

# Public Document Pack



## Executive Board

Thursday, 20 January 2022 2.00 p.m.  
Bridge Suite, Halton Stadium, Widnes

A handwritten signature in black ink, appearing to read 'David W R'.

**Chief Executive**

### **ITEMS TO BE DEALT WITH IN THE PRESENCE OF THE PRESS AND PUBLIC**

#### **PART 1**

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<b>2. DECLARATION OF INTEREST</b>	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
<b>3. CORPORATE SERVICES PORTFOLIO</b>	
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<b>(B) WAIVER OF STANDING ORDERS: APPOINTMENT OF A CONSULTANT TO DEVELOP RUNCORN TOWN DEAL PROJECT BUSINESS CASES</b>	<b>7 - 9</b>

*Please contact Ann Jones 0151 511 8276 or [ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.*

*The next meeting of the Committee is on Thursday, 17 February 2022*

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***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 9 December 2021 in the Karalius Suite - Halton Stadium, Widnes*

Present: Councillors Wharton (Chair), Dennett, Harris, M. Lloyd Jones, J. Lowe, T. McInerney, Nolan, Thompson and Wright

Apologies for Absence: Councillor Nelson

Absence declared on Council business: None

Officers present: D. Parr, I. Leivesley, M. Reaney, E. Dawson and A. Jones

Also in attendance: One member of the press

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE BOARD**

EXB54 MINUTES

The Minutes of the meeting held on 18 November 2021 were taken as read and signed as a correct record.

**CORPORATE SERVICES PORTFOLIO**

EXB55 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 2 2021 - 22

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which presented the Council’s performance for the second quarter period – 1 July to 30 September 2021.

The Directorate Performance Overview Reports provided a strategic summary of the key issues arising from performance in the relevant quarter for each Directorate and were aligned to Council priorities or functional areas. This information was central to the Council’s performance arrangements and the Executive Board had a key role in monitoring performance and strengthening accountability.

The information for each of the Council’s Directorates, including the implementation of high-risk mitigation measures, were presented in the appendices:

*Action*

Appendix 1 – People Directorate (Adult Social Care) and  
Appendix 2 – Enterprise, Community and Resources  
Directorate.

RESOLVED: That the Board notes the information  
contained in the reports and comments made in respect of  
these.

### **CLIMATE CHANGE PORTFOLIO**

#### **EXB56 TOWARDS A CLIMATE CHANGE STRATEGY AND ACTION PLAN**

The Board considered a report of the Strategic  
Director – Enterprise, Community and Resources, advising  
of the steps being taken to develop a Climate Change  
Strategy and Action Plan for the Council and sought  
approval to a number of principles to help inform and guide  
that strategy.

It was reported that the United Nations and the  
international scientific community had made clear the  
potentially severe global human, environmental and  
economic impacts that manmade climate change posed.  
The recent COP 26 Summit brought the world's focus to the  
challenges that Climate Change was and would bring to the  
world's communities if action was not taken. It was  
recognised that both the Council and the wider Halton  
Community had a role to play in reducing the amount of  
carbon that was released into the atmosphere.

It was noted that the Council had been addressing  
this agenda for many years and had a strong track record of  
reducing its own Carbon emissions, having developed its  
own Carbon Management Plan in 2008. The Council also  
approved its own Climate Emergency Motion in October  
2019, demonstrating its commitment to reducing its own  
carbon output.

The report outlined some of the successful initiatives  
the Council had pursued in recent years, in order to reduce  
its own carbon emissions, such as street lighting, roof top  
solar biomass, the solar farm, the Public Sector  
Decarbonisation Fund and various transport projects. It was  
noted that there were many others which were in the  
developmental stages – Electric Vehicle (EV) Charging  
points, further sustainable transport initiatives and additional  
investment in the Council's green spaces.

It was recognised that despite the above

achievements the Council had more to do and needed to develop a more detailed Action Plan, in order to make further progress. A number of steps had been identified in order to get to this position in 2022, these were outlined in the report.

RESOLVED: That the Board

- 1) acknowledges the progress made to date by the Council in reducing its own carbon emissions;
- 2) approves, in principle, that the Council sets its target to reach a carbon neutral status as 2040;
- 3) agrees that in terms of the Council's initial approach that the focus should be on buildings and vehicles as these two areas contributed the most to the Council's existing emissions, together with the continued development of the Borough's green infrastructure;
- 4) supports the approach outlined in the report in relation to developing a detailed Action Plan in 2022 to support the Council's objective of being carbon neutral by 2040;
- 5) agrees that as part of that Action Plan that a methodology is developed to ensure that carbon reduction is considered both as part of any key decisions the Council is taking itself and as part of its formal procurement processes; and
- 6) following the development of the Council's action, a broader Borough wide Strategy be developed in consultation with partners and the community.

Strategic Director  
- Enterprise,  
Community and  
Resources

**MINUTES ISSUED: 14 December 2021**

**CALL- IN: 21 December 2021 at 5.00 pm**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 21 December 2021.**

*Meeting ended at 1.15 p.m.*

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 <sup>th</sup> January 2022
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Corporate Services
<b>SUBJECT:</b>	Agency Worker Contract Procurement
<b>WARD(S)</b>	Borough-wide

## **1.0 PURPOSE OF REPORT**

- 1.1 To seek Executive Board approval to award a contract for the supply of Agency Workers beyond 2022 for the Liverpool City Region.

