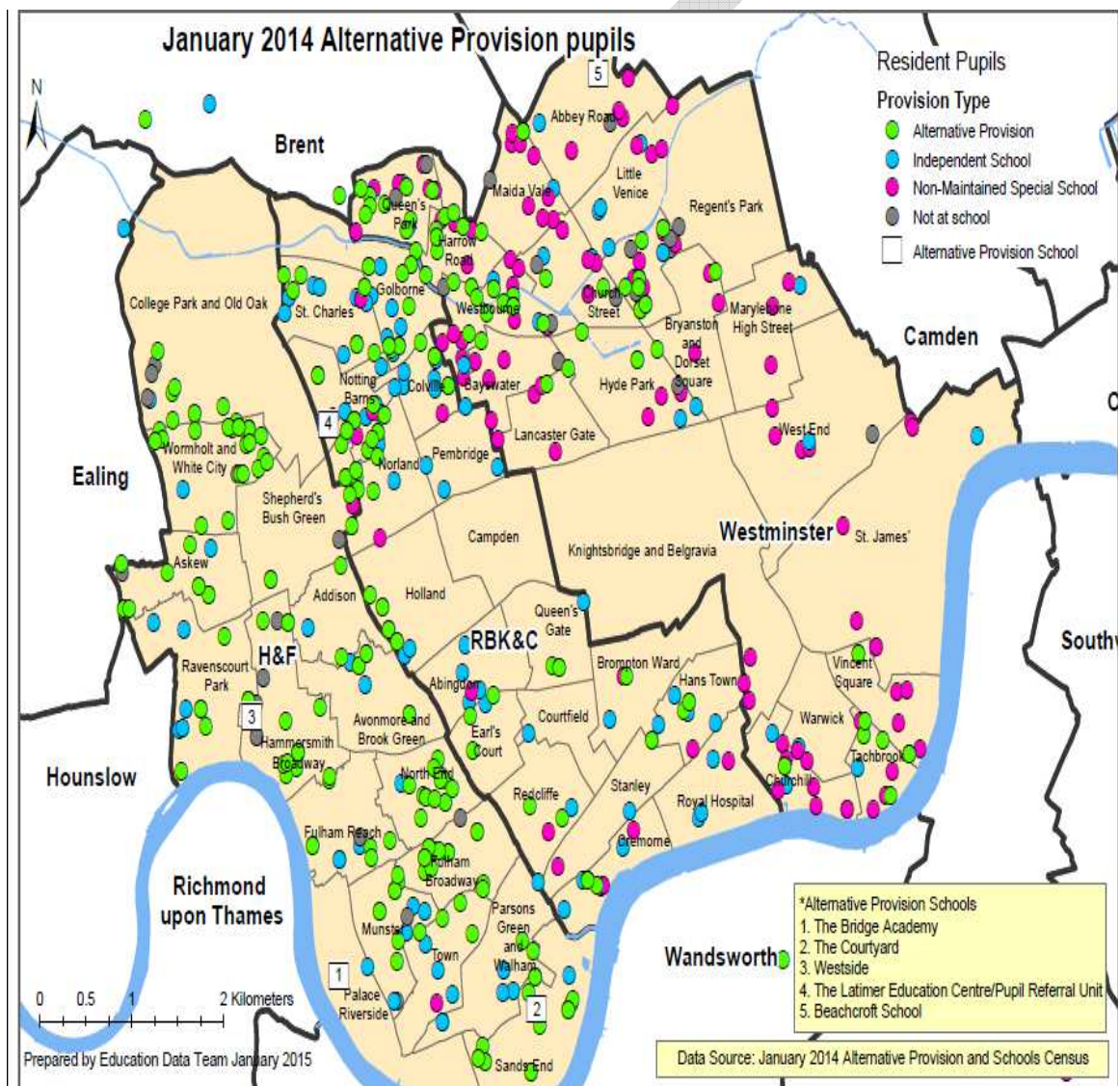
## **8. Alternative Provision**

The TBAP Multi-Academy Trust (MAT) has been established to oversee the delivery of alternative education provision across H&F, K&C and Westminster.

The creation of a Bi-Borough Alternative Provision (AP) Hub School is a key aspiration of the service, which would create an environment much more able to support the raising of achievement and opportunities consistently across the area. The Council is therefore considering a proposal to create a Bi-Borough Hub at the current location in Finlay Street, Fulham.



The map below shows the home location of pupils registered with the Alternative Provision service in the area covered by the Multi-Academy Trust and the type of school or institution attended. The home locations of the students attending the Bridge in H&F and Latimer in K&C respectively do not favour one location over the other. The new Unit will cater for 150 pupils, but it is expected that student numbers at the Bridge AP Academy in H&F will not alter significantly in the coming 3-5 years.



The TBAP MAT also proposes to set up an AP Academic 6<sup>th</sup> Form Free School at the same location. This school will target academically able

pupils in AP who do not achieve their potential GCSE grades. These pupils will join the free school AP Academy and complete A-levels to facilitate progression to good universities. TBAP propose that the school should be co-located with the Bi-Borough hub and would anticipate appropriate levels of capital funding to be made available from the DfE's Free School programme.

One of the biggest single indicators of successful outcomes for Alternative Provision is related to NEETs (Not in Education, Employment and Training) in the post-16 sector. While there is a broad range of post-16 provision across all academic and vocational areas and a high level of job vacancies, in 2013, 110 young people aged 16-18 were classified as NEET<sup>8</sup>. In January 2014 the H&F NEET population was 3.2% of the sector, which was 2.3% below its target and lower than both the London average of 3.8% and the national average of 5.3%.

The importance of reducing NEETs cannot be underestimated: nationally some 15% of long term NEETs die within 10 years of leaving school. TBAP Academies work with a range of other local providers to offer the support most appropriate to each individual student. The success of the Bridge AP academy provision is reflected in LBHF by:

- The demonstrable reduction of NEETs;
- The reduction in statements and referrals for support for behaviour;
- The reduced need for other SEN provision related to such needs.

## **9. Post 16**

In January 2014, 664<sup>1</sup> post-16 resident students attended school sixth forms, and a further 600 at other colleges. Eight secondary schools in H&F provide Post 16 provision. A third of students in the maintained school sector are H&F residents. Between 2013 and 2015, the GLA estimated that the Post 16 population would grow by 1.1% when the participation age rises to 18 in September 2015. Some of this increase will be absorbed by maintained schools with 6<sup>th</sup> form provision but the majority is likely to be within other Further Education or apprenticeship providers. The figures for NEETs are shown in paragraph 9 above.

There is sufficient capacity to meet demand for mainstream Post 16 students, but there is a requirement for additional SEN and vocational provision leading to apprenticeships and supported internships for students with SEND.

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## 10. Regeneration and development

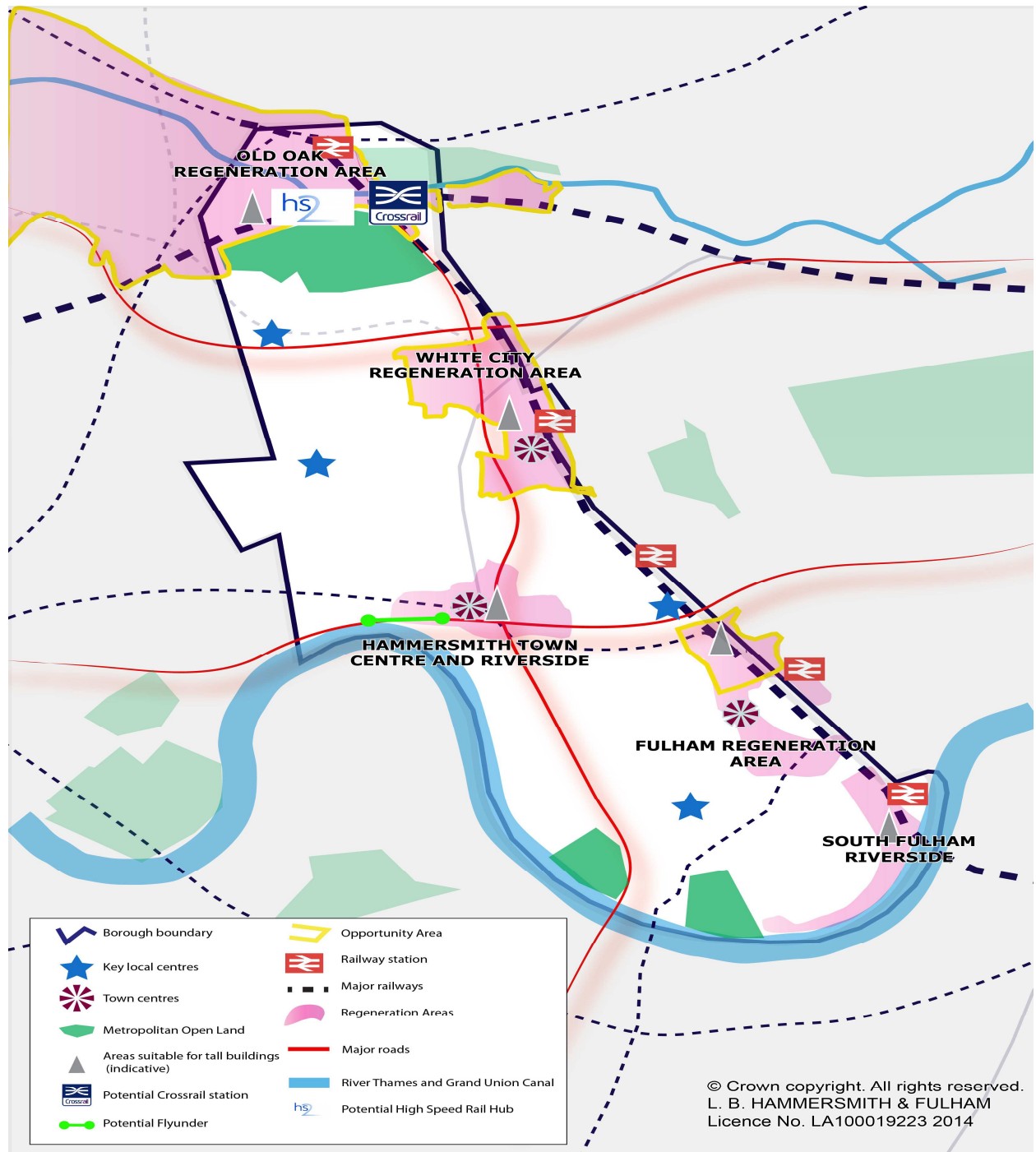
A review of the Council's development plan documents, including the Core Strategy (adopted in October 2011) and the Development Management Local Plan (DMLP) (adopted in July 2013), has been undertaken. The review reflects the need to acknowledge new housing targets set by the Mayor of London in the draft further alterations to the London Plan, as well as the need for new policy for the Old Oak Regeneration Area (OORA).

The Council's own draft Local Plan 2014 proposes significant growth in 5 regeneration areas which will result in the need for additional school places (see following tables). The Council has revised its policies for the supply of affordable housing (Borough wide policy HO3). An initial assessment of the 'child yield' resulting from each regeneration area is set out below, based on previous analysis of development impact in the South Fulham and Old Oak areas. For high-level planning purposes, this shows that each development of 1,000 homes requires an average of 0.5-1 FE at primary level and up to 0.5FE at secondary level. In the table below, a broad view has been taken of how the additional demand for school places could be met from developments already in the investment programme, or where new places will need to be provided through expansion or new schools.

As some of the regeneration plans are at a relatively early stage, some broad assumptions have also been made of the size of school required. While the Indicative Housing Targets have a 20 year lifespan, the School Investment Strategy has a 10 year lifespan, and therefore no detailed consideration is given to the need for school places for years 11-20. However, the design of any new schools will have regard to the need for possible expansion in future years.

The current projected surplus of primary school places will continue until 2023, and secondary school places until 2019, and has been noted in this assessment.

# Hammersmith & Fulham Regeneration Map



## North

Area	2015-2020	Solution	2020-2025	solution	2025-2035
White City	No. of dwellings and Child Yield 1,000 0.5 FE primary, 0.5 FE secondary	Absorb both in existing schools	No. of dwellings and Child Yield 2,500 2.5 FE primary, 1.0 FE secondary	New provision for both (see comment below)	No. of dwellings and Child Yield 2,500
Old Oak  DIF - See note below	1FE primary	New provision in expanded existing schools	2,000  This could increase to 2FE primary and 2FE secondary	Old Oak  DIF - See note below	1FE primary

### White City

There are currently two primary schools within the White City area of H&F, Pope John RC School and ARK Swift Primary Academy. Pope John RC School will expand from 1 FE to 2FE in 2015. A new 2 FE primary academy will open on the Burlington Danes Secondary Academy site in 2015.

