



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: Tuesday, 17 March 2015

**Committee:
Cabinet**

Date: Wednesday, 25 March 2015

Time: 12.30 pm

Venue: Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND

You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Head of Legal and Democratic Services (Monitoring Officer)

Members of Cabinet

Keith Barrow (Leader)
Ann Hartley (Deputy Leader)
Tim Barker
Karen Calder
Lee Chapman
Steve Charmley
Mike Owen
Malcolm Price
Claire Wild

Deputy Members of Cabinet

Peter Adams
Nick Bardsley
Robert Macey
Robert Tindall
David Turner
Les Winwood
Tina Woodward

Your Committee Officer is:

Penny Chamberlain Principal Committee Officer

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31ST October 2011

AGENDA

1 Apologies for Absence

2 Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

3 Minutes (Pages 1 - 16)

To approve as a correct record the Minutes of the meeting held on 11th February 2015, attached marked 3.

Contact – Penny Chamberlain (01743 252729)

4 Public Questions

To receive any public questions, statements or petitions from the public, notice of which has been given in accordance with Procedure Rule 14.

5 Matters Referred from Scrutiny/Council

6 Reports of Scrutiny Committee

7 Determination of Admission Arrangements 2016/17 (Pages 17 - 36)

Lead Member – Mrs Ann Hartley, Portfolio Holder for Children’s Services.

Report of the Director of Children’s Services is attached, marked 7.

Contact – Karen Bradshaw (01743 254201)

8 Proposal to Transfer Selected Education Support Services, Operating as Inspire to Learn, to ip&e Ltd

Lead Member – Mrs Ann Hartley, Portfolio Holder for Children’s Services.

Report of the Director of Children’s Services is attached marked 8. **TO FOLLOW.**

Contact – Karen Bradshaw – 01743 254201

9 Proposal to Transfer Customer Services into ip&e Ltd.

Lead Member – Keith Barrow, Leader.

Report of the Director of Public Health for Shropshire is attached, marked 9. **TO FOLLOW**

Contact – Professor Rod Thomson (01743 253934)

10 Exclusion of Press and Public

To RESOLVE that in accordance with the provisions of Schedule 12A of the Local Government Act 1972 and Paragraph 10.2 of the Council's Access to Information Rules, the public and press be excluded during consideration of the remaining items.

11 Exempt Minutes (Pages 37 - 38)

To approve as a correct record the Exempt Minutes of the meeting held on 11th February 2015, attached marked Exempt 11.

Contact – Penny Chamberlain (01743 252729)

12 Shrewsbury Town Council - Service Level Agreement for Grounds Maintenance Works in Shrewsbury (Pages 39 - 46)

Lead Member – Mr Steve Charmley, Portfolio Holder for Business, ip&e, Culture and Commissioning (North)

Exempt Report of the Director of Commissioning is attached, marked Exempt 13.

Contact – George Candler (01743 255036)

13 Proposal to Transfer Selected Education Support Services, Operating as Inspire to Learn, to ip&e Ltd

Lead Member – Mrs Ann Hartley, Portfolio Holder for Children's Services.

Exempt Report of the Director of Children's Services is attached marked Exempt 12. **TO FOLLOW.**

Contact – Karen Bradshaw – (01743 254201)



Committee and Date

Cabinet

25th March 2015

CABINET

Minutes of the meeting held on 11 February 2015

In the Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND

12.30 - 2.30 pm

Responsible Officer: Penny Chamberlain

Email: penny.chamberlain@shropshire.gov.uk Tel: 01743 252729

Present

Councillor Keith Barrow (Chairman)

Councillors Ann Hartley (Deputy Leader), Tim Barker, Karen Calder, Lee Chapman, Steve Charmley, Mike Owen, Malcolm Price and Claire Wild

82 Apologies for Absence

82.1 There were no apologies for absence.

83 Disclosable Pecuniary Interests

83.1 Members were reminded that they must not participate in the discussion or voting on any matter in which they had a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

84 Minutes

84.1 RESOLVED:

That the Minutes of the Cabinet meetings held on 10th December 2014 and 21st January 2015 be approved as a correct record and signed by the Leader.

85 Public Questions

85.1 At the commencement of this item the Leader informed the public present at the meeting that a number of amendments were likely to be proposed to the officer recommendations in the report on the Hackney Carriage and Private Hire Licensing Policy. Copies of the proposed amendments were circulated at this point in the meeting to assist those members of the public present for the consideration of this item and also those who had submitted public questions.

The Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) also confirmed his intention to propose the recommendations set out in the officer's report subject to the inclusion of the amendments circulated at the meeting. In doing so he referred to the extensive consultation which had been undertaken on the matter and emphasised that in listening to the concerns raised by the trade and others, the authority's responsibilities for public safety and safeguarding had been

taken very seriously and the Council would continue to work closely with the trade towards introducing higher levels of safety for all parties.

Question 1

Mr Martin Croll of Shrewsbury had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

By way of a supplementary question Mr Croll queried the proposed wheelchair accessibility requirements and the implications of this and other issues for his business going forward. In response the Licensing Officer indicated that officers considered that there should be a cut off period point but that matters could be dealt with on a case by case basis.

Question 2

Mr Richard Price of Shrewsbury had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

By way of a supplementary question Mr Price indicated that the concerns raised in his question had been attended to in the proposed amendments.

Question 3

Mr Matt Young of Shrewsbury had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

By way of a supplementary question Mr Young expressed concern at the implications of the proposals for his business in cases of vehicles being written off. In response the Licensing Officer indicated that matters could be dealt with on a case by case basis and offered discussions outside of the meeting with Mr Young regarding guidance in relation to his individual private concerns.

Question 4

Ms Samantha Williams of SD Travel had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

Speaking of behalf of SD Travel Mr Simon Duncan indicated he was satisfied with the proposed amendments to the Policy and had no need to ask a supplementary question.

Question 5

On behalf of Central Taxis (Shrewsbury) and Diamond Cars (Shifnal) Mr David Wilson had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

By way of a supplementary question Mr David Wilson suggested that the proposals were too complicated and that this would have serious implications for the trade. He asked for the introduction of a more simplified set of proposals. In turn the Licensing Officer indicated that consultation responses had supported differentiation between petrol and diesel vehicles and euro ratings. Guidance and assistance would be provided to applicants each time a licence was due to be renewed. The Leader indicated his support for the amended Policy to be agreed as it stood but for the matter to be looked at in more detail outside of the meeting with the trade and for any ramifications of the issue being submitted for consideration to a future cabinet meeting if necessary.

Question 6

Mr Paul Merrieffield of Comet Cars had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

Speaking on behalf of Comet Cars Ms Samantha Williams indicated that she was satisfied with the proposed amendments to the Policy and had no need to ask a supplementary question.

Questions 7

Mr John Herzig had submitted a question on the proposed Hackney Carriage and Private Hire Licensing Policy. A written reply from the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) was tabled at the meeting – a copy of the full question and reply is attached to the signed minutes.

By way of a supplementary question Mr Herzig referred to the difficulties being experienced by himself in trying to establish euro rating requirements for his Vauxhall Vectra vehicle. In turn the Licensing Officer indicated that officers would work with Mr Herzig outside of the meeting to establish the position with regard to his vehicle.