## **2.0 RECOMMENDED THAT:**

**In accordance with Procurement Standing Order 1.9.4 and 1.10.1, the Executive Board authorise the Strategic Director Enterprise, Community & Resources to enter into a contract with the preferred supplier who has been assessed as being the most economically advantageous and effective organisation to supply agency workers to the Council, and three other authorities within the Liverpool City Region. The contract will be awarded for a period of 4 years.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 In 2017 the Council, acting as the lead authority, accessed the ESPO Framework MSTAR2 and made a direct award to Matrix SCM for the provision of a Neutral Vendor Managed Service for Agency Workers.
- 3.2 Halton are the lead Authority for the review of Agency provision on behalf of the Liverpool City Region and have led the re-procurement of a further collaborative contract for agency worker supply to Liverpool City Region authorities. The current contract is to end in February 2022.
- 3.3 An options appraisal was conducted, and the following options considered;

**Option 1** Do Nothing

**Option 2** Direct Award to a single provider accessing the YPO framework Ref: 942.

**Option 3** Direct Award to a single provider accessing the ESPO framework – Ref: 653F - Managed Services for Temporary Agency Resources (MSTAR3)

**Option 4** Award the contract as a result of conducting a mini competition with the nominated providers on the ESPO or YPO framework

**Option 5** Undertake a new tender process from scratch on behalf of LCR

3.4 Option 1 presented a risk of increased cost per placement as current rates could not be guaranteed beyond the end of the contract in February 2022.

3.5 Option 2 did not deliver new cashable or efficiency savings.

3.6 Options 4 and 5 did not deliver new savings and in addition carried the risk of additional cost were the provider to change as a result of the procurement process.

3.7 Option 3 was assessed as being the most economically advantageous, identifying cost avoidance of circa £140,000 per annum for Halton, based on contract usage during the financial year 2019/20. (2020/21 and 2021/22 are considered exceptional years given the demand conditions created by the COVID-19 pandemic. Figures may therefore prove unreliable for forecasting).

3.8 The framework is in accordance with the Public Contract Regulations 2015 and was procured via the restricted procedure.

3.9 The ESPO Framework is open for access by the LCR members, via a direct award option within Lot 1a: Neutral Managed Service Provision, which has 8 shortlisted providers. The preferred supplier will be the incumbent provider, MatrixSCM.

#### **4.0 POLICY IMPLICATIONS**

4.1 The contract is awarded in line with Halton Borough Council's Procurement Standing Orders and the contract will support peripheral resourcing where it is required to ensure that services are sufficiently resourced to deliver a range of provision to Halton residents.

4.2 Peripheral resourcing is strictly controlled and monitored across the Council through the Policy, People, Performance and Efficiency Division.

4.3 The Council's Constitution states, within the Standing Orders Related to Staffing, that all requirements for peripheral workers should be requested through the prevailing Council contract in the first instance.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 The anticipated value of Halton's call-off from the agency contract is circa

£2.25m per annum in a normal year. Under normal operating conditions, the anticipated contract spend across a 4 year contract term will be in the region of £8m.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 Use of the contract may contribute to any or all of the Council's priorities from time to time, by providing peripheral resources to any services where a requirement is identified in order to ensure continuity of provision of service to residents in Halton.

## **7.0 RISK ANALYSIS**

7.1 Financial risk is minimised by awarding the contract within confirmed budgets.

7.2 As part of the procurement process, Halton Borough Council has carried out a financial assessment on the preferred supplier and has confirmed that they are a financially viable organisation.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The preferred supplier will be required to demonstrate that they embrace and comply with the Equality Act 2010, and their services will be monitored to ensure this is the case.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

9.1 None.



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 <sup>th</sup> January 2022
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Corporate
<b>SUBJECT:</b>	Waiver of Standing Orders: Appointment Of A Consultant to Develop Runcorn Town Deal Project Business Cases
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

- 1.1 To request approval to waive Procurement Standing Orders to award a contract to develop the Runcorn Town Deal Project Business Cases.

### 2.0 **RECOMMENDATION: That:**

- (1) Procurement Standing Orders 3.1 are waived to approve the appointment of Amion Consulting Limited to undertake Town Deal Project Business Cases until August 2022, the terms of which will be as included in the original contract. The value of the contract is estimated to be £150k;**
- (2) In accordance with the provisions of Procurement Standing Order 1.14.4 and 1.14.5 (ii) be waived on this occasion.**

### 3.0 **SUPPORTING INFORMATION**

- 3.1 Halton Borough Council has secured £23.6m to deliver the Runcorn Town Investment Plan. The Plan includes seven projects. In order to draw down funding, a robust business case for each project is required. This will need to follow detailed government appraisal guidance.
- 3.2 The timetable set by government for the completion of businesses cases is challenging and, therefore, Members are advised that external consultancy support is required to progress this work. Members have already agreed to an allocation of revenue funding to support for this work at the Executive Board meeting in June 2021.
- 3.3 It is proposed that the contract for delivering this specialist support is

awarded to Amion Consulting Limited. Amion are based in Liverpool and have previously provided specialist support to the Council on a number of regeneration projects and programmes, such as 3MG, and Sci-Tech Daresbury. They have built up a strong reputation and are well-regarded by Local Authorities in the Liverpool City Region for providing objective advice and support.

- 3.4 Amion provided technical support to the Council when developing its Future High Streets Fund submission. Although this bid was unsuccessful, information gathered by Amion was used to support the Council's successful Town Deal submission. More recently, Amion were appointed to undertake a stock-take in respect of Town Deal projects, ultimately RAG rating projects and providing input regarding the next stages of project development for respective schemes.
- 3.5 Amion will deliver seven comprehensive business cases for the Runcorn Town Deal Projects. These Business Cases will adhere to the guidance provided by Government and meet the 5-model test based on the green book appraisal as per HM Treasury guidance as well as meet Department of Levelling Up Homes and Communities Towns Fund guidance and requirements. These five models are Strategic, Economic, Commercial, Financial and Management.
- 3.6 The identified projects are the Brindley Extension, Health and Education Hub, Creative and Digital Skills Centre, Connectivity project, New Homes, Unlock Runcorn and Runcorn Station Quarter.
- 3.7 Amion would be required to attend project team briefings for the identified projects and will engage with appropriate stakeholders to ensure inclusion of all the required information in the business case creation.  
They would also attend Runcorn Board meetings when appropriate to update members on progress as well as regular meetings with Halton Borough Council who are the accountable body. Ultimately, the business cases will inform the decision that the Council's Section 151 Officer is required to make on behalf of the Council as set out in the Towns Fund guidance prior to the formal business case submission to Government.
- 3.8 Amion have a good knowledge of the area and have already established good working relations with project sponsors, and have an in depth knowledge of project proposals.
- 3.9 For these reasons it is proposed that this approach offers the Council good value for money, as well as an opportunity to commence this work quickly, thereby reducing the risks of business cases not being completed within the required timeframe.