There are no proposed new secondary schools within the development area. The two closest schools in H&F are Burlington Danes Secondary Academy and Phoenix High School, which has some spare places particularly in Year 7. Kensington Academy opened in K&C in 2014. A proposal for a secondary free school in the Shepherd's Bush area has been submitted, which if approved will open in 2016. This will contribute significantly to the projected need for new places by 2020.

Although some schools currently have vacancies, further consideration of secondary provision in H&F will be required.

## **Old Oak**

The GLA is preparing an Area Opportunity Planning Framework Document, which will be considered by the new Mayoral Development Corporation once it has been established. The draft Development Infrastructure Funding (DIF) study for Old Oak, compiled by the GLA, will be issued in January 2015. The schools in the area include Old Oak, ARK Conway and Wormholt primary schools, and Phoenix Secondary school, all of which may be able to absorb some additional demand for places before new schools are required. The anticipated number of new dwellings in the Council's draft Local Plan is shown in the table above, but the DIF may indicate the requirement for new school places at an earlier phase.

## **South**

<b>Area</b>	<b>2015-2020</b> No. of dwellings and Child Yield	<b>Solution</b>	<b>2020-2025</b> No. of dwellings and Child Yield	<b>Solution</b>	<b>2025-2035</b> No. of dwellings and Child Yield
Hammersmith Town Centre and Riverside	200	Absorb within existing schools	800	0.5FE primary – expand existing schools	2,000
Fulham Regeneration Area (FRA) – including Earl's Court	1,500 1.0 FE primary 0.5 FE secondary	new provision already secured  Absorb within existing schools	2,500 2.5 FE primary 1.0 FE secondary	New provision  Expand existing schools	3,000

South Fulham Riverside	1,500 1.0FE Primary	New provision already secured (with FRA above)	1,500 1.0FE primary	Expand existing schools	1,000
	0.5FE Secondary	Expand	0.5FE secondary	Expand existing schools	

### **Hammersmith Town Centre and Riverside**

This area has benefitted from the opening of West London Free School and no further major school development is expected.

### **South Fulham Riverside**

The requirement for a new 2FE primary school within the regeneration area and the equivalent of 1FE at secondary level, can be met within existing schools where space is currently available, e.g. Sullivan, new King's and Langford primary schools, and Hurlingham & Chelsea secondary school.

### **Fulham Regeneration Area (including Earl's Court)**

A new 2 FE primary school in Earl's Court has been secured by a planning obligation on the developer. The school has already opened as a 1 FE school with West London Free School Academy Trust as the sponsor, at interim accommodation on the Trust's existing site in Hammersmith. This is already factored into the projections of pupil numbers. The Council is also exploring whether demand for secondary school places created by the development could be provided by an all-through school. The requirement for these places is subject to the review of the Earl's Court development proposals.

The area also benefits from the opening of Fulham Boys School.

Other areas of the Borough are expected to see an additional 2,400 new dwellings. It is noted that regeneration areas are expected to



deliver 6,500 additional homes in the North and 8,600 homes in the south during the period 2025 to 2035.

## **11. Funding for new schools**

Where new provision is required, the Council would expect that developer contributions (from s106 or CIL levies) and external Government grant from Basic Need allocations (including funding for free schools) will meet the majority of the funding.

- **Planning and infrastructure contributions**

The new Earl's Court free school is an example of a planning contribution which, in this case, was sufficiently substantial to deliver a complete new school.

The Council is currently holding unallocated s106 funds of £600,000 for education projects.

The Community Infrastructure Levy (CIL) is a non-negotiable tax on development and is not site specific. No contributions have yet been received from CIL.

- **DfE Allocations for Basic Need provision**

Funding allocations by the DfE for new school places (Basic Need) are based on statistical returns on projected pupil numbers, supplied by the Council, which are in turn derived from data provided by the GLA.

The pattern of Basic Need Allocations since 2011 has been as follows:

2011-12	£19,097,586
Basic Need Allocation 2012-13 Including Additional Allocation of £18.8M from the national £600M pot to address the need for additional places	£33,139,004
Basic Need Allocation 2013 to 2015 (two	£8,491,985

years)	
Basic Need Allocation 2015-17	NIL
Total	60,728,575

The spend against the Basic Need allocation has been as follows:

Primary and secondary schools listed in <b>section 4</b> above	£27,310,000
Queensmill Special School plus Council and other funds towards a total scheme cost of £11M	£2,800,000
Priority condition needs across the portfolio	£7,770,000
Curriculum improvements	£2,302,000
Other works including previous schemes, re-modelling and extensions	20,546,575
Total	60,728,575

The Council's Basic Need allocation is fully committed.

The current surplus provision at both primary and secondary level reflects the success of the Council's investment programme, but has also resulted in the reduction of Basic Need funding in this allocation period. In 2013 the Government also announced that the Targeted Basic Need Programme would fund the provision of new places in the areas that need it most. The approach signalled a move away from formula based funding allocations, and targeting resources to areas facing high demand for new places. TBNF will also deliver free schools and academies in future. The Government has not yet announced a further round of Basic or TBN allocations.

- **Investment in free school and academies**

Fulham Boys Free School opened in 2014, in temporary accommodation formerly occupied by Queensmill Special School at Mund Street prior to its move to a new building. The Mund Street site has been sold for development, but the school buildings are occupied by the School while a permanent site is identified by the Education Funding Agency.

## **12. Investment Programme for Schools**

The School Organisation Strategy approved in 2014 set out the current investment programme in new school places for the period 2015 to 2023, as follows:

- 609 primary places in community or VA schools
- 1085 primary places in free schools
- 1095 secondary places in community or VA schools
- 210 secondary places in free schools

Whilst it is expected that this will meet the requirement for new primary school provision for the 10 year period covered by the Strategy for 2015, additional secondary provision will be required by 2019. The Council has therefore supported a proposal for a new secondary free school in the Shepherd's Bush area, which will open in 2016.

- **Strategy for 2015-20: existing buildings**

The Council will also review its existing school portfolio in collaboration with its Voluntary Aided sector and academy partners, with a view to maximising the potential of each site. It will do this by a programme of reviewing the capacity and condition of buildings in order to target resources most effectively.

- **Regeneration Areas**

### **2015-2020**

The Council would expect to be able to absorb additional demand for new places arising from the Regeneration Areas for the period 2015-20.

### **2020-2025**

The following new provision is expected to be required in the Regeneration Areas for the period 2020-2025:

- 3.5 FE primary and 2.0 FE secondary provision in the North
- 3.5 FE primary and 1.5FE secondary provision in the South.

This equates to a capital cost of £30-40M excluding land costs.

This requirement is based on the expected new provision shown in section 11 above. Although the Council will seek to expand existing schools (especially at secondary level), by this stage, capacity may have been reached and new sites will be required within the Regeneration Areas.

### **2025 - 2035**

If the Regeneration Areas deliver the anticipated number of new homes during the period during 2025 to 2035, a further 6 FE primary provision and 3 FE secondary provision in the North, and 8 FE primary provision and 4 FE secondary provision in the South will be required, in addition to demand created by natural population growth. All this would be required in new schools.

This Strategy will be revised on an annual basis as the impact of proposed development in the Regeneration Areas, and other demand drivers are confirmed.

Ian Heggs  
Director of Schools

Alan Wharton  
Head of Asset Strategy

## **Appendices**

1. Key for School Map Reference
2. Neighbouring Borough School Place Planning proposals
3. Census information showing vacancies and capacity 2014
4. Popular schools and preferences
5. Ofsted ratings

### **End Notes:**

1. January 2014 Census
2. Do the Maths 2014
3. GLA Projections
4. GLA London Schools Atlas <http://data.london.gov.uk/dataset/london-schools-atlas>
5. GLA Ward Projections based on 2013 BPO data March 2014
6. DfE Cross Border Mobility Matrix January 2014. Table produced by London Councils
7. Autumn 2014/15 Census
8. 16-18 NEETs by borough and 16-24 NEETs by region. Annual 2009 - 2013. October 2014

## **Appendix 1: Key for School Reference Map**

<b>Hammersmith and Fulham Schools Key for School Reference Map</b>				
	<b>School</b>	<b>DfE School Number</b>	<b>Postcode</b>	<b>Map Key</b>
<b>Nursery</b>	Bayonne Nursery School	2051059	W6 8PF	1
	James Lee Nursery School	2051056	W14 9BH	2
	Randolph Beresford	2051034	W12 7PH	3
	Vanessa Nursery School	2051039	W12 9JA	4
<b>Primary</b>	Addison	2052002	W14 0DT	1
	All Saints C of E	2053300	SW6 6ED	2
	ARK Bentworth Academy	2052045	W12 7AJ	3
	ARK Conway Academy	2052000	W12 0QT	4
	Ark Swift Academy	2052003	W12 7PT	5
	Avonmore	2052026	W14 8SH	6
	Brackenbury	2052061	W6 0BA	7
	Earls Court Free School	2052004	W6 0LB	8
	Flora Gardens	2052223	W6 0UD	9
	Fulham	2052286	SW6 1JU	10
	Good Shepherd RC	2053602	W12 9BY	11
	Greenside	2052913	W12 9PT	12
	Holy Cross RC School	2053354	SW6 4BL	13
	John Betts	2053368	W6 0UA	14
	Kenmont	2052350	NW10 6AL	15
	Langford	2052367	SW6 2LG	16
	Larmerier & SH RC	2053649	W6 7BL	17
	Lena Gardens	2052383	W6 7PZ	18
	Melcombe	2052408	W6 9ER	19
	Miles Coverdale	2052134	W12 8JJ	20
	New King's	2052309	SW6 4LY	21
	Normand Croft Community	2053650	W14 9PA	22
	Old Oak	2052444	W12 0AS	23
	Pope John RC School	2053645	W12 7QR	24
	Queen's Manor School	2052484	SW6 6ND	25
	Sir John Lillie	2052555	SW6 7LN	26
	St Augustine's RC (H&F)	2053378	W6 8QE	27
	St John's Walham Green C of E	2053463	SW6 6AS	28
	St Mary's Catholic	2053529	W14 0LT	29
	St Paul's C of E	2053566	W6 9BP	30
	St Peter's (H&F)	2053578	W6 9BA	31
	St Stephen's C of E (H&F)	2053600	W12 8LH	32
	St Thomas of Canterbury	2053648	SW6 7HB	33
	Sullivan	2052577	SW6 3BN	34
	Wendell Park	2052632	W12 9LB	35
	WLFS Primary	2052001	W6 0DT	36
	Wormholt Park	2052660	W12 0SR	37

## Hammersmith and Fulham Schools Key for School Reference Map

	School	DfE School Number	Postcode	Map Key
<b>Secondary</b>	Burlington Danes Academy	2056905	W12 0HR	1
	Fulham Boys Free School	2054001	W14 9LY	2
	Fulham College Boys' School	2054106	SW6 6SN	3
	Fulham Cross Girls' School	2054315	SW6 6BP	4
	Hammersmith Academy	2056906	W12 9JD	5
	Hurlingham and Chelsea	2054319	SW6 3ED	6
	Lady Margaret School	2054632	SW6 4UN	7
	London Oratory School	2055400	SW6 1RX	8
	Phoenix High School	2054314	W12 0RG	9
	Sacred Heart High School	2054620	W6 7DG	10
	West London Free School	2054000	W6 0LB	11
<b>Special Schools</b>	Cambridge School	2057204	W12 0SP	1
	Jack Tizard School	2057203	W12 7PA	2
	Queensmill School	2057014	W14 9LY	3
	Woodlane High School	2057153	W12 0TN	4
<b>Alternative Provision</b>	Bridge AP Academy	2051101	SW6 6HB	1
	Courtyard AP Academy	2051106	SW6 2LG	2
	Westside AP:	2056394	W6 0LT	3
<b>Sixth Form</b>	William Morris 6th Form	2054320	W6 8RB	1

## **Appendix 2: Neighbouring Borough's School Place Programme**

### **Brent Primary Expansion**

2014 The LA has managed to keep pace with demand for primary places.

Measures have been taken to include a bulge provision to create sufficient places to meet demand for September 2014.

2016 The LA will need a further 6FE.

### **Brent' Secondary Expansion**

2014 Sufficient places to meet demand

2017 Uncertainty of when free schools will open may cause a shortage at secondary phase by 2017/2018.

### **Ealing Primary Expansion**

2014 Created a bulge provision to create sufficient places to meet demand

2016 6 FE need to create sufficient places

### **Ealing Secondary Expansion**

2015 New 4FE secondary free school opening in September

2016 2FE expansion in September

2018 2FE shortfall identified in Ealing and Hanwell rising to 5FE by 2019.