86 Hackney Carriage and Private Hire Licensing Policy

- 86.1 The Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) presented a report by the Director of Commissioning – copy attached to the signed minutes – on proposals for a revised Hackney Carriage and Private Hire Licensing Policy during which he recommended approval of the recommendations in the officer report subject to the addition of the amended proposals circulated at the meeting and referred to during the public question time.

86.2 During the ensuing discussion several Members expressed support for the proposals as amended and emphasised the importance of them in addressing public safety and children's safeguarding issues. The Chairman of the Young People's Scrutiny Committee also reported on the committee's consideration of the matter and welcomed the inclusion of their recommendations in the Policy being considered by Cabinet.

86.3 **RESOLVED:**

That subject to the amendments set out below, the proposed Hackney Carriage and Private Hire Licensing Policy 2015 to 2019, as set out in Appendix A to the report, be adopted by the Council and implemented with effect from 1st April 2015:

Safeguarding

That the third bullet point of **paragraph 1.2** be amended to read:

- that the action to promote the welfare of children and to protect them from harm is everyone's responsibility, in particular, prospective and licenced drivers and operators who will have dealings with children and families have a duty to report matters of concern that could relate to the safety of children and vulnerable persons to the relevant authorities (refer to **Appendix A** for further information);

And that the necessary amendments are made to the text of the Policy and the appendices to sequentially reference the appendices to reflect the insertion of this new **Appendix A**.

That the content of the new **Appendix A** focuses on providing information to the hackney carriage and private hire trade about child sexual exploitation and the authority to agree the content of the new **Appendix A** be delegated to the Head of Public Protection in consultation with the Director of Children's Services and the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North).

That further paragraphs be added to **Appendix A** (as currently drafted) to read:

Safety of children and vulnerable persons

1.28 Drivers must complete basic safeguarding awareness training and provide written evidence of satisfactory completion of this training to the Council within 12 months of the date of being granted a new licence or within 12 months of the date that an existing licence is first renewed after the date the Policy comes into force. Failure to complete this training, within the specified period, will permit the Council to refuse to renew a driver's licence.

1.29 Where a driver has concerns that could relate to the safety of children and vulnerable persons, they must report those concerns to either the licensed operator's Designated Person for Safeguarding or, where this is not possible, directly to the relevant authority.

That **paragraph 1.20 of Appendix D** (as currently drafted) relating to the records to be retained by licensed operators be amended to include:

- i) written evidence that each driver has satisfactorily completed basic safeguarding awareness training.

That further paragraphs be added to **Appendix D** (as currently drafted) to read:

Safety of children and vulnerable persons

1.42 Operators must have a suitably trained Designated Person (DP) with specific responsibility for safeguarding.

1.43 Operators must provide all drivers with details of the DP and how the DP can be contacted.

1.44 Operators must ensure that all drivers have completed basic safeguarding awareness training and retain relevant records in accordance paragraph 1.20 (i) above.

1.44 Operators must take steps to ensure drivers know that they must report matters of concern which could relate to the safety of children and vulnerable persons to the DP as soon as is practicable.

1.45 Operators must pass on any matters of concern reported to them which could relate to the safety of children and vulnerable to the relevant authorities.

European Emissions Standards

That the **table set out in paragraph 3b.12** is amended to remove the following line:

New Diesel 1 April 2018 to 31 March 2024 Euro 6

And additional bullet points are inserted immediately after the end of the table to read:

- Any vehicle with an existing licence as at 1 April 2015 that sustains damage resulting from a road traffic accident rendering it unsafe such that it cannot be adequately repaired in order to return it to legally compliant road use or one that is beyond economical repair (an insurance 'Write Off') will be treated as a renewal vehicle application in accordance with the table set out immediately above. This is subject to relevant confirmation being received by the Council from the vehicle's insurer. The replacement vehicle must not be older than the age of the vehicle currently licenced and, as a minimum, satisfy the same (not lower) European Emission Standard and NCAP Safety Rating (see paragraphs 3b.14 and 3b.15) as held by the vehicle that had the existing licence as at 1 April 2015.

- All other requests to transfer a vehicle licence onto another vehicle will be treated as a new vehicle application in accordance with the table immediately above.

That the **table set out in paragraph 3c.8** is amended to remove the following line:

New Diesel 1 April 2018 to 31 March 2024 Euro 6

And additional bullet points are inserted immediately after the end of the table to read:

- Any vehicle with an existing licence as at 1 April 2015 that sustains damage resulting from a road traffic accident rendering it unsafe such that it cannot be adequately repaired in order to return it to legally compliant road use or one that is beyond economical repair (an insurance 'Write Off') will be treated as a renewal vehicle application in accordance with the table set out immediately above. This is subject to relevant confirmation being received by the Council from the vehicle's insurer. The replacement vehicle must not be older than the age of the vehicle currently licenced and, as a minimum, satisfy the same (not lower) European Emission Standard and NCAP Safety Rating (see paragraphs 3c.10 and 3c.11) as held by the vehicle that had the existing licence as at 1 April 2015.
- All other requests to transfer a vehicle licence onto another vehicle will be treated as a new vehicle application in accordance with the table immediately above.

Euro NCAP Safety Standards

That **paragraph 3b.14** is amended to read:

Vehicles must meet the following safety standards as defined by the European New Car Assessment Programme (NCAP). In this respect, the Overall Rating must be used. Where the Overall Rating is not available, the Adult Rating is the relevant standard:-

- All new vehicle applications submitted on or after 1 April 2015 are required to be NCAP 5 star.
- All renewal vehicle applications submitted on or after 1 April 2018 are required to be NCAP 5 star.

That in **paragraph 3b.15** the reference to 3b.16 is amended to read 3b.14.

That the **bullet points in paragraph 3c.10** are amended to read:

- All new vehicle applications submitted on or after 1 April 2015 are required to be NCAP 5 star.
- All renewal vehicle applications submitted on or after 1 April 2018 are required to be NCAP 5 star.

87 Matters Referred from Scrutiny/Council

87.1 There were no matters referred from Scrutiny/Council.

88 Reports of Scrutiny Committee

88.1 The Chairman of the Enterprise and Growth Scrutiny Committee referred to the items raised during the Committee's discussion and consideration of the report on the Financial Strategy 2015/2016 to 2017/2018 at their meeting on 29th January 2015 and confirmed that the report had been noted.

89 Revenue Monitor 2014/15 Period 9

89.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the Revenue forecast for 2014/2015 as at Quarter 3 and identified the current projections on the delivery of savings included within the forecast.

89.2 During the discussion a Member queried the position with the renegotiation of the Veolia contract following which the Leader indicated that the Member should speak with the Director of Commissioning on the matter after the meeting.

89.3 **RESOLVED:**

(a) That it be noted that at the end of Quarter Three (2 January 2015), the full year forecast was a potential overspend of £0.371m;

(b) That it be noted that the impact of this on the Council's General Fund Balance had been considered by Cabinet.

(c) That approval be given to Shropshire Council acting as accountable body for the new LEADER programme.

(d) That approval be given to the extension of ERDF funded projects including Marches and Staffordshire Business Enterprise Fund, Eureka! Moment, Growing Talent and Optimising Business Broadband to December 2015.

(e) That approval be given to Shropshire Council acting as the host authority of the pooled budget arrangement for the Better Care Funding.

90 Capital Monitor 2014/15 Period 9

90.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the current position for the Council's 2014/2015 to 2017/2018 capital programme taking into account the latest monitoring information on the progress of the schemes, any necessary budget increases and decreases and the re-profiling of budgets between 2014/2015 and future years.