4.0 **POLICY IMPLICATIONS**

4.1 There are no further policy implications identified in this report.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The estimated cost of the contract will be £150,000. Funding has been agreed to deliver this contract.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 The Runcorn Town Deal will supports a wide range of Council priorities. This report relates to the procurement of specialist advice to help with the delivery of these priorities.

7.0 **RISK ANALYSIS**

7.1 The main risk relates to ensuring that business cases for respective projects can be delivered within the tight timeframe. If business cases are not developed to the satisfaction of government, then funding will not be made available. To mitigate this risk, the Council is seeking to appoint a consultancy that has a proven track record of developing strong business cases for the types of projects contained in the Runcorn Town Investment Plan.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None

9.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None under the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 <sup>th</sup> January 2022
<b>REPORTING OFFICER:</b>	Strategic Director – People
<b>PORTFOLIO:</b>	Children & Young People
<b>SUBJECT:</b>	School Admission Arrangements 2023
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 This report fulfils the Local Authority's statutory requirement to consult upon and then determine the admission arrangements to Halton's community and voluntary controlled schools for whom the Local Authority is the Admission Authority, and to fulfil the statutory requirement to determine Coordinated Admission Schemes for admission to all primary and secondary schools in Halton including Academy, Free School and Voluntary Controlled schools, for the September 2023 intake.

## **2.0 RECOMMENDATION: That**

- (1) The Board approves the attached School Admissions Policy, Admission Arrangements and Coordinated Schemes for admission to primary and secondary schools for the 2023/24 academic year.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 On the 1<sup>st</sup> October 2021 Halton Local Authority issued a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2023 intake to Primary Schools (attached as Appendix 1) and Secondary Schools (attached as Appendix 2). As well as the proposed schemes, the Primary Scheme also included the proposed oversubscription criteria for community and voluntary controlled schools. No amendments to the criteria were suggested as the criteria work well and meet the requirements of the Department for Education's School Admissions Code.
- 3.2 The full consultation was available on the Council's website for parents and carers and any other interested party, and was issued to: all schools for sharing with parents, carers, staff and governing boards, Diocesan Authorities responsible for voluntary aided schools in Halton,

all schools in Halton who are their own admission authority, and to all neighbouring local authorities.

- 3.3 The consultation ran until 12<sup>th</sup> November 2021 and no changes were proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools. All secondary schools in Halton are academies or voluntary aided meaning they are their own admission authority and responsible themselves for consulting and determining their own admissions criteria and their own Published Admission Number (PAN), and any proposed changes they wish to make must be consulted upon and determined in accordance with the statutory requirements regarding consultation and determination detailed in the Department for Education School Admissions Code 2021.
- 3.4 The consultation advised that there would be no individual response to any submissions made, but any responses submitted would be considered by the Council's Executive Board. No responses to the consultation were received.
- 3.5 With regard to the purpose of the consultation that took place, all admission authorities – the Local Authority for community and voluntary controlled schools, and the Governing Boards/Trusts for academies, free school and voluntary aided schools, must ensure that the admission arrangements determined are fair, clear and objective, and fully comply with all statutory requirements. The arrangements proposed by the Council for admission to community and voluntary controlled schools for the 2023/24 academic year reflect those requirements.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools. The oversubscription criteria contained within the Policy for community and voluntary controlled schools for whom the Local Authority is the admissions authority, reflect the criteria which are considered good practice and acceptable by the Department for Education.
- 4.2 With regard to the Coordinated Admissions Schemes for admission to primary and secondary schools, parents/carers are invited to express a preference (or preferences) for any school for the relevant age group, and must complete an application form which allows them the opportunity to express those preferences. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the relevant criteria. The Council applies the admissions criteria determined for community and voluntary controlled schools to applications for those schools, and the Admission

Authority (Governing Board/Trust) for academy, free school and voluntary aided schools apply their criteria for admission and notify the Local Authority of the outcome of those applications. The Local Authority then communicates those decisions to parents/carers on behalf of all schools on the relevant notification date.

## **5.0 OTHER IMPLICATIONS**

5.1 None.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

The proposed policy complies with statutory requirements for local authorities who are the admission authority for community and voluntary controlled schools, in ensuring that the admission arrangements to community and voluntary controlled schools are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs.

### **6.2 Employment, Learning and Skills in Halton**

Educational achievement is critical to the life chances of all children in the borough, and the School Admissions Policy detailing school admission arrangements to community and voluntary controlled schools in Halton underpins the requirement to promote fair access to educational opportunity.

### **6.3 A Healthy Halton**

The School Admission arrangements for community and voluntary controlled schools are aligned to the Council's School Transport policies which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

### **6.4 A Safer Halton**

The alignment of the School Admissions Policy and School Transport policies promotes the safe travel and transfer of pupils to school.

### **6.5 Halton's Urban Renewal**

N/A

## **7.0 RISK ANALYSIS**

7.1 The admission arrangements for community and voluntary controlled schools are proposed to maximise parental preference for Halton schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of admission appeals, adversely affecting the intake at some schools. The coordinated schemes for admission to primary and secondary schools are proposed to ensure that statutory requirement to have such schemes in place is met.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The proposed admission arrangements reflect any requirements of the Equality Act 2010.