### **Hounslow Primary Expansion**

2015 5 expansions confirmed for September

A new Free School is due to open in Brentford

2016 Statutory consultation due to commence Jan 2015 on expanding one primary school from 3FE to 5FE

A new Free School due to open

2017 1 school expansion confirmed expanding from 2FE to 4FE

### **Hounslow Secondary expansion**

2015 Chiswick Community School which borders H&F will be affected by an expansion program. Expanding from 7.2FE to 8FE in Sept

2019 29.5 FE needed

Feasibility studies are being carried out

All existing Hounslow Secondary Schools are academies that wish to grow

3 potential free schools are awaiting EFA announcements next March re successful bids. If agreed potential to provide up to 16 FE although.

The LA is working to identify sites in areas of need in the Brentford and Central Hounslow



**RBKC Primary Expansion**

2015 Planned expansion of Marlborough School by 30 spaces per year  
Fox school providing 30 permanent spaces in place of bulge class  
2016 1 FE school on Warwick Road (new development)

**RBKC Secondary Expansion**

2014 Kensington Aldridge Academy: 900 places + 240 Sixth Form

School place planning information has not been obtained from Wandsworth) or Richmond.

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### Appendix 3: PAN less Census Roll excl Nursery: Surplus Places

#### Primary

	January 2014 *Academy ^Free school	PAN May 14	Jan 14 Roll	Total Roll excl. Nursery	Nursery Roll	Surplus Places	% Surplus Places
PRIMARY	Addison	420	439	389	50	<b>31</b>	7.4%
	All Saints	210	231	205	26	<b>5</b>	2.4%
	Ark Bentworth*	210	214	190	24	<b>20</b>	9.5%
	Ark Conway*	90	90	90			
	Ark Swift Canberra*	420	396	367	29	<b>53</b>	12.6%
	Avonmore	210	218	194	24	<b>16</b>	7.6%
	Brackenbury	480	505	455	50	<b>25</b>	5.2%
	Earl's Court FS^						
	Flora Gardens	270	257	222	35	<b>48</b>	17.8%
	Fulham	420	301	258	43	<b>162</b>	38.6%
	Good Shepherd	240	255	234	21	<b>6</b>	2.5%
	Greenside	210	225	201	24	<b>9</b>	4.3%
	Holy Cross	382	410	380	30	<b>2</b>	0.5%
	John Betts	240	238	238		<b>2</b>	0.8%
	Kenmont	210	233	203	30	<b>7</b>	3.3%
	Langford	315	225	192	33	<b>123</b>	39.0%
	Larmenier Sacred Heart	420	474	419	55	<b>1</b>	0.2%
	Lena Gardens*	210	214	189	25	<b>21</b>	10.0%
	Melcombe	420	375	324	51	<b>96</b>	22.9%
	Miles Coverdale	210	246	221	25		
	New Kings	210	198	162	36	<b>48</b>	22.9%
	Normand Croft	210	277	190	87	<b>20</b>	9.5%
	Old Oak	360	394	348	46	<b>12</b>	3.3%
	Pope John	240	270	242	28		
	Queens Manor	210	217	187	30	<b>23</b>	11.0%
	Sir John Lillie	420	444	391	53	<b>29</b>	6.9%
	St. Augustine's	210	205	205		<b>5</b>	2.4%
	St. John's	360	347	321	26	<b>39</b>	10.8%
	St. Mary's	210	229	203	26	<b>7</b>	3.3%
	St. Paul's	210	223	197	26	<b>13</b>	6.2%
	St. Peter's	210	227	201	26	<b>9</b>	4.3%
	St. Stephen's	270	294	268	26	<b>2</b>	0.7%
	St. Thomas	390	367	338	29	<b>52</b>	13.3%
	Sullivan	315	289	264	25	<b>51</b>	16.2%
	Wendell Park	450	465	418	47	<b>32</b>	7.1%
	WLFS Primary^	60	60	60			
	Wormholt Park	450	429	403	26	<b>47</b>	10.4%
	Total Community	5790	5737	5022	715	<b>779</b>	13.5%
	Total VA	4582	4744	4347	397	<b>237</b>	5.2%
	North of Borough	6030	6312	5695	617	<b>348</b>	5.8%
South of Borough	4342	4169	3674	495	<b>668</b>	15.4%	
<b>Primary Total</b>	<b>10372</b>	<b>10481</b>	<b>9369</b>	<b>1112</b>	<b>1016</b>	<b>9.8%</b>	

<b>PRIMARY Oct 2014</b>	<b>Pan Oct 14 YR-Y6</b>	<b>Oct 14 Roll YR-Y6</b>	<b>Surplus Places</b>	<b>% Surplus Places</b>
Addison	420	406	14	3.3%
All Saints	210	202	8	3.8%
Ark Bentworth*	210	199	11	5.2%
Ark Conway*	120	122		
Ark Swift Canberra*	420	353	67	16.0%
Avonmore	210	198	12	5.7%
Brackenbury	480	457	23	4.8%
Earl's Court FS^	30	30		
Flora Gardens	270	212	58	21.5%
Fulham	420	282	138	32.9%
Good Shepherd	240	232	8	3.3%
Greenside	210	199	11	5.2%
Holy Cross	440	428	12	2.7%
John Betts	240	235	5	2.1%
Kenmont	210	206	4	1.9%
Langford	315	176	139	44.1%
Larmenier Sacred Heart	420	417	3	0.7%
Lena Gardens*	210	177	33	15.7%
Melcombe	420	351	69	16.4%
Miles Coverdale	210	223		
New Kings	210	168	42	20.0%
Normand Croft	210	187	23	11.0%
Old Oak	375	341	34	9.1%
Pope John	240	240		
Queens Manor	210	197	13	6.2%
Sir John Lillie	420	368	52	12.4%
St. Augustine's	210	211		
St. John's	390	340	50	12.8%
St. Mary's	210	193	17	8.1%
St. Paul's	210	204	6	2.9%
St. Peter's	210	202	8	3.8%
St. Stephen's	300	292	8	2.7%
St. Thomas	405	339	66	16.3%
Sulivan	315	241	74	23.5%
Wendell Park	450	412	38	8.4%
WLFS Primary^	120	120		
Wormholt Park	450	408	42	9.3%
Total Community (+ /-)	5805	5032	773	13.3%
Total VA (+ /-)	4835	4536	299	6.2%
North of Borough	6105	5724	381	6.2%
South of Borough	4535	3844	691	15.2%
<b>Primary Total</b>	<b>10640</b>	<b>9568</b>	<b>1072</b>	<b>10.1%</b>

### Appendix 3: PAN less Census Roll: Surplus Places

#### Secondary

January 2014 *Academy ^Free school	PAN May 14 Y7-Y11	Jan 14 Roll Y7-Y11	Surplus Places	% Surplus Places
Burlington Danes*	900	861	39	4.3%
Fulham Boys^				
Fulham College Boys'*	720	352	368	51.1%
Fulham Cross Girls'*	625	606	19	3.0%
Hammersmith Academy*	780	360	420	53.8%
Hurlingham & Chelsea	750	521	229	30.5%
Lady Margaret*	510	503	7	1.4%
London Oratory*	900	905		
Phoenix High	900	845	55	6.1%
Sacred Heart*	765	817		
WLFS^	360	360		
Total Community (+/-)	1650	1366	284	17.2%
Total VA (+/-)	5560	4764	796	14.3%
<b>Secondary Total</b>	<b>7210</b>	<b>6130</b>	<b>1080</b>	<b>15.0%</b>

SECONDARY Oct 2014	PAN Oct 14 Y7-Y11	Oct 14 Roll Y7-Y11	Surplus Places	% Surplus Places
Burlington Danes	900	877	23	2.6%
Fulham Boys	180	75	105	58.3%
Fulham College Boys'	690	372	318	46.1%
Fulham Cross	625	621	4	0.6%
Hammersmith Academy	480	482		
Hurlingham & Chelsea	750	417	333	44.4%
Lady Margaret	540	538	2	0.4%
London Oratory	900	910		
Phoenix High	900	762	138	15.3%
Sacred Heart	780	821		
WLFS	480	475	5	1.0%
Total Community (+/-)	1650	1179	471	28.5%
Total VA (+/-)	5575	5171	404	7.2%
<b>Secondary Total</b>	<b>7225</b>	<b>6350</b>	<b>875</b>	<b>12.1%</b>

Please note: **Hammersmith Academy** is a new school with phased year entry. A full complement of students will be on roll from the 2015/16 academic year.

**Fulham Boys Free School** opened in September 2014 with phased year entry. A full complement of students will be on roll in 2018.

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### Appendix 3a: Census information showing vacancies and capacity

	Jan 2014 Capacity *Academy ^Free school	Net Capacity Floor space*	Jan 14 Roll	Roll Excl. Nursery	Nursery Roll	Surplus Places	Surplus Places
PRIMARY	Addison	420	439	389	50	31	7.4%
	All Saints	210	231	205	26	5	2.4%
	Ark Bentworth*	237	214	190	24	47	19.8%
	Ark Conway*	210	90	90		120	57.1%
	Ark Swift Canberra*	420	396	367	29	53	12.6%
	Avonmore	208	218	194	24	14	6.7%
	Brackenbury	443	505	455	50		
	Earl's Court FS^						
	Flora Gardens	270	257	222	35	48	17.8%
	Fulham	420	301	258	43	162	38.6%
	Good Shepherd	240	255	234	21	6	2.5%
	Greenside	210	225	201	24	9	4.3%
	Holy Cross	327	410	380	30		
	John Betts	210	238	238			
	Kenmont	210	233	203	30	7	3.3%
	Langford	289	225	192	33	97	33.6%
	Larmenier Sacred Heart	420	474	419	55	1	0.2%
	Lena Gardens*	189	214	189	25		
	Melcombe	370	375	324	51	46	12.4%
	Miles Coverdale	210	246	221	25		
	New Kings	245	198	162	36	83	33.9%
	Normand Croft	210	277	190	87	20	9.5%
	Old Oak	420	394	348	46	72	17.1%
	Pope John	233	270	242	28		
	Queens Manor	297	217	187	30	110	37.0%
	Sir John Lillie	420	444	391	53	29	6.9%
	St. Augustine's	210	205	205		5	2.4%
	St. John's	420	347	321	26	99	23.6%
	St. Mary's	209	229	203	26	6	2.9%
	St. Paul's	210	223	197	26	13	6.2%
	St. Peter's	174	227	201	26		
	St. Stephen's	400	294	268	26	132	33.0%
	St. Thomas	420	367	338	29	82	19.5%
	Sullivan	315	289	264	25	51	16.2%
	Wendell Park	420	465	418	47	2	0.5%
	WLFS Primary^	60	60	60			
Wormholt Park	474	429	403	26	71	15.0%	
Total Community	5851	5737	5022	715	852	14.6%	
Total VA	4799	4744	4347	397	569	11.9%	
North of Borough	6227	6312	5695	617	619	9.9%	
South of Borough	4423	4169	3674	495	802	18.1%	
<b>Primary Total</b>	<b>10650</b>	<b>10481</b>	<b>9369</b>	<b>1112</b>	<b>1421</b>	<b>13.3%</b>	

	Jan 2014 Capacity *Academy ^Free school	Net Capacity Floor space*	Jan 14 Roll	Surplus Places	% Surplus Places
SECONDARY	Burlington Danes*	1064	1039	25	2.3%
	Fulham Boys'^				
	Fulham College Boys'*	855	387	468	54.7%
	Fulham Cross Girls'*	648	606	42	6.5%
	<b>Hammersmith Academy*</b>	780	563	217	27.8%
	Hurlingham & Chelsea	988	521	467	47.3%
	Lady Margaret*	651	698		
	London Oratory*	1101	1332		
	Phoenix High	1490	994	496	33.3%
	Sacred Heart*	793	896		
	West London Free School^		360		
	Total Community	2478	1515	963	38.9%
	Total VA	5892	5881	752	12.8%
	<b>Secondary Total</b>	<b>8370</b>	<b>7396</b>	<b>1715</b>	<b>20.5%</b>

Please note: **Hammersmith Academy** is a new school with phased year entry. A full complement of students will be on roll from the 2015/16 academic year.

**Fulham Boys Free School** opened in September 2014 with phased year entry. A full complement of students will be on roll in 2018.

**Capacity** is based on the site area footprint and estimates how many could occupy the area. This figure will be considered when expanding existing schools as the floor space may include non teaching areas and auxiliary space.