90.2 **RESOLVED:**

(a) That approval be given to the net budget variations of £3m to the 2014/15 capital programme, detailed in Appendix 1/Table 1 and the re-profiled 2014/15 capital budget of £66.6m. Including new allocations of capital receipt funding as follows:

- Acquisition - Former Oswestry Health Centre £340,900.
- (b) That approval be given to the re-profiled capital budgets of £51.5m for 2015/16 and £31.2m for 2016/17 and £19.8m for 2017/18 as detailed in Appendix 1/Table 4.
- (c) That the expenditure to date of £34.4m, representing 51.6% of the revised capital budget for 2014/15, with 75% of the year having elapsed, be accepted.

91 Business Plan and Financial Strategy 2014/2015

- 91.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the refresh of the Council's Business Plan and Financial Strategy ahead of setting the Council's 2015/2016 Budget. The final refreshed plan attached as an appendix to the report also included the Council's three year Medium Term Financial Plan covering the same period. The Plan and Strategy had also been set within the context of the Council's other key strategic documents, in particular, the Treasury Management Strategy, and the Capital Strategy which was also incorporated within the Council Business Plan. The report also included an update of the capital programme for 2015 to 2017 based on current confirmed funding and delivery schedules for capital schemes.
- 91.2 In response to a query from a Member the Head of Finance, Governance and Assurance confirmed the public consultation had now closed and that following the redaction of some personal details and contact with the individuals concerned to make sure they had no objection to their comments being made public, the consultation responses would be appended to the report to Council.
- 91.3 **RESOLVED:**
- (a) That Council be recommended to agree the refreshed Business Plan and Financial Strategy attached at Appendix 1 and agree the proposals for setting the Council's budget until 2016/17.
 - (b) That it be noted that the funding gap of £80m for the period 2014-17 identified in the Council Business Plan and Financial Strategy agreed by Council in February 2014 had been reviewed and retained for planning purposes.
 - (c) That the initial savings proposals identified for achievement by 2015/16 of £66.333m and the progress made in achieving savings be noted and therefore agreement has been given to the amendments and approve the savings proposals identified as removed from base for 2015/16 of £58.909m service savings with the balance of £7.424m to be met by additional ongoing and one off resources.
 - (d) That it be noted that the additional service pressures identified for 2015/16 of £7.644m was to be met by additional ongoing and one off resources in 2015/16.
 - (e) That the budget for 2015/16 of £571.758m, after savings and internal market costs adjustments be approved.
 - (f) That approval be given to accept Council Tax Freeze Grant for 2015/16 of £1.320m on the basis that Council Tax would be frozen for 2015/16.
 - (g) That the financial implications of the transfer of Fulcrum and Help2Change to ip&e be noted.
 - (h) That the revised Capital Programme for 2015/16 to 2016/17 as set out within the report be agreed and be recommend to Council for approval.

- (i) That the Highways & Transport programme of schemes for delivery in 2015/16 be approved and delegated authority be given to the Area Commissioner South in consultation with the Portfolio Holder to approve any changes to the implementation plan of schemes for delivery in 2015/16, within the parameters of the outline capital programme.

92 Statement of Chief Financial Officer on Robustness of Estimates and Adequacy of Reserves

92.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Council's Chief Financial Officer – copy attached to the signed minutes – on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves which had been prepared in accordance with Section 25 of the Local Government Act 2003.

92.2 RESOLVED:

- (a) That approval be given to the recommended level of general balances to support the 2015/16 revenue budget at £15.86m, noting that the projected balance would be below this for 2015/16.
- (b) That the projected recommended level for the following two years at £15.52m and £15.76m be noted, and also that the projected level of general balances was planned to be brought broadly in line with the target for 2017/18.

93 Estimated Collection Fund Outturn 2014/15

93.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the estimated Collection Fund surpluses/deficits for 2014/2015, calculated as at the end of 15th January 2015 for Council Tax and as at 31st January 2015 for Non-Domestic Rates, for the year ending 31st March 2015. The report also determined the respective shares of the estimated surpluses/deficits notifiable to the major precepting authorities.

93.2 RESOLVED:

- (a) That it be noted that the overall Collection Fund estimated surplus of £3,154,626 for the year ending 31st March 2015, comprised of an estimated surplus of £5,060,852 for Council Tax and an estimated deficit of £1,906,226 for Non-Domestic Rates (NDR).
- (b) That the distribution of the Collection Fund estimated surplus and deficit for Council Tax and NDR respectively to the major/relevant precepting authorities and the Secretary of State be noted.
- (c) That it be noted that Shropshire Council's share of the overall estimated surplus of £3,204,413, comprised of an estimated surplus of £4,138,464 for Council Tax and an estimated deficit of £934,051 for NDR.
- (d) That the inclusion of Shropshire Council's share of the overall estimated surplus in the 2015/16 budget be noted.

94 Treasury Management Update - Quarter 3 2014/15

94.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the treasury management activities of the Council in the last quarter. The report highlighted the economic environment in which treasury management decisions had been made and the interest rate forecasts of the Council's Treasury Advisor, Capita Asset Services. It also updated Members on the internal treasury team's performance.

94.2 **RESOLVED:**

That the position set out in the report by the Head of Finance, Governance and Assurance on the Treasury Strategy as at quarter 3 2014/2015 be noted.

95 **Treasury Strategy 2015/16**

95.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the proposed Treasury Strategy for 2015/2016 to 2017/2018.

95.2 **RESOLVED:**

That Council be recommended as follows:

- (a) To approve the Treasury Strategy for 2015/16.
- (b) To approve the Prudential Indicators, set out in Appendix 1 of the report, in accordance with the Local Government Act 2003.
- (c) To approve the Investment Strategy, set out in Appendix 2 of the report in accordance with the CLG Guidance on Local Government Investments.
- (d) To approve the Minimum Revenue Provision (MRP) Policy Statement, set out in Appendix 3 of the report.
- (e) To authorise the Section 151 Officer to exercise the borrowing powers contained in Section 3 of the Local Government Act 2003 and to manage the Council's debt portfolio in accordance with the Treasury Strategy.
- (f) To authorise the Section 151 Officer to use other Foreign Banks which met Capita's creditworthiness policy and Money Market Funds again if required as money markets continued to stabilise.
- (g) To note the proposed Prudential Indicators would enable the Authority to use the equivalent of up to 3% of Council Tax in 2015/16 or future years, to fund borrowing under the Prudential Code should the Council decide to do so.

96 **Income Review of Fees and Charges for 2015 to 2016**

96.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Finance, Governance and Assurance – copy attached to the signed minutes – on the recommended level of fees and charges to be applied in 2015/2016. The report also recommended the approach to be followed to calculate rent levels for the Council's retained housing stock for the 2015/2016 financial year.

96.2 **RESOLVED:**

- (a) That the breakdown of the total income for 2014/15 be noted and in particular that the charges for discretionary services represented only £15.570m of the £57.522m of income derived from Fees and Charges.