## **9.0 REASON(S) FOR DECISION**

9.1 The decision is statutorily required.

## **10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

10.1 Other options considered and rejected include the allocation of places to community and voluntary controlled schools through random allocation (lottery) as this method could be seen as arbitrary and random.

## **11.0 IMPLEMENTATION DATE**

11.1 The Policy and co-ordinated schemes will apply for the September 2023 academic intake.

## **12.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Admissions Code 2021	People Directorate	Martin West
School Standards & Framework Act 1998	People Directorate	Martin West
Education Act 2002	People Directorate	Martin West
Education & Inspections Act 2006	People Directorate	Martin West



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2023/24 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 15 and 16 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions).
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as



## Appendix 1

statutorily required, an Equal Preference Scheme is operated. Within the equal preference scheme all preferences are considered equally against each school's published admission criteria. After all preferences have been considered if only one school named on the preference form can offer a place the maintaining LA will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the relevant oversubscription criteria.

- 7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.
- 7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies and is offered the place within the normal admissions timetable, and the place is taken up within the same academic year.
- 7.2** In addition, the LA, as detailed within the Department for Education document "Advice on the admissions of summer born children" (2020) will ensure that flexibilities exist for children whose parents do not feel they are ready to begin school in the September following their fourth birthday. School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case. In these cases the School may seek the professional views of Local Authority officers including the Special Educational Needs Assessment Team, the Education Welfare Service, and the Educational Psychology Service, together with any other agencies who are involved with the child/family.
- 7.3** It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

Appendix 1

**8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2023**

- 8.1** Halton LA publishes online an “Admission to Primary School” booklet (a Composite Prospectus). A letter and information leaflet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council’s website, and upon request from the Admissions Team. The booklet will be published online in **September 2022** and the on-line application system will be available at the same time.
- 8.2** The preference form will seek three preferences in ranked order. All applications, whether made online or submitted in paper format (by request only) must be submitted by no later than **15<sup>th</sup> January 2023**. This closing date is a statutorily set closing date. The online application system will not be available after this date and late applications must be submitted on a paper copy of the preference form.
- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Admissions Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place week commencing **Monday 30<sup>th</sup> January 2023**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools and Academies where admission is being sought, at latest by **Friday 10<sup>th</sup> February 2023**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria, and **must** then notify the Admissions Team by **Sunday 5<sup>th</sup> March 2023** all pupils’ details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school by **Friday 17<sup>th</sup> March 2023**.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Monday 17<sup>th</sup> April 2023**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.
- 8.7** Parents will have until **Tuesday 16<sup>th</sup> May 2023** to lodge any appeals with the LA.

## 9.0 OVERSUBSCRIPTION CRITERIA

9.1 If a Halton community or voluntary controlled school becomes oversubscribed, places will be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), and children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC);
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children **living together as part of the same household**, already attending the school and **expected to continue in the following year**;
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight-line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil.

For admission to community and voluntary controlled schools the following notes apply:

a) Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), a place will be offered using the electronic admission system's random allocation function.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent home address. Where a child lives with parents with shared responsibility the LA will

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use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may also be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect parent's rights to appeal for a place at the school(s) they have been refused.

## **9.2 THE GRANGE ALL THROUGH SCHOOL**

The Grange is a designated all through school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to infants, infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the school's admissions criteria. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

## **10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS**

Late applications for places at Halton Local Authority maintained community and voluntary controlled schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 15 below. If parents are making a late application to a voluntary aided school or academy the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application

system is not available after the deadline for application, **15<sup>th</sup> January 2023**.

#### **11.0 CHANGE OF PREFERENCE**

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

#### **12.0 CHANGE OF ADDRESS**

If a pupil moves house **after the closing date of 15<sup>th</sup> January 2023 and before 12<sup>th</sup> February 2023**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made on or after **13<sup>th</sup> February 2023**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

#### **13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

Halton LA and the admission authorities of schools in the LA, reserve the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

#### **14.0 WAITING LISTS**

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term (**31<sup>st</sup> December 2023**), at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year application process will be applied.

## 15.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (in which the majority of children will reach the age of 5, 6, or 7 during the school year) to 30 pupils per school teacher. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) It finds that the admission of additional children would **not** breach the infant class size limit; or
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

## 16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will

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not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2023 but may alter as a result of any school reorganisation. Please note that schools for whom the LA are not the admission authority may still be in the process of determining their 2023 PAN and these figures may change as a result of consultation.

**COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

All Saints Upton C E Voluntary Controlled Primary (30)  
 Astmoor Primary (25)  
 Beechwood Primary (20)  
 Brookvale Primary (40)  
 Castleview Primary (20)  
 Fairfield Primary (90)  
 Farnworth C E Voluntary Controlled Primary (60)  
 Gorsewood Primary (30)  
 Hale C E Voluntary Controlled Primary (25)  
 Halebank C E Voluntary Controlled Primary (15)  
 Hallwood Park Primary (25)  
 Halton Lodge Primary (30)  
 Hillview Primary (30)  
 Lunts Heath Primary (60)  
 Moore Primary (30)  
 Moorfield Primary (45)  
 Murdishaw West Community Primary (30)  
 Oakfield Community Primary (40)  
 Pewithall Primary (30)  
 The Brow Community Primary (25)  
 Victoria Road Primary (40)  
 Westfield Primary (25)  
 Weston Primary (30)  
 Weston Point Primary (20)  
 Windmill Hill Primary (25)  
**Woodside Primary (20)\***  
**\*Please note that the PAN for Woodside is being reduced from 30 to 20 as part of the consultation process.**

**ALL THROUGH ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The Grange (60)

**VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

**CHURCH OF ENGLAND:**

Runcorn All Saints' CE Aided Primary (20)  
St Berteline's CE Aided Primary (44)  
St Mary's CE Aided Primary (35)