## Appendix 4: Year 7 Popular School and Preference

School *Academy ^Free school	Applications for Hammersmith & Fulham Schools – By Preference and Residence		
	1st preference		
	Total	H&F	Out of Borough
Sacred Heart High (H&F)*	314	84	230
London Oratory School*	306	33	273
Lady Margaret Secondary School*	283	151	132
Burlington Danes Academy*	260	147	113
West London Free School^	179	100	79
Hammersmith Academy*	140	115	25
Fulham Boys' Free School^	79	54	25
Fulham Cross Girls School*	71	56	15
Phoenix High School	50	43	7
Fulham College Boys School*	26	22	4
Hurlingham & Chelsea Secondary School	13	12	1
<b>Total</b>	<b>1721</b>	<b>817</b>	<b>904</b>

School *Academy ^Free school	PAN	1st	2nd	3rd	4th	5th	6th	Total 2015	Total 2014	% Dif.
Sacred Heart High (H&F)*	165	314	154	95	65	38	29	695	671	4%
London Oratory*	160	306	308	130	93	47	29	913	846	8%
Lady Margaret*	120	283	206	127	70	39	16	741	677	9%
Burlington Danes Academy*	180	260	197	173	116	80	60	886	718	23%
West London Free School^	120	179	264	244	215	125	95	1122	1123	0%
Hammersmith Academy*	120	140	212	162	110	65	42	731	700	4%
Fulham Boys' I^	120	79	58	49	40	22	19	267	207	29%
Fulham Cross Girls'*	125	71	64	52	26	40	30	283	279	1%
Phoenix High School	180	50	34	35	41	18	25	203	260	-22%
Fulham College Boys'*	120	26	19	26	21	20	12	124	144	-14%
Hurlingham and Chelsea	150	13	21	22	30	20	32	138	212	-35%
<b>Hammersmith &amp; Fulham Total</b>	<b>815</b>	<b>1721</b>	<b>1537</b>	<b>1115</b>	<b>827</b>	<b>514</b>	<b>389</b>	<b>6103</b>	<b>5837</b>	<b>5%</b>



## Appendix 4: Year 7 Popular School and Preference

The table below shows the popularity of schools by the number of applications received against the number of places available.

School *Academy ^Free School	Total	PAN	Applications per place
West London Free School^	1128	120	9.4
Lady Margaret Secondary School*	745	120	6.21
Hammersmith Academy*	740	120	6.17
London Oratory School*	920	160	5.75
Burlington Danes Academy*	894	180	4.97
Sacred Heart High (H&F) *	696	165	4.22
Fulham Cross Girls School*	284	125	2.27
Fulham Boys' Free School^	266	120	2.22
Phoenix High School	208	180	1.16
Fulham College Boys School*	125	120	1.04
Hurlingham & Chelsea Secondary School	137	150	0.91

Please note: The Admission school preference numbers in these tables slightly differ as the Y7 process is still ongoing. For the purposes of the strategy the slight differences should be ignored as they do not affect the outcome.


## Appendix 5: Ofsted ratings

School Primary	Ofsted Inspection	Judgement				
		All	Teach	Lead	Achieve	Behaviour
Addison	Oct-11	G	G	G	G	G
All Saints CE	Jun-11	G	G	G	G	G
Ark Bentworth Academy*	Nov-14	G	G	G	G	G
Ark Conway Primary Academy*	Jul-13	O	O	O	O	O
Ark Swift Academy*	Jul-12	I	I	I	I	RI
Avonmore Primary School	Sep-11	G	G	G	G	O
Brackenbury	Jan-09	O	O	O	O	O
Earl's Court Primary (WLFS)						
Flora Gardens	May-10	G	G	G	G	G
Fulham	Sep-12	G	G	G	G	G
The Good Shepherd RC	Apr-14	O	O	O	O	O
Greenside	Oct-14	G	G	O	G	O
Holy Cross RC	Sep-13	RI	RI	RI	RI	RI
John Betts	Jun-07	O	O	O	O	O
Kenmont	Sep-12	G	G	G	G	G
Langford	Jul-14	RI	RI	RI	RI	G
Larmenier & Sacred Heart	Feb-09	O	O	O	O	O
Lena Gardens Academy*	Jul-09	G	G	G	G	G
Melcombe	Sep-13	O	O	O	O	O
Miles Coverdale	Feb-13	O	O	O	O	O
New King's	Dec-12	G	G	G	G	G
Normand Croft Community	Oct-14	RI	RI	RI	RI	G
Old Oak	Nov-13	G	G	G	G	G
Pope John RC	May-08	O	O	O	O	O
Queen's Manor	May-12	G	G	G	G	O
Sir John Lillie	Nov-13	RI	RI	RI	RI	RI
St Augustine's Catholic	Jan-07	O	O	O	O	O
St John's CE Walham Green	Dec-12	G	G	G	G	G
St Mary's RC	Nov-14	G	G	G	G	G
St Paul's CE	Apr-13	RI	RI	RI	RI	G
St Peter's CE	May-12	G	G	G	G	G
St Stephen's CE	May-11	O	O	O	O	O
St Thomas RC	Dec-13	G	G	G	G	G
Sullivan	May-10	G	G	G	G	O
Wendell Park	Jan-13	G	G	G	G	G
WLFS Primary ^						

Wormholt Park	May-13	G	G	G	G	G
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School	Ofsted Inspection	Judgement				
		All	Teach	Lead	Achieve	Behaviour
<b>Secondary</b>						
Burlington Danes Academy	Dec-13	O	O	O	O	O
Fulham College Boys' Academy	Jul-10	G	G	G	G	G
Fulham Boys Free School						
Fulham Cross Girls' Academy	Sep-09	O	G	O	O	O
Hammersmith Academy	Feb-13	G	G	G	G	O
Hurlingham and Chelsea	Feb-14	I	I	I	I	RI
Lady Margaret CE Academy	Sep-11	O	G	O	O	O
London Oratory RC Academy	Mar-09	O	O	O	O	O
Phoenix High	Nov-13	RI	RI	RI	RI	G
Sacred Heart RC High Academy	Jan-09	O	O	O	O	O
West London Free Academy	Jul-13	G	G	G	G	O
<b>Sixth Form</b>						
William Morris	May-13	G	G	G	G	G

# Agenda Item 9

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b>  <b>10 FEBRUARY 2015</b>
<b>UPDATE ON THE 2 YEAR OLD PROGRAMME – FEBRUARY 2015</b>	
<b>Report of the Executive Director of Children’s Services</b>	
<b>Open Report</b>	
<b>Classification – For Review &amp; Comment</b>	
<b>Key Decision: No</b>	
<b>Wards Affected: All</b>	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Tri-borough Children’s Services	
<b>Report Author:</b> Jacqueline Devine Tri-Borough Commissioning - Early Years	<b>Contact Details:</b> Tel: 020 7938 8512 E-mail: <a href="mailto:jacqueline.devine@rbkc.gov.uk">jacqueline.devine@rbkc.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. This report updates the Committee on the Two Year Old Programme as requested at a previous meeting.

## 2. RECOMMENDATIONS

- 2.1. That members of the Policy and Accountability Committee review and comment on this report.

## 3. BACKGROUND

- 3.1 The two year old programme forms part of a wider strategy of early intervention and prevention for young children, targeting services where they are needed the most in order to improve outcomes for disadvantaged families. The specific aims of the offer are:
  - To give targeted two year olds an extra boost in all areas of their learning and development through access to good quality integrated care and education

- To ensure targeted two year olds can access the universal 3&4 year entitlement in the term following their 3<sup>rd</sup> birthday
- To aid school readiness

3.2 Free early education became a statutory entitlement for eligible two year olds from 1 September 2013, with the local authority having a duty to secure provision for those families who met the 20% eligibility criteria (see appendix 1 for full eligibility criteria). The entitlement matches what is currently provided to universal 3 and 4 year olds, so eligible 2 year olds can receive up to 570 hours of free education in the term following their 2<sup>nd</sup> birthday. The programme extended in September 2014 to include more low income families so that 40% of families nationally became eligible. There are currently 654 eligible families in Hammersmith and Fulham, which represents 28% of the borough's total 2 year old population. Of these eligible families, 63% (411) meet the 20% entitlement which is equivalent to free school meals criteria and 37% (243) meet the 40% entitlement so are low income families in receipt of working tax credit/universal credit.

3.3 All places are spot-purchased, at a rate of £6.07 an hour, as part of the brokerage process that the Early Years Team manages and providers are paid on a termly basis. Each local authority has been given a funding allocation within the Dedicated School Grant (DSG) based on the projected number of eligible families but funding will be based on participation from April 2015.

#### 4. CURRENT POSITION

4.1 The DfE has advised local authorities that they should initially plan for an 80% take up of places from eligible families as a target when building capacity. Once this target is reached local authorities are encouraged to expand capacity further if demand continues to increase. Table 1 shows the current number of families who meet the eligibility criteria in LBHF and the number of places required to support 80% of families taking up the entitlement. The table also shows the shortfall against current capacity.

Table 1: Current Capacity against Potential Demand

DWP list of eligible families for Spring 15	No. of Places Required (80%)	Current No. of Places (within borough)	Projected Shortfall (to achieve 80% capacity)
654	523	394	129

4.2 Table 2 shows current take up against capacity and the number of vacancies. Appendix 2 breaks this down by ward and locality as well as the potential demand from eligible families based on the current DWP list. Applications are coming in on a daily basis and take up is increasing therefore the number of vacancies is likely to reduce as the term progresses. Of the 126 vacancies, 66 are in the College Park and Old Oak Ward with a provider who is located on the border with Brent so

increased take up might come from parents outside of the borough. This still benefits LBHF as the borough would receive the DSG funding due to the provider's location and therefore aids this provider's sustainability to benefit local families, however more places will be needed as such vacancies will not always meet demand from parents in other parts of the borough. There may also be eligible children occupying places in schools as rising 3s that will further increase take up but this data will not be available until later in the term.

Table 2: Current Capacity against Take Up

Current No. of Places	Current Take Up (Inc. out of borough)	No. of Vacancies	% of take up against DWP List (Spring 2015)
394	278	126	43%

- 4.3 There has been a reduction in the take up of 2 year old places this term even though new places have become available. This is due to 78 children who accessed a place in the Autumn term but have now turned 3. A minority may move to a maintained school place this term but the majority are likely to stay with their current provider until Autumn 2015.

Even if all the current vacancies are filled the maximum take up against the DWP list is 62%, therefore a significant amount of capacity building is still required and this is outlined in section 6.

## 5. SCRUTINY FROM THE DFE

- 5.1. Each term the DfE carries out a national survey to measure the take up of the 2 year old offer. The DfE wrote to the borough's Chief Executive in November 2014, highlighting the borough's take up of 31.8% following the September 2014 survey return, and which was below the national average of 55.2%. The letter also included a breakdown of take up across all London boroughs. A full breakdown is provided in Appendix 3 of take up across the London Boroughs as at the end of September 2014 and only eight London Boroughs achieved above the national average. The survey was carried out again in December 2014 and the take up figures are expected to be published later this term.
- 5.2. The DfE have been informed that the take-up rate has recently increased to 42% by December 2014. This was partly due to an increase in applications but was also due to the inclusion of places taken up in schools with regards to eligible rising 3s and eligible children in CIN places, data which was not available at the time of the survey. The response also included details on future capacity building and marketing to increase take up, which are detailed in sections 6 and 7 of this report.

However, this figure does not yet reflect the children who have subsequently turned 3 and no longer meet the criteria. These figures will be reflected in future data.

## 6. STRATEGY TO INCREASE CAPACITY

- 6.1 As outlined in section 4, there is a projected shortfall of 135 places in Hammersmith and Fulham in order to achieve an 80% take up from eligible families (80% of 654 families i.e. 523 families). The strategy for reducing this shortfall is provided on the following page:
- a) **Completion of pending capital projects** - There are three PVI capital projects that have been approved and are expected to yield 60 places (48 in the north locality and 12 in the south locality). There is also a capital project at Randolph Beresford that is currently being reviewed by Corporate Property which will yield another 20 places.
  - b) **New providers entering the market** - London Early Years Foundation (LEYF) is expected to open their new nursery on the Townmead estate in March 2015. In addition plans are in progress to expand the provision of childcare at 49 Brook Green where it is anticipated that a minimum of 30 two year old places could be delivered.
  - c) **Creating places within children's centres** - Further opportunities for delivery of two year old places at children's centres are currently being explored. 16 places have been confirmed at two children's centres in the North Locality (Old Oak Community & Children's Centre and Shepherds Bush Families Project and Children's Centre) and discussions currently on-going with Fulham Central Children's Centre to deliver places at two of its sites.
  - d) **Engaging Schools to participate** – The Early Years team is currently engaging with schools to ensure there are sufficient places in the areas of potential high demand. The borough has the support of a Family and Childcare Trust (FCT) consultant to work with schools to develop the offer and three schools (Vanessa, Kenmont and Wendell Park) are currently receiving this consultancy support to explore ways of developing flexible early years provision. It is hoped that having early adopters will encourage more schools to participate, especially once the entitlement embeds, and demand reaches beyond 80%. From September 2015 schools will be able to deliver early education for 2 year olds without needing a separate registration for childcare.
- 6.2 Appendix 4 breaks down these new places against the current shortfall. Initially, once the capital projects are completed, there will be sufficient places in the North locality but further capacity building will be required in the South locality. This will focus on creating places at the two children's

centres mentioned above as well as identifying capacity within local schools.