- (b) That Council be recommended to accept the charges for 2015/16 as detailed in Appendix 3 to be implemented 1 April 2015, recognising that managers had proposed varying policies for 2015/16 fees and charges ranging from a freeze in certain areas to above inflation level increases in others, based on the nature of the service, market forces, customer reaction and competition from other providers as well as the state of the economy. Any changes required further to ongoing reviews would be approved in line with the Council's charging policy, officer delegations and the financial rules.
- (c) That it be noted that as previously agreed, any changes to fees and charges proposed by Shropshire Community Leisure Trust Ltd. in relation to the outsourced leisure facilities would only be referred to Cabinet and Council for approval if the proposed increases exceeded Consumer Price Index (CPI) for the preceding November.
- (d) That it be noted that monitoring reports would identify adjustments required to income budgets in the financial strategy which might or might not be offset by corresponding adjustments to expenditure budgets.
- (e) That it be noted that the impact of the Council's policy decisions on income should be clearly identified and adjustments made as required to the Business Plan and Financial Strategy.
- (f) That Council be recommended to accept that Social Housing Rents for 2015/16 should increase by September 2014 CPI plus 1% plus a final incremental step to achieve target rent.
- (g) That Council be recommended to accept that Affordable Rents for 2015/16 should increase by September 2014 CPI plus 1% (2.2%) in line with Government revised guidance.
- (h) That Council be recommended to accept that where individual rents did not reach their target by April 2015 the rent would switch directly to Target on re-let in accordance with Government revised guidance.

97 **Quarter 3 2014/15 Performance Report**

97.1 The Portfolio Holder for Performance presented a report by the Performance Manager – copy attached to the signed minutes – which summarised the latest measures of performance relating to the four outwards focusing outcomes for Shropshire Council during the third quarter of 2014/2015. Information from the Change info graphic dashboard reflected the progress towards the fifth council outcome. The Portfolio Holder asked Members to consider any underlying and emerging issues in the report and whether there were any performance areas which they felt should be considered in greater detail or referred to the appropriate scrutiny committee.

97.2 **RESOLVED:**

That the key underlying and emerging issues in the report and appendices be noted.

98 **Asset Management Strategy**

98.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Commercial Services – copy attached to the signed minutes – on a proposed new Asset Management Strategy for the Council in order to provide clear

principles, ethos and goals for the authority in the management of its property including land and buildings.

98.2 RESOLVED:

That the Council's new Asset Management Strategy be approved.

99 Hubs Commissioning Model

99.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Customer Involvement – copy attached to the signed minutes – on the progress of work being carried out to develop a hub commissioning model for Shropshire based on customer independent and early intention working alongside other organisations. The Council would retain responsibility for one fully manned main hub (Hub Central) located in Shrewsbury, to ensure the Council retained sufficient provisions to meet requirements around specialist work, and coordinated the support activity around the commissioned Hubs.

99.2 In response to a query from a Member regarding proposed consultation the Director of Commissioning confirmed that conversations with the community formed part of the commissioning approach and cited instances of such activity already having taken place in Craven Arms and Whitchurch. The Portfolio Holder also expressed support for discussions to take place in the rural areas.

99.3 RESOLVED:

(a) That the Director of Commissioning, in consultation with the relevant portfolio holders, be authorised to commission the hubs provision in the stated locations in line with the Hubs model set out in Appendix A of the report.

(b) That responsibility for the Shrewsbury Hub be maintained by Shropshire Council.

100 Discretionary Housing Payments Policy

100.1 The Portfolio Holder for Finance, Resources and Support presented a report by the Head of Customer Involvement – copy attached to the signed minutes – on the draft policy for the administration of the Discretionary Housing Payments Scheme within Shropshire Council.

100.2 During the ensuing discussion a Member expressed concern that money had been returned unspent to Central Government. In response the Portfolio Holder for Planning, Housing and Commissioning (Central) explained that the Council's aim was to ensure that the money was awarded to persons in most need and sufficient funds were available to deal with any unknowns particularly in light of the introduction of new benefit legislation. It was expected that in future years the allocation spent would be near to the limit.

100.3 RESOLVED:

That the draft policy be published for consultation before being brought back to Cabinet for approval after any amendments have been made as a result of the consultation.

101 Local Support and Prevention Fund Policy

101.1 The Portfolio Holder for Finances, Resources and Support presented a report by the Head of Customer Involvement – copy attached to the signed minutes – on the draft policy for the administration of The Local Support and Prevention Fund within Shropshire Council.

101.2 **RESOLVED:**

That the draft policy be published for consultation before being brought back to Cabinet for approval after any amendments have been made as a result of the consultation.

102 Better Care Funding

102.1 The Portfolio Holder for Adult Services and Commissioning (South) presented a report by the Director of Adult Services – copy attached to the signed minutes – on the proposed adoption of a Partnership Agreement across the Shropshire Clinical Commissioning Group and Shropshire Council to ensure the smooth delivery and implementation of the Better Care Fund Plan. The Agreement would also ensure that the level of risk both financial and non-financial the Council, CCGs, partner organisations and providers might be exposed to was managed appropriately.

102.2 **RESOLVED:**

- (a) That the content of the draft Partnership Agreement be noted and agreement be given so that final amendments could be agreed by the Health and Wellbeing Delivery Group in cooperation with the Portfolio Holder for Adult Services and the Clinical Commissioning Group Clinical Lead for the Better Care Fund.
- (b) That approval be given to enter into the Partnership Agreement on behalf of Shropshire Council.
- (c) That the funds be held in a s75 pooled budget and a s75 agreement be entered into for this arrangement.
- (d) That Shropshire Council be the host for the pooled budget.
- (e) That the agreement be reviewed by the Health & Wellbeing Delivery Group and the findings reported to Cabinet, and the Clinical Commissioning Group and Health and Wellbeing Board in 6 months

103 Update re Shrewsbury Student Accommodation Policy

103.1 The Portfolio Holder for Planning, Housing and Commissioning (Central) presented a report by the Chief Executive – copy attached to the signed minutes – on the requirements and process for the development of a comprehensive approach to providing student accommodation in order to fully consider the demand for student residential space for the University Centre Shrewsbury in the short, medium and long term. The creation of the strategy would involve consultation with the local community and private sector accommodation providers.

103.2 **RESOLVED:**

That authority be delegated to the Head of Economic Growth and Prosperity in consultation with the Portfolio Holder for Planning, Housing and Commissioning to further develop a comprehensive Student Accommodation Strategy together with

the required policies (including appropriate consultation requirements), with the Final Draft Accommodation Strategy to be presented to a future Cabinet prior to formal adoption by full Council, and resulting policies forming part of the Strategy being approved in accordance with the appropriate approval processes for such policies.

104 Final Business Case for the Development of a New Delivery Model for Planning Public Protection Environmental and Business Support Services

104.1 The Portfolio Holder for Planning, Housing and Commissioning (Central) presented a report by the Director of Commissioning – copy attached to the signed minutes – on the proposed transfer of Development Management, Public Protection and Environment Services and the Regulatory function of Private Sector Housing into ip&e Ltd.

104.2 In response to concerns raised by a Member regarding the responsibilities of ip&e Ltd and the Council in the decision making process the Director of Commissioning indicated that he would speak with the Member on the issue after the meeting.