**CATHOLIC:**

Our Lady Mother of the Saviour Catholic Primary (30)  
Our Lady of Perpetual Succour Catholic Primary (30)  
St Basil's Catholic Primary (60)  
St Bede's Catholic Infant (75)  
St Bede's Catholic Junior (75)  
St Clement's Catholic Primary (30)  
St Edward's Catholic Primary (15, to be confirmed)  
St Gerard's Roman Catholic Primary & Nursery (30)  
St John Fisher Catholic Primary (30)  
St Martin's Catholic Primary School (30)  
St Michael's Catholic Primary (30)  
The Holy Spirit Catholic Primary (20)

**ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

Bridgewater Park Academy (30)  
Daresbury Primary (30)  
Ditton Primary (60)  
Palace Fields Primary Academy (30)  
Simms Cross Primary (40)  
St Augustine's Catholic Academy (25)  
St Michael's with St Thomas C E Primary (30)  
Widnes Academy (30)



**TIMETABLE FOR SEPTEMBER 2023 PRIMARY ADMISSIONS**

**15<sup>th</sup> January 2023**  
Closing Date for applications

**From Monday 30<sup>th</sup> January 2023**  
Inter LA exchange of preferences

**By Friday 10<sup>th</sup> February 2023**  
preference details sent to all VA  
and Academy schools to rank  
applications in criteria order

**By Sunday 5<sup>th</sup> March 2023** VA and  
Academy schools must have ranked  
all applications in criteria order and  
submitted the details to the LA

**By 17<sup>th</sup> March 2023**  
Final exchange of data between  
neighbouring LAs to confirm  
allocations

**17<sup>th</sup> April 2023**  
Online notification of offer for  
parents submitting preferences  
online. Letter posted to parents  
submitting paper copy.

**By 16<sup>th</sup> May 2023**  
appeals to be lodged with LA



**HALTON LOCAL AUTHORITY  
SCHEME FOR THE CO-ORDINATION OF ADMISSION  
ARRANGEMENTS FOR SECONDARY SCHOOLS –  
2023/24 ACADEMIC YEAR**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2023.
- 2.0** Halton Local Authority is consulting on the proposed admission arrangements to determine a co-ordinated scheme which will apply to all secondary schools in the authority's area for the September 2023 intake.
- 3.0** The Scheme will apply to the following schools in the table below. The table also details the proposed Published Admission Number (PAN) for each school, and the type (category) of school:

<b>School</b>	<b>PAN</b>	<b>Type</b>
The Grange	180	Academy
Saints Peter and Paul Catholic College	280	Voluntary Aided
St Chad's Catholic and Church of England Joint Faith High School*	190	Voluntary Aided
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	240	Academy
Wade Deacon High School	320	Academy
Sandymoor Ormiston Academy	120	Academy

\*In the process of converting to academy status.

It should be noted that at the time of writing some schools may be in the process of determining their PAN for 2023, providing they have consulted in accordance with the statutory requirements of the School Admissions Code.

Each Academy School has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these

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schools. Academy Trusts and Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2022 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2023. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will be available on-line and parents/carers are required to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions). Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs. Paper forms are available by request only.
- 5.0** Admission authorities i.e. governing bodies for voluntary aided and academy schools **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2023**
- 6.1** Halton LA publishes online an "Admission to Secondary School" booklet (a Composite Prospectus). A letter and information leaflet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, advising parents of the online booklet and application process, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the Council's website, and from the Admissions Team. The booklet will be published online at the start of the Autumn Term, **September 2022**, and the on-line application system will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Applications from Halton resident parents, either on-line submissions or hard copy (by request only), must be returned no later than **31<sup>st</sup> October 2022**.

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- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions). This is the preferred method of application. Residents who cannot apply online may request a paper copy of the preference form from any of the Halton Direct Link Offices or directly from the School Admissions Team.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning **14<sup>th</sup> November 2022**, details of all first, second, and third preferences for admission to aided schools and academies, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of voluntary aided schools and academies should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Admissions Team by Friday **9<sup>th</sup> December 2022**.
- 6.7** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Wednesday 1<sup>st</sup> March 2023**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers who applied online will also receive an email confirming the allocated place.
- 6.8** If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

**7.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL**

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put

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forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

## 8.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

Late applications for places at Halton Local Authority maintained community schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 14 below.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **31<sup>st</sup> October 2022**.

## 9.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

## 10.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 31<sup>st</sup> October 2022 and before 15<sup>th</sup> January 2023**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made **after 15<sup>th</sup> January 2023**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

### **11.0 CHILDREN WITH AN EDUCATION, HEALTH & CARE PLAN (EHCP)**

Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the advertised oversubscription criteria and PAN. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

### **12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

The admission authority of any school in Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

### **13.0 WAITING LISTS**

Waiting lists will be held for all oversubscribed secondary schools. The Local Authority, who are responsible for coordinating admissions, will maintain the waiting lists for oversubscribed schools and, if a place becomes available, will liaise with the relevant schools before reallocating any available place. Secondary schools must not reallocate any places, this is the responsibility of the Local Authority for the secondary transfer process. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria for the relevant school. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term (**31<sup>st</sup> December 2023**) will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

### **14.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal. The deadline to submit an appeal will be **Wednesday 29th March 2023**.