## **7. MARKETING STRATEGY TO IMPROVE TAKE UP**

- 7.1. A range of marketing initiatives have been deployed to increase take up as capacity grows. As well as the DfE's national use of electronic bill boards and promotion through supermarkets, the borough promotes the entitlement through the council website, children's centres and the Family Information Service. The DWP list is now filtered down to each children's centre reach area and shared with the relevant maintained children's centres to inform their outreach work. The Early Years Team is also working closely with other professional teams who could directly market the entitlement to families they work with, such as Health Visiting and Troubled Families.
- 7.2. An intensive marketing campaign across the three boroughs is currently being planned to generate demand from eligible families and that they are able to take up new places as soon as they become available.
- 7.3. One of the more immediate local campaigns will start in mid-January 2015 when the 2 year old programme will be promoted as part of a week-long community roadshow, taking place in the Kings Mall shopping centre. Along with the distribution of leaflets the focal point of the road show will be a multi-screen Video wall which will broadcast a live-action commercial to raise awareness of the targeted entitlement to local parents. Although the campaign will promote places across the borough the 48 new places at Mace Montessori, due to be available in February 2015, are situated near the shopping centre and the roadshow presents an ideal platform to promote these places to local parents. The Early Years Team is also in discussion with a company who can broadcast the entitlement in 40 health centres, GP and dental surgeries across the borough.
- 7.4. An important element of reaching families is to encourage take-up and to understand why some eligible families do not wish to take up the offer. This will form part of the children's centres remit in marketing the offer to parents using their services and relayed back to the Early Years Team. Evidence from other areas (such as Brent) suggests some eligible families are not interested in taking up a place and one of the reasons identified is that some families prefer to use their own family network to provide childcare or prefer to take up a place when their child is older.
- 7.5. There is an IT project in development that would allow parents to check their eligibility on-line through the three council websites. The DfE is keen that this is developed quickly as this has proven to be an effective marketing tool in other boroughs. This project is also assessing whether the supply of places can be linked so that parents can check their eligibility and claim a place with a provider at the same time, thereby reducing the customer journey and the amount of brokerage currently undertaken by each Early Years Team.



## **8. GOVERNANCE OF THE 2 YEAR OLD PROGRAMME**

- 8.1 To lead action to meet the statutory duty to provide targeted places, a steering group has been set up in Autumn 2012 and comprised of officers from commissioning, finance, early years, school improvement and localities. The steering group is supported by two working groups with responsibility for the following delegated tasks:
- Capacity and Quality – supporting the expansion of place capacity through all early years providers and schools, supporting settings to maintain good and outstanding judgements as well as measuring outcomes
  - Finance and Administration – incorporating 2 year old funding across all sectors as well as 3 and 4 year old funding across PVI providers and childminders. The Group's work also includes delivery of marketing the offer to parents and assessing required upgrades to the Tribal system to streamline brokerage, administration and finance responsibilities.
- 8.2 The group meets on a monthly basis and an implementation plan focused on building capacity and take up is in place. The working groups continue to deliver their delegated responsibilities and a new marketing working group has been set up which is currently developing a marketing strategy, informed by best practice developed in other London boroughs. A status report is produced termly for senior managers and officers. A monthly update report on progress in building capacity and increasing take-up is also presented to the lead member for Children's Services in LBHF.

## **9. CONCLUSION**

- 9.1 Strategies are in place to meet this statutory duty and increase capacity and subsequent take up. 80% of families are expected to access their entitlement by September 2015 and work will continue with early years providers, childminders and schools, to ensure capacity building beyond this target continues as parental demand grows.

## **10. LEGAL IMPLICATIONS**

- 10.1. As this report is for information only, there are no legal implications to be considered.

## **11. FINANCIAL AND RESOURCES IMPLICATIONS**

- 11.1. As this report is for information only, there are no financial implications to be considered.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None.		

**LIST OF APPENDICES**

Appendix 1 - Eligibility Criteria

Appendix 2 - Current Supply and Demand of Places for Spring 15

Appendix 3 - DfE Voluntary Survey on Take up of 2 Year Old Places in London – September 2014

Appendix 4 – Meeting the Shortfall of Places

## Appendix 1 – Eligibility Criteria

Eligibility Criteria since September 13	Eligibility Criteria since September 14
<ul style="list-style-type: none"> <li>▪ Families meet the eligibility criteria also used for Free School Meals</li> <li>▪ Children are looked after by the local authority</li> <li>▪ Any others, at the discretion of the LA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Families meet the eligibility criteria also used for Free School Meals; or Receive Working Tax credits and have annual gross earnings of no more than £16,190; or Receive Universal Credit and have annual gross earnings of no more than £16,190.</li> <li>▪ Children have a current statement of special educational needs/ an Education, Health and Care plan; or They receive Disability Living Allowance (DLA)</li> <li>▪ Children are looked after by the local authority; or Children have left care through special guardianship or an adoption or residence order</li> <li>▪ Any others, at the discretion of the LA (such places will not be included as participation funded places from April 15)</li> </ul>

**Appendix 2- Current Supply and Demand of Places for Spring 15**

Locality/ Ward	Projected Demand from DWP Data	Supply of Places			
		No. of places occupied	Vacancies	Total No. of Places	Potential Shortfall across the locality (based on 80% take up from DWP list)
<b>North Locality</b>					
Addison	26	10	0	10	<b>12</b>
Askew	65	39	0	39	
College Park & Old Oak	66	50	66	116	
Ravenscourt Park	20	47	10	57	
Shepherds Bush Green	58	3	8	11	
Wormholt & White City	105	24	3	27	
<b>Sub-Total</b>	<b>340</b>	<b>173</b>	<b>87</b>	<b>260</b>	
<b>South Locality</b>					
Avonmore & Brook Green	30	18	2	20	<b>117</b>
Fulham Broadway	36	13	2	15	
Fulham Reach	20	23	3	26	
Hammersmith Broadway	49	11	20	31	
Munster	18	0	0	0	
North End	45	1	0	1	
Palace Riverside	10	13	4	17	
Parson Green and Walham	15	10	3	13	
Sands End	63	1	1	2	
Town	28	5	4	9	
<b>Sub-Total</b>	<b>314</b>	<b>95</b>	<b>39</b>	<b>134</b>	
<b>Places taken up out of borough</b>		<b>10</b>		<b>10</b>	
<b>TOTAL</b>	<b>654</b>	<b>278</b>	<b>126</b>	<b>404</b>	<b>129</b>

**Appendix 3 - DfE Voluntary Survey on Take up of 2 Year Old Places in London – September 2014**


<b>Local Authority</b>	<b>DWP List</b>	<b>Autumn 14 take up</b>	<b>Take up as a percentage of DWP List</b>	<b>Performance ranked against other London Boroughs</b>	<b>Autumn 14 total places</b>	<b>Vacancies</b>	<b>Take up as a percentage of DWP List if all places occupied</b>	<b>Potential performance ranked against other London Boroughs</b>
Barking and Dagenham	2,021	1253	62.0%	3	1400	147	69.3%	7
Barnet	1,903	725	38.1%	25	750	25	39.4%	31
Bexley	1,134	650	57.3%	8	850	200	74.9%	3
Brent	2,209	1025	46.4%	16	1100	75	49.8%	20
Bromley	1,134	592	52.2%	9	800	208	70.5%	6
Camden	930	347	37.3%	26	400	53	43.0%	27
City of London	4	4	100.0%	1	4	0	100.0%	1
Croydon	2,464	818	33.2%	30	1000	182	40.6%	30
Ealing	2,078	875	42.1%	18	925	50	44.6%	25
Enfield	2,705	1320	48.8%	12	1670	350	61.7%	12
Greenwich	1,745	684	39.2%	23	900	216	51.5%	16
Hackney	2,372	804	33.9%	29	1100	296	46.3%	24
Hammersmith and Fulham	705	224	31.8%	32	300	76	42.6%	28
Haringey	1,712	635	37.1%	27	835	200	48.8%	21
Harrow	1,216	562	46.2%	17	630	68	51.8%	15
Havering	1,123	529	47.1%	14	761	232	67.8%	8
Hillingdon	1,658	668	40.3%	21	825	157	49.8%	19
Hounslow	1,576	605	38.4%	24	750	145	47.6%	23
Islington	1,162	559	48.1%	13	580	21	49.9%	18
Kensington and Chelsea	325	196	60.3%	6	240	44	73.8%	4
Kingston upon Thames	516	318	61.6%	5	340	22	65.9%	10

Lambeth	1,726	680	39.4%	22	750	70	43.5%	26
<b>Local Authority</b>	<b>DWP List</b>	<b>Autumn 14 take up</b>	<b>Take up as a percentage of DWP List</b>	<b>Performance ranked against other London Boroughs</b>	<b>Autumn 14 total places</b>	<b>Vacancies</b>	<b>Take up as a percentage of DWP List if all places occupied</b>	<b>Potential performance ranked against other London Boroughs</b>
Lewisham	2,000	660	33.0%	31	1174	514	58.7%	13
Merton	949	443	46.7%	15	482	39	50.8%	17
Newham	2,672	946	35.4%	28	1100	154	41.1%	29
Redbridge	1,659	833	50.2%	11	1110	277	66.9%	9
Richmond upon Thames	402	298	74.1%	2	302	4	75.1%	2
Southwark	1,837	1062	57.8%	7	1200	138	65.3%	11
Sutton	853	430	50.4%	10	500	70	58.5%	14
Tower Hamlets	2,403	608	25.3%	33	800	192	33.3%	32
Waltham Forest	1,974	829	42.0%	19	Not available	n/a		Unranked
Wandsworth	1,307	805	61.6%	4	950	145	72.7%	5
Westminster	802	332	41.4%	20	390	58	48.7%	22

Appendix 4 – Meeting the Shortfall of Places

Locality	Current Shortfall (based on 80% take up)	Proposed New Places	Setting/Location	Revised Shortfall/Surplus
North	12	48	Mace Montessori	There is a projected surplus of 72 places. However, 66 of the current vacancies are with a provider on the borders with Brent and further take up from LBHF residents may be limited, therefore additional places need to be created where there is more demand
		20	Randolph Beresford	
		8	Old Oak CC - Acorn Pre-School	
		8	Old Oak CC - Wulstan St	
<b>Sub-Total</b>		<b>84</b>		
South	117	12	Little People of Fulham	There is a projected shortfall of 67 places. However there are other opportunities to develop places at some children's centre sites and schools and discussions are currently on-going
		30	49 Brook Green	
		8	LEYF Sands End	
<b>Sub-Total</b>		<b>50</b>		
<b>TOTAL</b>		<b>134</b>		

# Agenda Item 10

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b>  <b>10 FEBRUARY 2015</b>
<b>CHILDCARE TASK GROUP – UPDATE</b>	
<b>Report of the Chair of the Childcare Task Group: Councillor Natalia Perez Shepherd</b>	
<b>Open Report</b>	
<b>Classification - For Information</b> <b>Key Decision: No</b>	
<b>Wards Affected: All</b>	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services	
<b>Report Author:</b> Councillor Natalia Perez Shepherd Steve Comber, Policy Officer	<b>Contact Details:</b> Tel: 020 8753 2188 E-mail: <a href="mailto:steve.comber@lbhf.gov.uk">steve.comber@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. Following discussions around Childcare Provision held at the Children and Education Policy and Accountability Committee (CEPAC) meeting on 3 September 2014, a Childcare Task Group was formed. This paper provides a summary of activities that have been undertaken to date.

## 2. RECOMMENDATIONS

- 2.1. The Committee is asked to review and comment upon the contents of this report.

## 3. CONTEXT / AIMS AND OBJECTIVES OF THE GROUP

- 3.1. At the time of writing, the Childcare Task Group has met on four occasions since it was established at the CEPAC meeting on 3 September:
  - 17 October
  - 7 November
  - 28 November
  - 9 January



3.2. The first meeting was used to scope the focus of the task group and draw up the terms of reference (see appendix 1), and activities for the group to undertake before the end of the year were planned.