104.3 RESOLVED:

That agreement be given to the following, subject to approval of the Council's Financial Strategy by full Council on the 26 February 2015:

- (a) That certain Council services, comprising Development Management, Building Control, Land Charges, Street Naming and Numbering and Local Land and Property Gazetteer, Public Protection (including Trading Standards, Environmental Health and Licensing functions and Parking Enforcement), Historic and Natural Environment and regulation of Private Sector Housing, including the business support elements of these services (the Services), will be delivered by ip&e Ltd for a period of up to 12 months whilst issues relating to a longer term transfer of the services and staff are resolved.
- (b) To delegate authority to the Director of Commissioning in consultation with the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) and the Portfolio Planning, Housing and Commissioning (Central) to agree the terms of the contract between the Council and ip&e Ltd for the delivery of the Services for a period of up to 12 months and to agree the date upon which ip&e Ltd will commence delivery of the Services.
- (c) To second staff currently employed in the delivery of the Services into ip&e Ltd for the period of the service contract referred to in Recommendation (a) above.
- (d) To delegate authority to the Director of Commissioning in consultation with the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) and the Portfolio Planning, Housing and Commissioning (Central) to second such other staff into ip&e Ltd where there is a clear need to do so to assist the delivery of the Services through ip&e Ltd for the period of the service contract referred to in Recommendation (b) above.
- (e) To delegate authority to the Director of Commissioning in consultation with the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) and the Portfolio Planning, Housing and Commissioning (Central), to finalise the Council's governance arrangements and commissioning staff structure

requirements in respect of the ongoing commissioning and monitoring of the Services.

- (f) To delegate authority to the Chief Executive in consultation with the Leader of the Council to agree an appropriate employment model which would enable the transfer of Council staff to ip&e Limited in accordance with the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) whilst retaining the ability for the Council to authorise officers as necessary to exercise the Council's statutory powers.
- (g) Within the 12 month period referred to in recommendation (a) and subject to the Chief Executive approving an employment model in accordance with recommendation (f) above, to delegate authority to the Director of Commissioning and the Section 151 officer in consultation with the Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) and the Portfolio Planning, Housing and Commissioning (Central) to agree, upon receipt of a satisfactory business plan from ip&e Ltd, to transfer the Services to ip&e Ltd and agree the duration, budget and terms of a service contract between the Council and ip&e Ltd for the delivery of the Services for a period of up to 5 years.

105 Exclusion of Press and Public

104.1 RESOLVED:

That in accordance with the provisions of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations and Paragraph 10.2 of the Council's Access to Information Rules, the public and press be excluded during consideration of the following items 106 and 107.

(Note: Following the publication of the agenda it was agreed that exempt agenda item 26 - Final Business Case for the Development of a New Delivery Model for Planning, Public Protection, Environmental and Business Support Services - would be considered in the open part of the meeting.)

106 Exempt Minutes

106.1 RESOLVED:

That the Exempt Minutes of the meetings of Cabinet held on 10th December 2014 and 21st January 2015 be approved as a correct record and signed by the Leader.

107 Retender of the Community Substance Misuse Services

107.1 The Portfolio Holder for Health presented an exempt report by the Director of Public Health – copy attached to the signed exempt minutes – on the proposed retender of the Substance Misuse Services.

107.2 RESOLVED:

That the recommendations in the exempt report of the Director of Public Health be approved.

(The full version of Minute 107 constitutes exempt information under category 3 of paragraph 10.4 of the Council's Access to Information Rules and has accordingly been with-held from publication.)

Signed (Chairman)

Date:



<u>Committee and Date</u>	<u>Item</u>
Shropshire Council Cabinet	7
Date: 25 March 2015	<u>Public</u>

DETERMINATION OF ADMISSION ARRANGEMENTS 2016/17

Responsible Officer Karen Bradshaw - Director of Children's Services

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1. Summary

Following introduction of the School Admissions Code 2012, the requirement to consult on admission arrangements was relaxed to every 7 years where no changes were proposed. Shropshire Council, the admission authority for community and voluntary controlled schools in Shropshire, carried out consultation on its revised admission arrangements in 2012/13 and these were determined by Cabinet in April 2013 and April 2014.

No significant changes are proposed to the arrangements for 2016/17. However, one voluntary controlled school (Trinity CE Primary School, Ford) proposes a decrease to its Published Admission Number (PAN) and in these circumstances the School Admissions Code stipulates that a formal consultation on admission arrangements must take place. Consultation on Shropshire Council's admission arrangements took place between 19 December 2014 and 13 February 2015. The Local Admissions Forum has approved the proposed arrangements. Admission authorities must determine their admission arrangements for 2016/17 by 15 April 2015. Cabinet is therefore requested to approve the change to the Council's admission arrangements for the 2016/17 academic year.

2. Recommendations

1. That Cabinet approves the proposal to reduce the PAN at Trinity CE Primary School in Ford from 25 to 23;
2. That Cabinet approves the admission arrangements as determined in April 2014 without further amendment;
3. That Cabinet, by agreeing to the above, determines the school admission arrangements for Shropshire Council for the academic year 2016/17 in accordance with the School Admissions Code;
4. That officers notify the Secretary of State by 15 April 2015 that Shropshire Council has determined its school admissions arrangements for the 2016/17 academic year.

REPORT

3. Risk Assessment and Opportunities Appraisal

If determination of admission arrangements does not take place before the specified date, Shropshire Council would not be compliant with the appropriate legislation as an admission authority. This is in order to ensure that admissions arrangements are fair and that parents have sufficient time to challenge arrangements they consider to be unlawful or unfair. Objections to admission arrangements for 2016 must be made by 30 June 2015 for adjudicators to make decisions prior to the application year.

4. Financial Implications

There are no financial implications for Shropshire Council connected with the determination of admission arrangements.

5. Background

Trinity CE Primary School in Ford, a voluntary controlled school, has proposed a reduction in their PAN from 25 to 23. The governing body has made this request in an attempt to establish more certainty with regard to the Reception intake. Fluctuation in numbers on roll has led to variation in staffing requirements and classroom organisation. If the change is approved, the school would be able to plan class organisation and staffing levels more effectively. No responses to the consultation have been received about the proposed change and the local authority has no reason to oppose the request. This change is therefore recommended to Cabinet and the admission arrangements are recommended for approval.

Shropshire schools which are an admission authority in their own right, must also consult on proposed admission arrangements where changes are proposed or every 7 years, whichever is sooner. Shropshire Council is a consultee in these circumstances. Where admission authorities in Shropshire have proposed changes, the Local Admissions Forum has responded, if considered appropriate, to ensure the needs of pupils within the Local Authority's area are met.

6. Additional Information

Whilst other Shropshire maintained schools have declared increases to their PAN, the new School Admissions Code makes it clear that these requests should be approved without the need to consult on changes. For information only, other Shropshire schools which have indicated their intention to increase their PAN are as follows:

Declaration of <u>Increase</u> in PAN	School Type	Existing PAN	New PAN	+ / -
Thomas Adams School	VC	203	208	+5
Morville CE Primary School	Academy	10	12	+2
Selattyn CE Primary School	VC	12	13	+1

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

School Admissions Code 2014 (available from www.education.gov.uk)

Shropshire Council Determined Admission Arrangements 2015/16 (available from www.shropshire.gov.uk/schooladmissions)

Parents' Guide to Education in Shropshire 2015/16 (available from www.shropshire.gov.uk/schooladmissions)

Cabinet Member (Portfolio Holder)

Councillor Ann Hartley

Local Member

All local members

Appendices

Admission Arrangements 2016/17

Timetable for admission arrangements 2016/17.