## 15.0 SCHOOLS WITH SIXTH FORMS

Each school with a sixth form **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements. Children in care **must** be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

**TIMETABLE FOR SEPTEMBER 2023 SECONDARY ADMISSIONS**

**SEPTEMBER 2022 – APPLICATION PROCESS COMMENCES**

**31<sup>ST</sup> OCTOBER 2022 CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**WEEK COMMENCING 14<sup>TH</sup> NOVEMBER 2022 LA PROVIDES DETAILS OF ALL 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup> PREFERENCES TO VA SCHOOLS**

**BETWEEN 14<sup>TH</sup> NOVEMBER AND 9<sup>TH</sup> DECEMBER 2022 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)**

**NO LATER THAN 9<sup>TH</sup> DECEMBER 2022 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR**

**PARENTS/CARERS HAVE UNTIL 15<sup>TH</sup> JANUARY 2023 TO UPDATE ADDRESS FOR APPLICATION AND PROVIDE SUITABLE EVIDENCE THAT CHILD IS RESIDING AT THAT ADDRESS BY THIS DATE**

**1st MARCH 2023 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM**

**29th MARCH 2023 - DEADLINE TO SUBMIT AN APPEAL TO ENSURE IT IS HEARD WITHIN THE ADMISSION AUTHORITY'S TIMEFRAME FOR APPEALS**



**REPORT TO:** Executive Board

**DATE:** 20<sup>th</sup> January 2022

**REPORTING OFFICER:** Strategic Director – People

**PORTFOLIO:** Children and Young People

**SUBJECT:** Capital Programme – 2022/23

**WARD(S):** Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 This report provides a summary of the capital funding received by the Council from central government to support capital works and programmes within schools for the 2022/23 financial year.

## **2.0 RECOMMENDATION: That:**

- i) The position regarding capital funding from the Department for Education for 2022/23 is noted;**
- ii) The proposals to be funded from School Condition Capital Allocation are approved;**
- iii) The capital allocations are put forward for inclusion in the Budget report to full Council;**
- iv) The proposal to create additional teaching space at Cavendish School is approved;**
- v) The proposal to remodel two junior classrooms to create more suitable teaching spaces at Fairfield Primary School is approved.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Department for Education has not yet announced the Capital Grant Allocation for 2022/23, but given the timescales for some of the proposed capital projects, there is a requirement to present this report. The allocation stated in this report is based on the 2021/22 allocation which was £903,847. We are currently unsure if the Department for Education will adopt the same methodology as previous years, therefore for the purpose of planning the 2022/23 capital programme, the 2021/22 allocation figure has been used. In the event that the 2022/23 allocation is reduced, or in the event that a school converts to academy status which impacts on funding received by the Council, the amount of funding available for elements of the capital programme will be reduced accordingly.

3.2 Detailed in the table below is the indicative funding available to support capital projects across the school estate:

<b>GOVERNMENT FUNDING</b>	
<b>School Condition Allocation – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2021/22)</b>  Allocated to fund condition and suitability projects at Local Authority maintained schools.	£903,847
<b>High Needs Provision Capital</b>  Allocated to support the provision of new places or improve existing provision for pupils and students with high needs.	£500,000
<b>Basic Need Capital Grant - balance as at November 2021</b>  Allocated to support the provision of sufficient pupil places within the Local Authority.	£578,008

#### 4.0 SCHOOL CONDITION ALLOCATION

4.1 The table below details how the School Condition Allocation will be utilised.

<b>Description</b>	<b>Estimated costs</b>	<b>Description</b>
Asset Management - Computer Aided Design (CAD) Plans	£10,000	CAD plans of school buildings are updated where improvement works/changes to accommodation have been carried out.
Asbestos Management	£12,000	Annual update of asbestos surveys and undertaking of resulting remedial works.
Accessibility projects	£50,000	Funding that schools can apply for to resolve accessibility issues within school buildings.
Contingency	£91,847	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£740,000	A rolling programme of capital works undertaken at community and voluntary controlled schools, determined by the Local Authority, based upon a priority of need in discussion with schools and colleagues in Property Services.
<b>Total</b>	<b>£903,847</b>	

For any works undertaken within the Capital Repairs Programme, schools are normally required to make a contribution from their own Devolved Formula Capital allocation.

## **5.0 HIGH NEEDS PROVISION CAPITAL**

- 5.1 On the 9<sup>th</sup> April 2021 the Department for Education announced that Halton would receive £500,000 High Needs Provision Capital. This funding is to support the provision of new places or improve existing provision for pupils and students with high needs.
- 5.2 To ease existing capacity issues at Cavendish School, and support ongoing demand for an increase in places, the school requires a two classroom extension. This will provide a more suitable learning environment and will accommodate the growing numbers of pupils requiring the type of education that Cavendish School offers, rather than attending an out of borough school, which puts additional pressure on the high needs budget.
- 5.3 The works will be funded from within the High Needs Provision Capital allocation. A feasibility study is currently being undertaken to establish the most appropriate position for the classrooms as space on-site is limited.
- 5.4 If the Executive Board agrees to the proposed works at Cavendish School, once the feasibility study is complete planning permission will then be sought.

## **6.0 BASIC NEED CAPITAL FUNDING**

- 6.1 The Local Authority receives Basic Need funding from the Department for Education to assist in pupil place planning and ensure that there are sufficient pupil places. As there remains an overall surplus capacity, within agreed tolerance levels, in both the primary and secondary sector in Halton in terms of school places, the Council only receives minimal Basic Need Funding. For 2022/23 the Council will receive £260,584. Therefore, the total funding available for 2022/23 is £578,008 (£317,424 carry forward from previous years plus £260,584 2022/23 allocation). Following a recent analysis of forecast and school capacity data, there is not an immediate pupil place Basic Need issue to address, and it is proposed to use some of the Basic Need capital funding at Fairfield Primary School.
- 6.2 Fairfield Primary School require two classrooms to be remodelled to create more suitable teaching spaces for the number of pupils the school now has on roll, following the increase in the school's Planned Admission Number from 80 to 90 in September 2017 and impact upon space that has had.
- 6.3 A feasibility study is currently being undertaken to ascertain the best way to create the teaching space, taking into account the outside space, timescales and logistics, and the project would be funded from within Basic Need.

## **7.0 POLICY IMPLICATIONS**

- 7.1 The programme of works will allow the Council to continue to meet its requirement to enhance the school environment in mainstream provision through capital projects, and to ensure that the Council can continue to offer in-borough special educational needs provision wherever possible, helping to reduce expensive out-borough placement and transport costs.