3.3. The group is attended by the following:

#### **Councillors**

- Councillor Natalia Perez Shepherd
- Councillor Elaine Chumnerly
- Councillor Caroline Ffiske

#### **Officers**

- Jackie Devine (Early Years and Childcare Commissioner)
- Rosemary Salliss (Early Years Foundations Development Manager)
- Steve Comber (Policy Officer, Children's Services)
- Sue Spiller (Head of Community Investment)
- Paul Williamson (Head of Extended Services)

#### **Expert witnesses**

- Michele Barrett (Head of Vanessa Nursery)
- Patricia Logan (Head of Bayonne Nursery)
- Michael Pettavel (Head of Randolph Beresford Early Years Centre)
- Andy Sharpe (Masbro Centre)

3.4. The agreed aims and objectives of the group are as follows:

1. to review the provision of childcare for under-8 year olds in the borough and identify areas of best practice, including looking at the services provided by other organisations and partners in the borough, such as third sector, health, private sector etc;
2. to look at the implementation of the two year old offer;
3. to understand the views and experiences of parents and carers in relation to childcare and early years services in the borough, and to look at accessibility and affordability of childcare and how families could be supported;
4. to identify any gaps in the provision and to understand the extent of the impact on the families in relation to these gaps and identify any solutions;
5. to look at how the Council could support childminders, and to look at what the Council could do to raise the profile of childminders;

6. to contribute to a Council strategy for childcare.
- 3.5. The group is due to provide a final report with recommendations to CEPAC on 20 April 2015.

#### **4. WORK UNDERTAKEN / EVIDENCE GATHERED THUS FAR**

- 4.1. The group is still at an evidence gathering stage. Thus far, the following activities have been undertaken:

##### **Family and Childcare Trust – London Childcare Report**

- 4.2. Jill Rutter from the Family and Childcare Trust attended a meeting of the group to outline the key findings from the London Childcare Report in the context of Hammersmith and Fulham. The key points are as follows:

- A high incidence of in-migration and international migration in London means that informal childcare links are often severed. The use of informal childcare through grandparents in London is the lowest of any UK region. Furthermore, residential mobility of families means that informal childcare links within communities are difficult to develop. London has a higher proportion of single parents than the rest of the UK. All of the above result in an increased reliance on formal childcare for working families.
- Maternal employment is the lowest in London of any UK region (63% of mothers with dependent children in employment, compared with 73% nationally). Being in work, or being able to extend hours of work is key to helping families move out of poverty.
- Childcare costs for under-fives are highest in London. A part-time nursery place for a child aged under-two is 28% higher in cost than the national average (£140.12). The average cost for this is even higher in LBHF.
- There is evidence that there is confusion among families regarding the support that they can access for childcare. For instance, a working family can only access one of 'Universal Credit' or 'Tax Free Childcare' support. There are certain families where it is not clear which of these would be most beneficial. The provision of information regarding support for childcare is critical to increasing take up.
- It is recognised that there is a low take up of the two-year-old offer in Hammersmith and Fulham, but a high take up among three and four-year-olds.
- Low take up of the two-year-old offer is generally due to a parental view that the provision is temporary, that the provision is poor, that travel to providers is difficult and, in London, that populations are so

mobile (one in five families living in private rental properties as opposed to one in ten a decade ago).

- When considering childcare provision in Hammersmith and Fulham the key issues are:
  - Childcare supply, identifying gaps in provision and ensuring business sustainability
  - Addressing the social segregation in early years provision (non-working families accessing Children's Centres while working families access PVI provision – the networks formed at this stage of life tend to last for life).
  - Ensuring the quality of PVI provision
  - Providing childcare for parents with atypical work patterns
  
- There has been a 13% drop in the number of childminders in the past two years in London. Childminders tend to be older women on low earnings (an average of £11k per year) with high business risks. Many younger childminders see the opportunity of working in nurseries as a more secure option with more potential for career development. This limits the provision of childcare for parents with atypical work patterns.
  
- Childcare needs to be seen in the context of access to family friendly employment that helps families balance work and caring obligations. The Family and Childcare Trust see a role for the Mayor of London and local authorities to promote family friendly working. One example is to harmonise school holidays across all boroughs.

#### **Consulting with childminders - visits to the Quality Childminder Forums**

- 4.3. On 21 November 2014, the Task Group visited a meeting of the Quality Childminder's Forum (QCF) in the south of the borough, based at Fulham Central Children's Centre. On 28 November 2014 the Task Group visited the QCF in the north of the borough, based at Old Oak Community and Children's Centre.
  
- 4.4. The QCF enables childminders to network and develop best practice through a range of training workshops and interactive sessions delivered jointly by the early years team and children's centre team. The QCF meets formally on a half-termly basis and also holds weekly drop in sessions.
  
- 4.5. At each QCF, the Task Group had an hour on the agenda to meet with the childminders to discuss the positive and negative aspects of childminding in the borough and any improvements that they think could be made in the future.

- 4.6. The Task Group designed a short questionnaire for each childminder to fill out at the start of the session. The purpose of this questionnaire was to get an overview of the opinions held by the childminders and to provoke further discussion during the rest of the session. The key areas that were discussed at each session are as follows:
- Promotion of childminding services
  - Demand for childminding services and funding
  - Training and support for childminders

#### **Consulting with parents – the childcare questionnaire**

- 4.7. A questionnaire has been designed to gather and analyse the views of parents from across the borough. A copy of this is attached at appendix 2.
- 4.8. The online survey went live on Saturday 6 December and ran until 25 January. It was promoted by the corporate communications team as well as by the task group in schools, children's centres and via other officer distribution groups.
- 4.9. At the time of writing, we have received 136 completed responses online. There have also been a significant number of paper responses that have been filled out by parents attending Children's Centres, which will also be entered onto the online system.
- 4.10. A full analysis of responses will be included in the final report of the Task Group.

#### **Consulting with parents – focus group at the Masbro Centre**

- 4.11. On Friday 9 January, a small group of parents met with Councillor Natalia Perez Shepherd, Andy Sharp and Jude Wood to give their experiences and express any issues they have in relation to childcare.
- 4.12. The parents indicated that the hourly cost of childcare in the borough is generally too high and that many holiday activities and youth clubs are unaffordable.
- 4.13. With regards to the two-year-old offer, parents indicated that some nurseries set hours for the provision of this that are not suitable for parents, sometimes offering only three hours per day. The lack of flexibility in hours means that places are sometimes not taken or, if they are, the hours prevent parents from being able to return to work. It was noted that some providers work with parents to deliver a personalised offer of childcare and that this works well.
- 4.14. The parents noted that there is generally not enough information about childminder provision that is available in the borough. There is a general lack of confidence in using childminders, with parents preferring to use nursery provision where several practitioners will be in attendance. When

the parents were informed about the Quality Childminders Forums, they indicated that this would make them feel more confident about childminders. It was noted that this was a good idea for parents and childminders to have the opportunity to meet via the forums.

4.15. With regards to the choice of childcare provision in the borough, parents indicated that more could be done to meet their needs. Suggestions were made around:

- Crèche facilities for short term needs, for instance when parents have to attend medical appointments.
- Out of hours support for those that do not work between the hours of 09:00 and 17:00.
- An increase in accessible holiday clubs
- Support with getting back into work being attached to childcare providers.

#### **Expansion of the two-year-old programme**

4.16. In November, Rosemary Salliss presented the group with a report on the status of the expansion of the two-year-old programme.

4.17. More detail on this area has been provided to the Committee in a separate report to this meeting.

#### **West London Zone for Children and Young People**

4.18. Rachel Goenner, the community link worker for the West London Zone for Children and Young People, attended a meeting of the task group to outline the work of the group and the links that they could have with the development of childcare in Hammersmith and Fulham.

4.19. The West London Zone for Children and Young People is an organisation set up by the charity Only Connect. It is a partnership of organisations and individuals working together to support children and young people across three square miles of south Brent, north Hammersmith, north Kensington and north Westminster.

4.20. In the initial phase of their work the partners of West London Zone are conducting research to understand how best to support residents aged 0-25 living in four of the most disadvantaged neighbourhoods in the Zone, one in each borough: White City and Wormholt ward in Hammersmith and Fulham, Kensal Green ward in Brent, Golborne ward in Kensington and Chelsea and Queen's Park ward in Westminster.

4.21. They have a particular focus on critical phases such as early years, transition from primary to secondary school, and support into employment, and are building partnerships with projects which deliver services supporting children and young people in these areas.

- 4.22. Close working with the West London Zone could support the development of the childcare offer in Hammersmith and Fulham, particularly when considering their planned work on the effective sharing of data and the implementation of effective Early Intervention methods, as well as making the innovative use of various public and private funding sources.

#### **June O'Sullivan MBE – London Early Years Foundation**

- 4.23. June O'Sullivan attended a task group meeting to hear the evidence that the group have been gathering and to provide input from her perspective as Chief Executive of the London Early Years Foundation (LEYF).
- 4.24. June acknowledged the findings of the group thus far and emphasised the need for the borough to focus on a whole systems approach to delivering an improved offer for children during the Early Years phase, childcare being just one component of this.

### **5. NEXT STEPS**

- 5.1. Members of the Task Group are volunteering to visit and meet with the remaining witnesses using an agreed template for information gathering. The findings from each witness will be reported back to the group for inclusion in the final report.
- 5.2. A future interview with Councillor Macmillan and Councillor Fennimore is also being arranged.
- 5.3. The final report of the Task Group, outlining key findings and recommendations, will be presented to the Committee on 20 April 2015.

### **6. EQUALITY IMPLICATIONS**

- 6.1. As this report is intended to provide an update on recent developments, there are no immediate equality implications. However any equality issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

### **7. LEGAL IMPLICATIONS**

- 7.1. As this report is intended to provide an update on recent developments, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

### **8. FINANCIAL AND RESOURCES IMPLICATIONS**

- 8.1. As this report is intended to provide an update on recent developments, there are no immediate financial and resource implications. However any financial and resource issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		

APPENDICES:

Appendix 1 – Terms of Reference

Appendix 2 - Childcare Questionnaire

## **Appendix 1**

### **Childcare Task Group Terms of Reference**

#### **1. Introduction**

- 1.1 At its September meeting the Children and Education Policy and Accountability Committee considered a report on childcare in Hammersmith and Fulham, which outlined the various ways in which childcare was delivered in the borough, the strengths of the provision, the priorities for development and the opportunities for future integrated delivery with other early years services. This was all framed within the context of local and national policy developments.
- 1.2 A number of representatives attended the meeting, including children's centres and early years providers, and gave their views and experiences in respect of services provided.
- 1.3 Following the discussion on the report and hearing from the representatives in attendance, the Children and Education Policy and Accountability Committee agreed to establish the Childcare Task Group to further explore childcare provision in the borough.

#### **2. Membership**

- 2.1 The following members will form the Task Group:
  - Councillor Natalia Perez Shepherd
  - Councillor Elaine Chumnerly
  - Councillor Caroline Ffiske
- 2.2 The Task Group will be chaired by Councillor Perez Shepherd.

#### **3. Area for Review**

- 3.1 To investigate the provision of childcare in the borough.

#### **4. Aims and Objectives**

- 4.1 The Task Group has the following aims and objectives:
  - (1) To review the provision of childcare for under-8 year olds in the borough and identify areas of best practice, including looking at the services provided by other organisations and partners in the borough, such as third sector, health, private sector etc;
  - (2) To look at the roll out of the implementation of the two year old offer;
  - (3) To understand the views and experiences of parents and carers in relation to childcare and early years services in the borough, and to look at accessibility and affordability of childcare and how families could be supported;



- (4) To identify any gaps in the provision and to understand the extent of the impact on the families in relation to these gaps and identify any solutions;
- (5) to look at how the Council could support childminders, and to look at what the Council could do to raise the profile of childminders;
- (6) To contribute to a Council strategy for childcare.

4.2 The following areas are not expected to form part of the review:

- the provision of childcare and holiday schemes during school holidays that includes schemes that cover children aged up to 11 years old, as families would also have other children that needed childcare not just for children 5 years and under - the Children and Education Policy and Accountability Committee will look at this area separately at a future meeting.

## **5. Possible outcomes**

5.1 The Task Group will produce a report and recommendations for the consideration of Cabinet (or other decision-making body, if relevant) in relation to childcare in the borough.

## **6. Evidence**

6.1 The Task Group will conduct its review by considering a range of evidence sources. These will include, but are not limited to, the following:

6.2 *Written evidence*

Council officers will prepare reports for the Task Group as required and further written evidence will be considered by the Task Group as its work progresses.

6.3 *Witnesses*

The Task Group will seek to form a complete picture of the issue by speaking with a number of witnesses from different perspectives. This may include, but is not limited to, the following:

- parents/parents groups
- childminders – the Quality Childminder Forum (QCF)
- children's centres
- schools
- Pre School Learning Alliance
- London Early Years Foundation
- Family and Childcare Trust
- private sector childcare providers
- Homestart
- Multiple Births Foundation
- Parentsactive
- health visitors
- Council officers
- Other local authorities

Expert witnesses – the following have volunteered to be involved in the Task Group and will be invited to the meetings:

Michele Barrett (Head of Vanessa Nursery), Michael Pettavel (Head of Randolph Beresford Early Years Centre), Andy Sharpe (Masbro Centre) and Danny Kruger (Only Connect charity)

#### 6.4 *Site visits*

The Task Group may wish to make site visits to observe. These can include visits to children's centres, private and voluntary sector nurseries etc.