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Learning & Skills Group Admission Arrangements 2016/17

- 1. ADMISSION ARRANGEMENTS FOR 2016/17: SECONDARY AND PRIMARY SCHOOLS, INCLUDING THE CO-ORDINATED SCHEME**
- 2. ADMISSION ARRANGEMENTS FOR SCHOOL SIXTH FORMS**
- 3. ADMISSION ARRANGEMENTS FOR IN-YEAR ADMISSIONS**
- 4. CHANGES TO PUBLISHED ADMISSION NUMBERS FOR 2016/17**
- 5. CATCHMENT AREAS**

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Introduction

This document is designed to fulfil the requirements of the School Standards and Framework Act 1998, as amended by the Education Acts 2002 and 2005 and the Education and Inspections Act 2006, and subsequent School Admissions Regulations for the determination of admission arrangements. The policy applies to Shropshire community and voluntary controlled schools and to own admission authority schools who have determined to adopt Shropshire Council's arrangements.

Requirements of the Legislation

Consultation on admission arrangements is required every 7 years if no changes in the intervening period are proposed. Shropshire Council carried out consultation on its admission arrangements in 2012/13 and these have been determined annually by Cabinet. No changes are proposed to the arrangements for 2016/17; however one community school has requested a decrease to its Published Admission Number (PAN). In these circumstances the School Admissions Code stipulates that the admission authority must formally consult on their admission arrangements in entirety.

It is a legal requirement for consultation to have taken place between 1 November 2014 and 1 March 2015 for 8 weeks and for the arrangements to then be determined by Cabinet before 15 April 2015. These requirements have been met.

The co-ordinated arrangements are applicable to the admission of pupils to maintained schools in the relevant area, so that parents apply to their home local authority and receive one offer of a school place. The 'relevant area' for Shropshire is the whole of the County and at secondary level includes the Parish Councils of Bayton and Mamble in Worcestershire, including the village of Clows Top (as part of the catchment area for the Lacon Childe School) and an area in Powys adjoining the Shropshire boundary to the east of the Offa's Dyke (as part of the catchment area for the Community College at Bishop's Castle).

(1) Admission Arrangements for 2016/17**Secondary**

The oversubscription criteria for rural secondary community and voluntary controlled schools in North and South Shropshire are as follows (schools that are an admission authority may have determined their own arrangements):

Children who have a Statement of Special Educational Needs or Education Health Care Plan from Shropshire Council, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

Priority 1:

Priority will be given to children in public care, usually referred to as “Looked after Children” and children who were "Looked after" but ceased to be so because they were adopted as defined in the current School Admissions Code.

Priority 2:

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have an older sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

Priority 3:

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Priority will be given to children living outside the catchment area who will have an older sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.
- 2) Secondly, priority will be given to children living outside the catchment area without an older sibling at the school, but who have attended a publicly-funded primary school that lies within the secondary school’s catchment area, for more than a whole academic year immediately prior to transfer.
- 3) After that, priority will be given to other children who live outside the catchment area.

If, in any of the above priority categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

Please note that the oversubscription criteria for Shrewsbury Secondary Schools (set out below) are administered slightly differently to include a “nearest school” test. This is more fully explained with a diagram in the “Parents’ Guide to Education in Shropshire” booklet. (Schools that are an admission authority may have determined their own arrangements)

Children who have a Statement of Special Educational Needs or Education Health Care Plan from Shropshire Council, which names the school which the child should attend because their needs can be met best by that particular school will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

Priority 1: Priority will be given to children in public care, usually referred to as “Looked after Children” and children who were “Looked after” but ceased to be so because they were adopted as defined in the current School Admissions Code.

Priority 2: Children living inside the Shrewsbury catchment area who will have an older sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.

Priority 3: After that, priority is given to children living within the Shrewsbury catchment area for whom the preferred school is their nearest school and this is checked through the “Nearest `School” test. For the avoidance of doubt, we measure this as a straight line on a computerised mapping system between home and the nearest appropriate official entrance gate to the school site as compared with the straight line distance from other applicants’ homes to their nearest school.

Priority 4: After we have considered all applicants for whom the “Nearest School” test applies, all other applicants living within the Shrewsbury catchment area are determined on a proximity basis, between home and the nearest appropriate entrance gate of the school, the nearest being given priority.

Priority 5: After that, any places that are left will be offered to children who live outside the overall catchment area for Shrewsbury. If there are not enough places for all of them, we will look at the following two criteria:

Firstly, priority will be given to children outside the catchment area who will have an older sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.

After that other children who live outside the catchment area.

If, in any of the above priority categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

Notes which apply to both sets of oversubscription criteria:

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priorities 2 and 3 above. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the local authority attending that particular school is **essential** to the medical well-being of the child. The Council reserves the right to check the relevance of the medical condition.

Catchment area maps can be viewed on LocalView available from 'Maps' at the foot of the website www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the Admissions Team. Published admission numbers can be found in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and foster siblings are also included. Older siblings must still be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in the home will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is school time during the week in term time) but where care is shared equally, the home address will be determined by which parent receives the relevant Child Benefit.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connect with the admissions process.

There is no cost associated with the admissions process to Shropshire Local Authority maintained schools.

Parents may request that their child defers transfer to secondary school in a later cohort. Such requests should be made in writing to the local authority by the closing

date for applications (31 October) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

Co-ordinated Admission Arrangements for 2016/17 – Secondary

Shropshire Council operates co-ordinated arrangements with other admissions authorities in Shropshire (such as academies) and all neighbouring English LA's. Welsh LAs are not currently part of the formal co-ordinated proposals; however, we communicate with Powys, Wrexham and Denbighshire over the allocation of places.

The Admissions Code of Practice requires LAs to use a national date of 1 March each year or next working day for allocating all secondary school places. Therefore the allocation date for 2016/17 will be **1 March 2016**. All parents living within Shropshire are required to use a common application process, which seeks three ranked preferences. All applications must be made to the home LA including applications to academies (which retain the responsibility for their own admission policy). Under the co-ordinated scheme, all Year 6 pupils only receive **one offer of a secondary place, on 1 March** (or next working day), **via their home LA and not from the LA in which the school is located**. Shropshire operates an equal preference scheme; therefore, where more than one school may have places available, applicants will be offered a place at the school which appears highest on their list of preferences. Parents from other neighbouring authorities may also apply to Shropshire schools, but must do so via their own Authority. Such applications will be notified to Shropshire and considered under the appropriate admissions criteria. The full timetable applicable to both schools and admissions authorities for the exchange of information is attached at Appendix A (subsequent years will be published on the website in advance of the relevant year).

Late Applications:

The online application facility will close at midnight on the closing date (31 October). If application forms are completed they must be returned to the child's primary school or direct to the LA by 31 October. It will not be possible to consider any late applications or changes to the original preferences where a school is oversubscribed, unless there are some exceptional circumstances, such as a house move or difficulties such as those caused by a family bereavement. Up until the beginning of February we shall endeavour to include such exceptions in the allocation process but no guarantees can be given. Any application received after the beginning of February will not be considered for over-subscribed schools but will be included on the waiting list after the allocation date, or if possible offered the nearest available Shropshire school to their home address.

Applicants who do not receive an offer for any of their preferred schools:

The LA endeavours to accommodate as many first preferences as possible. However, where this cannot be achieved the LA will consider the applicant's second preference, giving it equal weighting with all other first preferences for that school. If the second preference is also unavailable, then the third preference will be

considered in the same way as above. Where there are a small number of applicants resident within the county who do not receive any of their preferred schools, they will be offered a place at the nearest school to their home address with places available within the LA. Parents or carers may then be responsible for their child's transport arrangements as the offer of a place does not confer any right to free transport, eligibility for which is completely different to admission.