## **8.0 FINANCIAL IMPLICATIONS**

- 8.1 In April 2021 the Department for Education announced that the 2021/22 School Condition Allocation for Halton was £903,847 which was the same as 2020/21. The 2022/23 allocation has not yet been announced. For the purpose of planning the capital programme for 2022/23, the 2021/22 allocation figure has been used. In the event that the allocation is reduced, or should further schools convert to academy status which will also reduce the amount of funding the Local Authority receives, the amount of funding available for elements of the capital programme will be reduced accordingly.
- 8.2 The cost of the building works at Cavendish School will be funded through the High Needs Provision Capital.
- 8.3 The cost of the remodelling works at Fairfield Primary School will be funded through the Basic Need Capital Grant.

## **9.0 OTHER IMPLICATIONS**

- 9.1 The Capital Repairs Programme will contribute to Halton's Carbon Management Programme by helping to produce more energy efficient buildings.

## **10.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **10.1 Children and Young People in Halton.**

The Capital Programme will address condition and suitability issues within school buildings and will continue to help improve the learning environment for children and young people, and support continuing demand for in-borough special educational needs provision, allowing Halton resident pupils to remain in-borough where possible.

### **10.2 Employment, Learning & Skills in Halton**

As above.

### **10.3 A Healthy Halton**

None identified.

### **10.4 A Safer Halton**

None identified.

### **10.5 Halton's Urban Renewal**

None identified.

**11.0 RISK ANALYSIS****11.1 Capital Repairs**

It is current practice for schools to contribute towards the cost of the Capital Repairs Programme. Consultation with schools on their contribution to any proposed works will take place following full Council's consideration of the budget report in March 2022. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2022/23, and will be deferred for future years.

**12.0 EQUALITY AND DIVERSITY ISSUES**

12.1 The Accessibility funding provides capital funding to improve the accessibility of mainstream and special schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects.

12.2 The Cavendish School project will allow pupils with cognition and learning difficulties and/or communication and interaction difficulties, to be educated within their own local community rather than attending an out of borough provision.

**13.0 REASON(S) FOR DECISION**

13.1 To deliver and implement the capital programmes.

**14.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

14.1 None

**15.0 IMPLEMENTATION DATE**

15.1 Capital Programmes for 2022/23 to be implemented with effect from 1 April 2022.

15.2 Cavendish School two classroom extension to be available from September 2022.

15.3 Fairfield Primary School remodelling to be available for September 2022

**16.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Schools Capital Funding Allocations 2021/22 Department for Education 28/04/21	People Directorate	Catrina Gallimore
High Needs Provision Allocation 2021/22 Department for Education 09/04/21	People Directorate	Catrina Gallimore
Basic Need Capital Allocation announcement for school places in 2022/23. Department for Education 25/02/21	People Directorate	Catrina Gallimore

**REPORT TO:** Executive Board

**DATE:** 20 January 2022

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Adult Social Care

**SUBJECT:** Halton Self-Advocacy Service

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To seek approval of a waiver of Parts 2 and 3 of Procurement Standing Orders 1.14.4 to make a Direct Award to Halton Speak Out for the provision of a Self-Advocacy Service.

**2.0 RECOMMENDATION: That:**

- i) In compliance with Standing Order 1.14.4, Executive Board approve a direct award to Halton Speak Out for the provision of a Self-Advocacy Service.**
- ii) Executive Board notes the change in service delivery model**

**3.0 SUPPORTING INFORMATION**

3.1 Halton Speak Out currently works in borough with adults and young people with learning disabilities to deliver person-centred planning, self-advocacy support and undertake consultation.

The current Adult's service was commissioned in 2015 to provide support services to adults with learning disabilities, and includes the following three elements;

- Person centred planning co-ordination and facilitation
- Self-advocacy service and
- Facilitation of Halton's People's Cabinet

3.2 The current contract was due to end in March 2017, and the contract has been extended on a year by year basis since then.

3.3 Halton Speak Out is a registered charity, and in addition to their commissioned service they also provide the Ella Academy Performing Arts Group and have taken over the management of Brookvale Community Centre.

- 3.4 Halton Speak Out are established in borough as a local specialist provider with existing links with the learning disability community and partners in Halton, and as such are considered to be the only suitable organisation to deliver this service.

It is accepted that the service has evolved since the original contract was put in place, and a new service delivery model is required to ensure the service continues to meet the needs of self-advocates and fills any gaps in local provision.

- 3.5 Changes in social care practice has seen strengths based approaches to social care assessments, providing holistic assessments that focus on the wider support networks and community support.

As person centred approaches are already embedded within other service areas, the new service will no longer include the person centred planning element.

It is proposed that Halton Speak Out undertake work with commissioned support providers prior to the new service starting to ensure these approaches are embedded within their services.

- 3.6 Halton Speak Out has already been consulted about a new service model and given their initial views on how the service should be delivered moving forwards.

The new service will continue to provide self-advocacy support and undertake consultation, and will be co-produced with Halton Speak Out and self-advocates. This will give the opportunity to focus on innovative service delivery and outcomes, while ensuring it continues to meet the need of self-advocates.

The service will provide a mechanism to link into the governance arrangements for learning disability services.

A new Learning Disability Strategy is currently being developed through the Partnership Board and its sub-groups. The service will be instrumental in ensure self-advocate voices are included and inform the strategy.

- 3.7 It is proposed to award a contract for 5 years from April 2022 to March 2027. The current contract has been extended on a yearly basis and the award of a 5 year contract will give the provider financial stability and the opportunity for a new service delivery model to be firmly embedded.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The current annual contract value is £73,439 for 82 direct support hours plus admin support and management hours.

As the service will no longer be delivering the person centred planning element, it is proposed to reduce the contract value to £37,000 as it is expected the service will be delivered by one full-time equivalent worker.