### 7. **Stakeholders**

Portfolio holder: Councillor Sue Macmillan (Cabinet Member for Children and Education)

Councillor Sue Fennimore (Cabinet Member for Social Inclusion)

Department: Children's Services

Officers: Andrew Christie (Executive Director for Children's Services)  
Rachael Wright-Turner (Director of Children's Commissioning)  
Krutika Pau (Interim Head of Commissioning)  
Jackie Devine (Early Years and Childcare Commissioner)  
Carole Cook (Early Years Advisor)  
Margaret Murphy (Lead Commissioner (Children and Early Years))  
Rosemary Salliss (Early Years Foundations Development Manager)  
Steve Comber (Policy Officer, Tri-borough Children's Services)  
Sue Spiller (Head of Community Investment)

External partners: children's centres  
schools  
private and voluntary sector childcare providers

### 8. **Budgetary and resource implications**

8.1 There are currently no budgetary implications identified for this review, with existing resources able to support the Task Group.

### 9. **Publicity and communications**

9.1 The Task Group is likely to want to seek the views and experiences of local parents, carers, childminders and childcare and early years providers.

9.2 The Communications team will be invited to a meeting to discuss how childcare provision could advertised and promoted in the borough.

## 10. Risks

10.1 Risks could include:

- the Task Group's investigations could exceed the scope of its terms of reference
- the Task Group over-runs and fails to deliver a timely final report
- key witnesses might not be available at times convenient to the Task Group

## 11. Timetable

11.1 The following timetable is intended as a guide only and is open to revision.

Date	Event
Early October (Before the 18 November CEPAC meeting)	First meeting: to agree the Terms of Reference and timescale for the review
Early November	Second meeting: evidence gathering
End of November	Third meeting: evidence gathering
December	Fourth meeting: evidence gathering
Mid January	Fifth meeting: evidence gathering
Early February	Sixth meeting: evidence gathering
Late February	Seventh meeting: consideration of initial conclusions
Early March	Drafting of report and recommendations regarding
Mid/End of March	Eighth meeting: agreeing report and recommendations
20 April 2015	Submit final report to the Children and Education Policy and Accountability Committee
19 May 2015	Submit final report to Cabinet

## 12. Schedule of meetings

12.1 The following schedule of meetings is proposed, subject to member and witness availability:

Meeting one: held on 17 October 2014

To discuss:

- Terms of Reference – to look at the area for review and the aims and objectives of the Task Group
- Possible outcomes
- Evidence
  - Written evidence
  - Witnesses

- Site visits
- stakeholders
- Timescale – date for completion of the review, dates of future meetings

Meeting two: to be held on 7 November 2014 at Randolph Beresford Early Years Centre

To consider:

- preparation of a list of questions to ask witnesses
- a communications strategy
- information on schemes from other local authorities and any existing evidence
- Matrix (drafted by Michael)
- a report on the implementation of the two year old offer

Meeting three: to be held on 28 November at 9.30am at Cathnor Park Children's Centre

- Evidence gathering

Meeting/Interview needs to be arranged for:

- Interview: Councillor Sue Macmillan (Cabinet Member for Children and Education)
- Interview: Councillor Sue Fennimore (Cabinet Member for Social Inclusion)

Meeting five: 9 January at 10am at Masbro Children's Centre

- Evidence gathering

Meeting six: week commencing 2 February 2015

- Evidence gathering

Meeting seven: week commencing 23 February 2015

- consideration of initial conclusions

Meeting eight: week commencing 16 March 2015

- Consideration of officer comments on the draft report
- Consideration of witness comments on the draft report
- agreeing final report and recommendations

## Appendix 2



# Childcare in Hammersmith and Fulham

## Overview

In September 2014, the Hammersmith and Fulham Children and Education Policy and Accountability Committee considered a report that summarised the position and performance of childcare provision across Hammersmith and Fulham.

Following this report, a Councillor-led Childcare Task Group has been set up. The group is considering all provision of childcare across the borough and will present a recommendations report in early 2015.

As part of their research, the group want to hear from local parents and carers, so that they can better understand what the borough does well and where it can improve with regards to childcare.

This questionnaire should take no longer than 10 minutes to complete, and we are very grateful for your support.

## Introduction

### 1 How many children do you have?

*Please select only one item*

1  2  3  4  5  6+

### 2 How old are your children?

	N/A	0-2 years	3-4 years	5-8 years	Older
Child 1 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child 2 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child 3 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child 4 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child 5 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child 6 <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 3 Do any of your children have special educational needs or a disability?

*Please select only one item*

Yes  No

### 4 Do you use / have you used any formal childcare for any of your children?

*Please select only one item*

Yes, for all of my children  Yes, for some of my children  No

Reasons for not using childcare

5 Which of the following reasons best describes why you have not used formal childcare for some / all of your children? (Please select all that apply)

Please select all that apply

- I am / my partner is not currently working
- There is no childcare that can be flexible in response to unpredictable or short term attendance e.g. illness
- There is no childcare that can cater for my child's cultural needs  My partner / family / friends look after my children
- There is no childcare available at the times that I need it  Childcare is too expensive
- There is no childcare with appropriately qualified or trained staff  There is no childcare of sufficient quality
- I am currently on maternity leave  There is no childcare available that is suitable for the age of my child
- There is no childcare that is in the right location  Other (please state)

Detail if 'other' is checked

6 Thinking about the answers you have given in question 5, please tell us the MAIN reason why you haven't used formal childcare

Please select only one item

- I am / my partner is not currently working
- There is no childcare that can be flexible in response to unpredictable or short term attendance e.g. illness
- There is no childcare that can cater for my child's cultural needs  My partner / family / friends look after my children
- There is no childcare available at the times that I need it  Childcare is too expensive
- There is no childcare with appropriately qualified or trained staff  There is no childcare of sufficient quality
- I am currently on maternity leave  There is no childcare available that is suitable for the age of my child
- There is no childcare that is in the right location  Other (please state)

Detail if 'other' is checked

Your childcare

7 Why do you use formal childcare? (please tick all the answers which apply to you)

Please select all that apply

- I go to work  To have time to myself  I do unpaid voluntary work  I am studying
- To spend time with other family members  To have access to activities / trips  Social or learning benefits for my child
- To attend appointments e.g. interviews  Other (please state)

Detail if 'other' is checked.

8 Considering your answer to the previous question, what do you feel is the MAIN reason you use childcare? (please tick just one)

Please select only one item

- I go to work  To have time to myself  I do unpaid voluntary work  I am studying  To spend time with other family members
- To have access to activities / trips  Social or learning benefits for my child  To attend appointments e.g. interviews
- Other (please state)

Detail if 'other' is checked

**9 Which of the following forms of formal childcare do you use? (please tick all answers that apply)**

	Regularly	Occasionally	Not at all
Childminder <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Day Nursery <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nursery Class in School <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-school or playgroup <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children's Centre <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nanny or au pair <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breakfast Club <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After School Club <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please state) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Detail if 'other' is checked

**10 Where is your main childcare based?**

*Please select only one item*

- Close to my home (in Hammersmith and Fulham)
  Close to my home (outside of the borough)
  Close to my workplace (in Hammersmith and Fulham)
  Close to my workplace (outside of the borough)
  Other (please state)

Detail if 'other' is checked

**Your views on childcare**

**11 What is your overall satisfaction with the following childcare settings?**

	Extremely satisfied	Satisfied	Neither satisfied or dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
Childminder <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Day nursery <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nursery class in school <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-school or playgroup <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children's Centre <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nanny or au pair <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breakfast club <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After school club <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please state) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Detail if 'other' is checked

**12** Thinking about your experience of the overall provision of childcare in Hammersmith and Fulham, how much do you agree

	Strongly agree	Tend to agree	Neither agree or disagree	Tend to disagree	Strongly disagree	N/A
I am satisfied with my childcare in term time <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with my childcare in school holidays <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know where to find out information about childcare <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a good choice of childcare in the borough <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My child's childcare has supported their overall development <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My child's childcare has helped prepare my child for entry into school <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The childcare is flexible enough to be available at the times I need it <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Childcare is affordable <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Childcare offers good value for money <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to find out if I am entitled to financial assistance for childcare <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would like my child to attend more organised child care (excluding family and friends) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer friends and family to look after my child <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It causes me problems when childcare arrangements breakdown <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel or transport issues can make it difficult for me to access childcare <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A lack of childcare is a barrier to me accessing employment or training <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**13** In the last year can you think of any times when issues related to childcare have affected you or your partner (if applicable)

*Please select all that apply*

- Caused problems at work?  Stopped you or your partner from getting a job?  Prevented the continuation of paid work?
- Stopped you or your partner from working more hours?  Stopped you or your partner from starting to train / study?
- Stopped you or your partner from completing any training / study?  It has not had a negative impact on me or my partner

**14** Have you used the Family Information Service to obtain information about local childcare?

*Please select only one item*

Yes  No

**15** How do you rate the quality of the Family Information Service?

	Excellent	Good	Satisfactory	Poor	Very Poor	N/A
Quality of FIS <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**16** Do you have any thoughts on how information regarding childcare could be easier to find?

Detail on how information on childcare could be easier to find

**The cost of childcare**

**17** Are you eligible for any of the following initiatives to support with the cost of childcare?

	Yes and I receive this	Yes but I don't access it	No	I don't know
Targeted offer of 15 hours free childcare for some 2 year olds <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Universal offer of 15 hours free childcare for all 3 and 4 year olds <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Childcare support from an employer (e.g. childcare vouchers) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Childcare tax credits <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any other (please state) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Detail if 'other' is checked

**18** If you are entitled to 15 hours free childcare per week for a 2, 3 or 4 year old child and do not use this, what are the reasons?

*Please select all that apply*

- I don't know whether I am entitled to a free place
- There is an additional charge for extra hours or services
- I don't think my child will benefit
- I could not get a place at my chosen provider
- I could not get a place at any provider
- My child is too young
- My child is already in full time education
- Other (please state)

**19** In the average week, how much do you think you spend on childcare for all of your children?

Spend on childcare per week

**Anything else?**

**20** Is there anything else you would like to tell us about childcare in Hammersmith and Fulham that hasn't been raised in the survey?

Please enter text here

**About you**

**21** What is your full postcode?

The reason we ask for your postcode is so that we can build a picture of the specific problems in particular areas in the borough. By mapping the problems we are able to target our resources more accurately.

**22** Which of the following descriptions apply to your household? (please select all of the answers which apply to you)

*Please select all that apply*

- I have sole responsibility for my children
- I share responsibility for my children with someone I live with
- I share responsibility for my children with someone I do not live with
- I am a foster parent
- I am a parent to be
- I am on maternity leave

**23** Are you...

*Please select only one item*

- Working full time
- Working part time
- Full-time parent / carer
- Looking for work
- Studying / training
- Other

Detail if 'other' is checked

**24 Do you...**

*Please select only one item*

- Work shifts
- Work evenings / nights
- Work weekends
- Study evenings / nights
- None of the above

**25 Is your partner that you live with (if applicable)...**

*Please select only one item*

- Working full time
- Working part time
- Full-time parent / carer
- Looking for work
- Studying / training
- Other

Detail if 'other' is checked

**26 Does your partner that you live with (if applicable)...**

*Please select only one item*

- Work shifts
- Work evenings / nights
- Work weekends
- Study evenings / nights
- None of the above

**27 How would you describe your ethnicity? (Please select one box only)**

Ethnic origin

*Please select only one item*

- White British
- White Irish
- White Gypsy or Irish Traveller
- White Other (please add below)
- Asian/ Asian British - Indian
- Asian/ Asian British - Pakistani
- Asian/ Asian British - Chinese
- Asian/ Asian British - Other (please add below)
- Black African
- Black Caribbean
- Black/ Black British - Other (please add below)
- Mixed - White and Black Caribbean
- Mixed - White and Black African
- Mixed - White and Asian
- Mixed - Any Other Mixed background (please add below)
- Other - Arab
- Other (please add below)

If you selected any of the "other" choices above, please specify here:

**28 What is your total annual household income?**

*Please select only one item*

- £Zero
- £1 - £16,190
- £16,190 - £23,999
- £24,000 - £36,999
- £37,000 or more
- I prefer not to say

**29 The council would like to contact residents from time to time with upcoming surveys and consultations. If you would like to**

Email



## **NOTICE OF CONSIDERATION OF A KEY DECISION**

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of Key Decisions which it intends to consider at its next meeting and at future meetings. The list may change between the date of publication of this list and the date of future Cabinet meetings.