Where no application is received for a known child at a local primary school, that parent will be informed by letter that no school place has been allocated, and will be asked to inform the LA of what arrangements they are intending to make for their child. Admissions Advisers will try to make contact to discuss options. Where no response is received, we may follow this up by a home visit by an Education Welfare Officer.

Unsuccessful Applicants:

Where applicants cannot be offered their first preference they will be sent an appeal form. If they are not satisfied with the place offered they will be able to request an appeal and pending the appeal their name will be included on a waiting list. Applicants who no longer wish to accept places offered will also be asked to notify the LA of their intention to decline an offer by the response date and inform the LA of the educational arrangements they are making for their child. Applicants who were too late to be included in the main allocation process and were not able to be offered a school place will be included in the waiting list. The re-allocation of any vacancies to people on the waiting lists will commence in late March. Where a place becomes available the same oversubscription criteria will be used. Where applicants requesting an appeal are residents in a neighbouring authority, that authority will be informed if a place can be offered.

Right of Appeal:

After the review, those on the waiting lists who cannot be offered a place can proceed to the appeal stage. Appeals will be heard by an independent panel within 40 school days. The decision of the panel is binding on all parties. Where appeals from parents resident in neighbouring authorities are upheld, the relevant LA will be informed.

Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission. The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Year 7 (secondary school).
- Any new applicants for such places who have moved into the oversubscribed school's area subsequent to the date of appeals for these places.

If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can

be offered the applicant will be expected to take up the place within 6 weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list. At the end of first term of the academic year of admission, the local authority will cease to operate a waiting list. Any further new applications will be treated as mid-term admission applicants.

Fraudulent or Misleading Information

See page 11.

Primary

A separate application must be made to transfer from nursery to primary school.

For entry to school in 2016/17, the national offer day for primary school applications for all English local authorities will be **18 April 2016**.

All children in Shropshire are entitled to start school full-time in the September following their fourth birthday. Parents may also defer entry to school until later in the year or until their child reaches compulsory school age (the term following their child's fifth birthday) or elect for their child to attend part-time. Where summer born children defer entry to September they will usually be admitted into Year 1 (not Reception) and will need to make a separate application. Previous applications cannot be held over into a different academic year.

Parents may request that their child begins Reception in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (15 January) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

The oversubscription criteria for all Community and Controlled Primary Schools for 2016/17 are as follows. (Schools that are an admission authority may have determined their own arrangements):

Children who have a Statement of Special Educational Needs or Education Health Care Plan from Shropshire Council, which names the school which the child should attend because their needs can be met best by that particular school will be offered places before other children. After that places will be offered in the following priority order:

Priority 1:

Priority will be given to children in public care, usually referred to as "Looked after Children" and children who were "Looked after" but ceased to be so because they were adopted as defined in the current School Admissions Code.

Priority 2:

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

Priority 3:

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Children living outside the catchment area who will have an older sibling at the school on the day they are due to start there.
- 2) After that other children who live outside the catchment area.

For admission purposes all distances are measured by the Admissions Team as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance being given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

Notes:

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priorities 2 and 3 above. This will only be allowed if parents/carers can provide written medical evidence that in the view of the local authority makes attending that particular school essential to the medical well-being of the child. The Council reserves the right to check the relevance of the medical condition.

Catchment area maps can be viewed on LocalView available from 'Maps' at the foot of the website www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the Admissions Team. Admission numbers can be found in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and foster siblings are also included. Older siblings must still be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in the home will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connect with the admissions process.

There is no cost associated with the admissions process to Shropshire Local Authority maintained schools.

Co-ordinated Admission Arrangements for 2016/17 – Primary

Shropshire Council operates co-ordinated arrangements with other admissions authorities in Shropshire (such as academies) and all neighbouring English LA's. Welsh LAs are not currently part of the formal primary co-ordinated proposals.

The national allocation date across England for 2016/17 will be **18 April 2016**. All parents living within Shropshire are required to use a common application process, which seeks three ranked preferences. All applications must be made to the home LA including applications to academies (who have responsibility for their own admission policy). Under the co-ordinated scheme, all children applying for Reception places in Infant and Primary Schools and Year 3 in Junior Schools receive only **one offer, on 16 April** (or next working day), **via their home LA and not from the LA in which the school is located**. Shropshire operates an equal preference scheme; therefore, where more than one school may have places available, applicants will be offered a place at the school which appears highest on their list of preferences. Parents from other neighbouring authorities may also apply to Shropshire schools, but must do so via their own authority. Such applications will be notified to Shropshire and considered under the same admissions criteria. The full timetable applicable to both schools and admissions authorities for the exchange of information is attached at Appendix A (subsequent years will be published on the website in advance of the relevant year).

Late Applications:

The online application facility will close at midnight on the closing date (15 January). If application forms are completed they must be returned to the child's primary school or direct to the LA by 15 January. It will not be possible to consider any late applications or changes to the original preferences where a school is oversubscribed, unless there are some exceptional circumstances, such as a house move or difficulties such as those caused by a family bereavement. Up until mid-March we shall endeavour to include such exceptions in the allocation process but no guarantees can be given. Any application received after mid-March will not be considered for over-subscribed schools but will be included on the waiting list after the allocation date, or if possible offered the nearest available Shropshire school to their home address.

Applicants who do not receive an offer for any of their preferred schools:

The LA endeavours to accommodate as many first preferences as possible. However, where this cannot be achieved the LA will consider the applicant's second preference, giving it equal weighting to all other first preferences for that school. If the second preference is also unavailable, then the third preference will be considered in the same way as above. Where there are a small number of applicants resident within the county who do not receive any of their preferred schools, they will be offered a place at the nearest available school to their home address within the LA, however no free school transport will be offered unless the school offered is either the catchment area school or the nearest school to the home address and it is more than 2 miles distant.

Unsuccessful Applicants:

Where applicants cannot be offered their first preference they will be sent an appeal form. If they are not satisfied with the place offered they will be able to request an appeal and pending the appeal their name will be included on a waiting list. Applicants who no longer wish to accept places offered will also be asked to notify the LA of their intention to decline an offer by the response date and inform the LA of the educational arrangements they are making for their child. Applicants who were too late to be included in the main allocation process and were not able to be offered a school place will be included in the waiting list. The re-allocation of any vacancies to people on the waiting lists will commence at the beginning of May. Where a place becomes available the same oversubscription criteria will be used. Where applicants requesting an appeal are residents in a neighbouring authority, that authority will be informed if a place can be offered.

Right of Appeal:

After the review, those on the waiting lists who cannot be offered a place can proceed to the appeal stage. Appeals will be heard by an independent panel within 40 school days. The decision of the panel is binding on all parties. Where appeals from parents resident in neighbouring authorities are upheld, the relevant LA will be informed.

Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission. The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Reception (Infant and Primary schools) and Year 3 (Junior schools).
- Any new applicants for such places who have moved into the oversubscribed school's area subsequent to the date of appeals for these places.

If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If an offer of a place is refused, the name will be removed from the waiting list. At the end of first

term of the academic year of admission, the local authority will cease to operate a waiting list. Any further new applications will be treated as mid-term admission applicants.

Fraudulent or Misleading Information

See page 11.

(2) Admission arrangements for school sixth forms

Shropshire Council has delegated responsibility to schools for admission to sixth forms. Individual policies are available on the schools' own websites and Shropshire Council's website www.shropshire.gov.uk/schooladmissions.