The underspend on the current budget will be utilised to cover other statutory duties contracted out where the identified budget is insufficient to meet the cost.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

The service will continue to support young people in transition.

6.2 **Employment, Learning & Skills in Halton**

The service will support and empower self-advocates to access education, training and employment opportunities.

6.3 **A Healthy Halton**

Self-advocates will be supported to access appropriate services.

6.4 **A Safer Halton**

The service will safeguard adults with learning disabilities by supporting individuals to link with agencies, services and initiatives around personal safety.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 Financial risk will be minimised by delivering the service within existing budget.

7.2 As Halton Speak Out receive additional funding from the other services delivered in borough, it is considered the organisation has the infrastructure to support a reduced service.



7.3 The contract will comply with the Council's Standing Orders in relation to procurement and will be monitored in line with the Council's Quality Assurance framework to ensure contractual requirements are met with regard to quality, performance and outcomes.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 The support provider will be required to demonstrate they embrace and comply with the Equality Act.

9.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

9.1 None under the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20th January 2022
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community & Resources
<b>SUBJECT:</b>	Authorisation for the use of the SCAPE Framework for procurement and development of the Runcorn Town Investment Plan – High Street Connectivity scheme
<b>PORTFOLIO:</b>	Environment and Urban Renewal
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to provide a summary of the development of the High St Connectivity project in support of the Runcorn Town Investment Plan. It will seek approval to utilise the SCAPE framework for the development of these schemes specifically the replacement of a footbridge over the Bridgewater canal and repurposing of a section of High St as per the Town Centre bid.

## **2.0 RECOMMENDATION: That the Executive Board approve**

- 1) the use of the SCAPE framework for development of the replacement footbridge scheme to Project Order stage;**
- 2) the use of the SCAPE framework for development of the High St scheme to Project Order stage; and**
- 3) the delegation of authority to the Strategic Director - ECR to authorise the passing of the SCAPE gateways prior to this Stage.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Town Centre Bid comprises seven projects of which High St Connectivity is one. This is in turn split into four schemes, two of which are described within this report, a replacement footbridge crossing the Bridgewater Canal by the Brindley and the improvement of a section of High St so it becomes more pedestrian and cycling friendly.
- 3.2 The proposed replacement footbridge would remove the existing concrete footbridge currently enabling access from the Greenway Rd / Costa Car park to the car park behind St Pauls and replace with a new structure in a similar location but facing the Brindley rather than directing the public to the footpath between St Pauls and the Bank.

- 3.3 The new footbridge would be compliant with the Disability Discrimination Act which the existing bridge isn't due to the angle of the longitudinal slope and this replacement is envisaged to be a more aesthetically pleasing structure. Within the bid this element of work has been provisionally allocated £1.46M of funding.
- 3.4 The proposal in the bid for the High Street project seeks to amend the carriageway in front of St Pauls and change its use to pedestrians and cyclists only. Buses would still have access into the Bus Station and access would be maintained to the car park behind St Pauls but other vehicles would not have right of passage along this section of High Street. This element has been provisionally allocated a budget of £1M of funding.
- 3.5 The schemes are not currently developed or detail designed in any way so we have a limited amount of time to develop the schemes and complete public consultation in support of a Business Case for all Town Centre Bid Projects due for submission in August 2022. The successful Business Case will then secure the funding to proceed with the works.
- 3.6 Due to the successful use of the Scape Framework for the recent completion of works on Silver Jubilee Bridge, Runcorn Delinking and Runcorn Station Quarter, it's felt that this would be a useful and timely mechanism to develop these schemes and by utilising Early Contractor Involvement ensure costs for the proposals as they develop are as accurate as possible.
- 3.7 We have a development budget of £68,460 to develop these two schemes which will be utilised to secure any necessary surveys and 3<sup>rd</sup> party design works. The Scape process is otherwise free to the Client for the first 2 stages of the process as the Contractor isn't completing costly tendering works.
- 3.8 The Scape process has six stages as shown in the Appendix and this report seeks permission to utilise the Scape process to the end of Stage 2 and the Project Order gateway with delegation of Authority to the Strategic Director – ECR for the approval of the Gateways up to this point. Once Stage 2 is complete and the Project Order is ready for approval it's proposed a further report will be presented to Executive Board seeking approval to proceed to pass this Gateway and onto construction. At this point funding would be secured. The Council reserves the right to stop works at any stage in the process outlined above until a Notice to Proceed is issued and therefore retains complete control. The terms of the Town Centre Bid state that construction is to be completed within 5 years.

#### **4.0 POLICY IMPLICATIONS**

4.1 None

#### **5.0 OTHER IMPLICATIONS**

- 5.1** Utilising a pure Design consultancy to develop the two schemes could be completed instead but wouldn't achieve the accuracy of costs or enable the Contractors knowledge to be utilised in the scheme development in line with Construction Playbook principles. This would therefore increase the risk of cost overrun once a Contractor was engaged to complete the Project and reduce the potential for value for money efficiencies to be realised.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

The highway network is utilised and relied upon by Children and Young People in similar ways to any other demographic of the population.

### **6.2 Employment, Learning and Skills in Halton**

None.

### **6.3 A Healthy Halton**

Improved sustainable links should encourage more people to walk and cycle, and hence develop healthier lifestyles.

### **6.4 A Safer Halton**

Improvements to walking and cycling links will be designed to improve the safety of the traveling public.

### **6.5 Halton's Urban Renewal**

Providing improved sustainable links to the town centre will improve the public realm and the reputation of the borough, thereby making it potentially more attractive to investors, visitors and to those who live here.

## **7.0 RISK ANALYSIS**

- 7.1** The SCAPE Framework is a public sector owned and competitively tendered process. Pursuing alternative procurement options would prolong scheme development and implementation likely beyond the available timescales.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

None

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None.

Appendix 1 Scape Process Map

# Civil Engineering National Framework Process Map