## **NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE**

The Cabinet also hereby gives notice in accordance with paragraph 5 of the above Regulations that it intends to meet in private after its public meeting to consider Key Decisions which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to key decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail Katia Richardson on [katia.richardson@lbhf.gov.uk](mailto:katia.richardson@lbhf.gov.uk). You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

## **KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 2 MARCH 2015 AND AT FUTURE CABINET MEETINGS UNTIL MAY 2014**

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

**KEY DECISIONS** are those which are likely to result in one or more of the following:

- Any expenditure or savings which are significant (ie. in excess of £100,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Key Decisions List will be updated and published on the Council's website on a monthly basis.

**NB: Key Decisions will generally be taken by the Executive at the Cabinet.**

*If you have any queries on this Key Decisions List, please contact  
Katia Richardson on 020 8753 2368 or by e-mail to [katia.richardson@lbhf.gov.uk](mailto:katia.richardson@lbhf.gov.uk)*

## **Access to Cabinet reports and other relevant documents**

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website ([www.lbhf.org.uk](http://www.lbhf.org.uk)) a minimum of 5 working days before the meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

## **Decisions**

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

## **Making your Views Heard**

You can comment on any of the items in this list by contacting the officer shown in column 4. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) will be shown in the Cabinet agenda.

## **LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2014/15**

<b>Leader:</b>	<b>Councillor Stephen Cowan</b>
<b>Deputy Leader:</b>	<b>Councillor Michael Cartwright</b>
<b>Cabinet Member for Children and Education:</b>	<b>Councillor Sue Macmillan</b>
<b>Cabinet Member for Economic Development and Regeneration:</b>	<b>Councillor Andrew Jones</b>
<b>Cabinet Member for Finance:</b>	<b>Councillor Max Schmid</b>
<b>Cabinet Member for Health and Adult Social Care:</b>	<b>Councillor Vivienne Lukey</b>
<b>Cabinet Member for Housing:</b>	<b>Councillor Lisa Homan</b>
<b>Cabinet Member for Social Inclusion:</b>	<b>Councillor Sue Fennimore</b>
<b>Cabinet Member for Environment, Transport &amp; Residents Services:</b>	<b>Councillor Wesley Harcourt</b>

*Key Decisions List No. 29 (published 30 January 2015)*

## KEY DECISIONS LIST - CABINET ON 2 MARCH 2015

**The list also includes decisions proposed to be made by the Leader and by future Cabinet meetings**

*Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).*

\* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
<b>2 March</b>				
Cabinet	2 Mar 2015	<p><b>Speech and Language Therapy Services - extension of Service Level Agreements (2014-2016)</b></p> <p>Requests agreement to extensions to the Service Level Agreement's (SLA's) for speech and language therapy services for 2014 - 2016. The extensions are required to enable a procurement exercise to be completed.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
Cabinet	2 Feb 2015  Reason: Expenditure more than £100,000	<p><b>Contract award : Child obesity prevention and healthy family weight services</b></p> <p>To reduce the prevalence of obesity in the boroughs by helping children, young people and their families to eat healthier and be more active, tenders have been sought for two services:            Lot 1 Planning, Policy and Workforce Development            Lot 2 Prevention and Weight Management Programmes</p> <p>The report proposes that each of the three Councils enters into a contract with the recommended providers to deliver these services.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b>            Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Health and Adult Social Care  Ward(s): All Wards  Contact officer: Liz Bruce Tel: 020 8753 5001 liz.bruce@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Mar 2015  Reason: Expenditure more than £100,000	<p><b>Edward Woods Estate - Norland, Poynter &amp; Stebbing rooftop apartments</b></p> <p>Proposals for reversion of the rooftop apartments for general needs tenancy</p>	Cabinet Member for Housing  Ward(s): Shepherds Bush Green  Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
Cabinet	2 Mar 2015	<b>Service arrangements for passenger transport</b>  Report summarising outcomes from consultation and recommendations for future passenger transport service arrangements.	Cabinet Member for Children and Education, Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards  Contact officer: Mike Potter, Rachael Wright-Turner Tel: 020 7745 6399  mpotter@westminster.gov.uk, Rachael.Wright-Turner@rbkc.gov.uk	
Cabinet	2 Mar 2015	<b>Leasehold management and administration fee review</b>  To review the methodology of the calculation of the management and administration fees recharged to leaseholders and freeholders on estates to ensure that it meets the terms of the lease and associated legislation.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards  Contact officer: Jana Du Preez Tel: 020 8753 4242 Jana.DuPreez@lbhf.gov.uk	
Cabinet	2 Mar 2015	<b>Revised enforcement policy for the Environmental Health Service Group</b>  The current Enforcement Policy has been updated to comply with the Regulators' Code, which came into effect in April, this year. The policy has been approved in principle by the Cabinet Member and requires approval as a Key Decision, so that it can be adopted by the Council.	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards  Contact officer: Valerie Simpson Tel: 020 8753 3905 <a href="mailto:Valerie.Simpson@lbhf.gov.uk">Valerie.Simpson@lbhf.gov.uk</a>	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
Cabinet	2 Mar 2015  Reason: Expenditure more than £100,000	<p><b>Approval to award a lead consultant and full design team consultant for the refurbishment of the Holy Cross RC Primary School, Basuto Road, Fulham</b></p> <p>To appoint a design team consultancy service for the Holy Cross RC Primary School Refurbishment Project via the existing LBHF / 3BM Framework Agreement Contract.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b>            Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Children and Education  Ward(s): Parsons Green and Walham  Contact officer: Ian Turner Tel: 020 7605 8337 Ian.Turner@rbkc.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Mar 2015  Reason: Expenditure more than £100,000	<p><b>Corporate Revenue Monitor 2014/15 month 9</b></p> <p>Update of forecast Revenue outturn and agreement of virement requests.</p>	Cabinet Member for Finance  Ward(s): All Wards  Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.



Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
Cabinet	2 Mar 2015	<b>Core adult drug and alcohol services recommissioning</b>  Seeking approval to the recommissioning of core drug and alcohol services across the Tri-borough	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	2 Mar 2015	<b>S106 Spend 2014/15</b>  A report seeking authorisation for all of the Section 106 Expenditure for 2014/15	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	2 Mar 2015	<b>Corporate Plan 2015-18</b>  A new Corporate Plan for H&F, setting seven key priorities and new corporate objectives to deliver on over the next three years.	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Leader of the Council	Not before 9 February 2015	<b>Ark Conway Free School Phase 2 - Appointment of main contractor</b>  Appointment of a contractor to undertake building works at Ark Conway	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting & will include details of any supporting documents and /or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City	

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			Tel: 020 8753 3404.  David. Mcnamara@lbhf.gov.uk	
<b>30 March</b>				
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<b>Property asset data management Lot 3 pricing model - proposed call-off</b>  Seeking approval to a proposed call-off contract.  <b>PART OPEN</b>  <b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Finance  Ward(s): All Wards  Contact officer: Maureen McDonald-Khan Tel: 020 8753 4701 maureen.mcdonald-khan@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<b>London Enterprise Panel - New Homes Bonus Programme</b>  DWP has top sliced the New Homes Bonus budget and allocated it to the London Enterprise Panel. Each London Borough has then been required to bid for the funding top sliced from their borough. For LBHF this is estimated as £1.6m.  Activities have been required to align with LEP priorities. We have bid for a mixture of enterprise, employment and planning support.  This report gives detail of the programme and asks for agreement of the Cabinet to accept the funding and deliver the programme of activities.	Cabinet Member for Economic Development and Regeneration  Ward(s): All Wards  Contact officer: Ingrid Hooley Tel: 020 8753 6454 Ingrid.Hooley2@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	30 Mar 2015  Reason: Affects 2 or more wards	<p><b>London Borough of Hammersmith &amp; Fulham Cycling Strategy</b></p> <p>The Cycling Strategy sets out how the London Borough of Hammersmith &amp; Fulham will improve the quality and extent of provision for cyclists, encourage more people to use bicycles, increase the number of journeys made by cycle, and improve public health outcomes.</p> <p>In order to achieve this, the Cycling Strategy develops an Action Plan that can be used to direct funding in a way that responds to the cycling needs of Hammersmith and Fulham residents / businesses.</p> <p>The Cycling Strategy is not a statutory document. However it has been identified as playing a crucial role in reducing congestion on our roads, relieving pressure on the public transport system, and improving the health of residents and visitors.</p>	<p>Cabinet Member for Environment, Transport &amp; Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Rory Power Tel: 020 8753 6488 rory.power@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<p><b>Tri-borough contract for Internal Audit services</b></p> <p>The current contracts for Internal Audit services held by LBHF and RBKC are due to expire in June 2015 and need to be replaced with a single Tri-Borough contract.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Geoff Drake geoff.drake@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<p><b>Family Group Conference Services contract award</b></p> <p>Recommending the approval of award of a multi-supplier Framework Agreement to 3 providers for the provision of Family Group Conference (FGC) services from 2nd January 2015</p>	<p>Cabinet Member for Children and Education</p> <p>Ward(s): All Wards</p> <p>Contact officer: Terry Clark Tel: 020 7938 8336</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision <b>Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.</b>	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
		until 1st January 2017 with the ability to extend for a further two years subject to satisfactory performance.	terry.clark@rbkc.gov.uk	and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<b>Corporate Revenue monitor 2014/15 Month 10</b>  Update Revenue Outturn forecast and agreement of virement requests	Cabinet Member for Finance  Ward(s): All Wards  Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Affects 2 or more wards	<b>HRA Housing Capital Programme 2015/16 to 2017/18</b>  This report provides specific details of the proposed 2015/16 housing capital programme and proposes budget envelopes for the following two years.	Cabinet Member for Housing  Ward(s): All Wards  Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015  Reason: Expenditure more than £100,000	<b>Carers Hub Hammersmith &amp; Fulham</b>  Report to extend the Carers Hub Service with Carers Network  <b>PART OPEN</b>  <b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption	Cabinet Member for Health and Adult Social Care  Ward(s): All Wards  Contact officer: Mike Potter  mpotter@westminster.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		outweighs the public interest in disclosing the information.		
Cabinet	30 Mar 2015	<b>Shared Services strategy regarding violence against women &amp; girls</b> For Cabinet to approve the VAWG strategy for LBH&F, RBKC and WCC	Deputy Leader	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	30 Mar 2015	<b>School Organisation and Investment Strategy 2015 (SOIS)</b>  To approve the SOIS	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
<b>27 April</b>				
Cabinet	27 Apr 2015	<b>Procurement of a Homecare service for the London Borough of Hammersmith and Fulham (H&amp;F); Royal Borough of Kensington and Chelsea (RBKC) and Westminster City Council (WCC)</b>  Seeking Cabinet agreement to the awarding of three new contracts for the provision of Homecare services in the London Borough of Hammersmith and Fulham.  <b>PART OPEN</b>  <b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	27 Apr 2015  Reason: Affects 2 or more wards	<p><b>Appointment of contractor to deliver services relating to violence against women &amp; girls across LBH&amp;F, RBKC and WCC</b></p> <p>The report requests the approval of the recommendation to allocate contracts for:            The coordination of Specialist Domestic Violence Courts and Multi Agency Risk Assessment Conferences (lot 1); and Integrated Support Services (ISS) which includes a range of specialist frontline services to support adults and young people, children and families who are victims or affected by gender based violence (lot 2) across the three boroughs</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b>            Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Deputy Leader, Cabinet Member for Social Inclusion  Ward(s): All Wards  Contact officer: Mina Cobbinah, Pat Cosgrave Tel: 020 8753 2810 <a href="mailto:Mina.Cobbinah@rbkc.gov.uk">Mina.Cobbinah@rbkc.gov.uk</a> Pat.Cosgrave@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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<b>19 May</b>				
Cabinet	19 May 2015  Reason: Affects 2 or more wards	<b>Housing Strategy - delivering the change we need in housing</b>  Seeking to agree a new Housing Strategy (and associated documents) to reflect changes in policies required to meet the Administration's Manifesto commitments.	Cabinet Member for Housing  Ward(s): All Wards  Contact officer: Aaron Cahill, Erin Macgalloway Tel: 020 8753 1649, Tel: 0208 753 5727 Aaron.Cahill@lbhf.gov.uk, Erin.Macgalloway@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	19 May 2015  Reason: Expenditure more than £100,000	<b>Change ICT service desk provider</b>  At the end of the HFBP service contract the Council will need to transition all ICT services to other suppliers. By changing the service desk earlier than contract expiry, H&F will be able to reduce the effort, costs and risk and align to the one team Tri-borough. This paper recommends an early transition from the current service desk provider to the new service desk provider by calling off the Tri-borough framework contract which has the benefit of providing a consistent user experience for staff.  <b>PART OPEN</b>  <b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Finance  Ward(s): All Wards  Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.