(3) Mid-term /In-year Admissions:

Shropshire LA has delegated responsibility to schools for in-year admission applications (after first term of entry). Parents and carers can apply for a place for their child at any time to any school. The LA can inform parents of where places might be available but application should be made directly to the school on a mid-term application form. Forms can be obtained from any Shropshire school, or printed from Shropshire Council's website (www.shropshire.gov.uk/admissions) or a hard copy can be sent by second class post from the School Admissions Team.

Schools must inform the LA of all applications received and their outcome to allow the LA to keep up to date figures on availability of places. If there are more applications than places available schools will apply the oversubscription criteria as listed above. If refusing an application, an admission authority (such as academies and aided schools or the LA for community and controlled schools) must inform parents of their right to appeal against the refusal.

The Governing Body of a foundation or voluntary aided school may require parents who make an application to provide supplementary information in order to apply their own admissions policy. Where supplementary information is required it must be returned along with the application form so that all information can be considered by the relevant admissions authority.

Some applications may be considered under the Fair Access Protocol. Applications such as those from traveller families or from Forces applicants, who meet the criteria for consideration under this protocol, will be offered a place at a suitable school without delay.

Appeals

Where applicants cannot be offered their preferred school they will be informed of the right to appeal. Where application is refused for an academy, the Academy Trust is responsible for arranging the admission appeal although they may ask another body to carry out some or all of the functions on their behalf. The earliest possible

date for an appeal will be offered. Appeals are generally held on one day each month, and an appeal date must be offered within 30 schools days of the appeal being lodged, but generally it takes up to 4 weeks to set up an appeal. Where an appeal is upheld or where a parent is informed that the school has a place available, the pupil would be expected to commence at the school within 6 weeks or by the start of the next half-term (whichever is the earliest) in which the place is offered, otherwise the offer of a place can be withdrawn by the admission authority. Mid-term or in-year admissions will not normally be accepted where this is for a place more than one term ahead. The only exception to this would be parents who are applying for a boarding place at Thomas Adams School and where parents are going abroad so that it may be necessary to make arrangements early in the academic year.

Fraudulent or Misleading Information

All applicants are required to give correct information about the genuine residential address of the child, which is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is, school time during the week in term time). In cases of equal shared care, the recipient of Child Benefit will be the deciding factor. When someone owns a property and comes to live with a relation, the substantive home address will be used to allocate a place and not that of the relation. Trial separation may not be accepted as proof of a permanent move. Addresses may be checked when deemed necessary, especially for oversubscribed schools. Parents/carers might be required to provide evidence that the residential address is genuine and council tax records may be verified. On occasions a home visit may be made by an officer from the Local Authority. Where a house move is made, applicants are required to produce a letter of confirmation from their solicitor that contracts have been exchanged or provide a copy of a signed tenancy agreement for a minimum period of 6 months. Short-term tenancy agreements may not be acceptable where the substantive parental address has not been sold at the time of allocation. Where any information regarding a home address is found to be fraudulent or misleading the Local Authority has the right to withdraw the offer of a school place even if the child has been admitted to the school.

(4) Admission Numbers 2016/17 onwards

Current admission numbers are shown in the Parents’ Guide to Education in Shropshire 2015/16 booklet and the following schools have changed their PAN for 2016/17 as follows:

<u>Reduction in PAN</u>	School Type	Existing PAN	New PAN	+ / -
Trinity CE Primary School, Ford	VC	25	23	-2

Following changes introduced by the School Admissions Code 2012, admission authorities are not required to consult where they propose to increase a Published Admission Number (PAN). The increases to PAN listed below are therefore given purely for information and are not subject to consultation:

<u>Increase in PAN</u>	School Type	Existing PAN	New PAN	+ / -
Thomas Adams School	VC	203	208	+5
Morville CE Primary School	Academy	10	12	+2
Selattyn CE Primary School	VC	12	13	+1

(5) Catchment Area Changes

There are no proposed changes to designated catchment areas.

Appendix:

Timetable of admissions dates

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SHROPSHIRE COUNCIL TIMETABLE FOR ADMISSIONS PROCESS FOR ADMISSION TO SCHOOL IN 2016/17

DETERMINATION YEAR (2014/15)		
November 2014 - 28 February 2015	Consultation on proposed admission arrangements	
15 April 2015	Admission arrangements must be determined	
1 May 2015	Admission arrangements to be published on website	
30 June 2015	Deadline for objections to Schools Adjudicator	
8 August 2015	Governing bodies must provide information to LA for Parents' Guide booklet	
OFFER YEAR (2015/16)		
	Secondary	Primary
By 12 September 2015	Parents' Guide must be published. Online application facility available. LA distributes application information via schools to Year 2 and Year 6 pupils and Reception applicants via post. LA also informs neighbouring LAs of their residents attending Shropshire schools.	
September/October 2015	Open evenings held	
31 October 2015	Closing date for secondary applications. After this date any further applications will be deemed to be late unless there are exceptional circumstances.	
Week beginning 16 November 2015	LA sends application details to other LAs and other Shropshire admission authorities for consideration.	
Week beginning 4 January 2016	Shropshire admission authority schools inform LA of application ranking.	
Week beginning 11 January 2016	First exchange of results shared between LAs.	
15 January 2016		Closing date for Reception and Year 3 (Junior Schools) applications. After this date any further applications will be deemed to be late unless there are exceptional circumstances.
Week beginning 18 January 2016	Provisional offers exchanged between LAs.	
1 February 2016	Second cycle of results shared. From this date no exceptional late applications can be considered until after the allocation date.	LA sends application details to neighbouring LAs
8 February 2016	Final offers exchanged with other LAs.	
22 February 2016	Shropshire Primary and Secondary schools given preliminary list of allocations.	LA sends application details to other Shropshire admission authorities for consideration.

SHROPSHIRE COUNCIL TIMETABLE FOR ADMISSIONS PROCESS FOR ADMISSION TO SCHOOL IN 2016/17

	Secondary	Primary
1 March 2016	Allocation Day for all Year 6 pupils	Other Shropshire admission authority schools inform LA of application ranking.
14 March 2016		Provisional offers shared between LAs. From this date no exceptional late applications can be considered until after the allocation date.
18 March 2016	Review deadline - Unsuccessful applicants ask to be included on a waiting list pending an appeal. Late applicants who could not be included in the allocations process earlier are also included on the waiting list at this stage.	
24 March 2016	Review outcome - Applicants who have completed and returned appeal forms by 18 March and have therefore been included on the waiting list will be notified if any vacancies have occurred and places can be allocated. If not, they will remain on the waiting list pending an appeal or further vacancies being available to re-allocate.	
31 March 2016		Final offers exchanged with LAs.
11 April 2016		LA sends preliminary lists to schools.
18 April 2016		Allocation day for Reception/Junior applicants.
6 May 2016		Review deadline - Unsuccessful applicants ask to be included on a waiting list pending an appeal. Late applicants who could not be included in the allocations process earlier are also included on the waiting list at this stage.
13 May 2016		Review outcome - Applicants who have completed and returned appeal forms by 6 May and who have therefore been included on the waiting list will be notified if any vacancies have occurred and places can be allocated. If not, they will remain on the waiting list pending an appeal or further vacancies being available to re-allocate.
May/June/July	Appeals take place	Appeals take place

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

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By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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