



AGENDA FOR THE EXECUTIVE

Members of the Executive are summoned to attend a meeting to be held in Committee Room 4, Town Hall, Upper Street, N1 2UD on **4 February 2016 at 7.30 pm.**

John Lynch
Head of Democratic Services

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Despatched : 27 January 2016

Membership

Councillor Richard Watts
Councillor Janet Burgess MBE
Councillor Joe Caluori
Councillor Paul Convery
Councillor Andy Hull
Councillor James Murray
Councillor Claudia Webbe
Councillor Asima Shaikh

Portfolio

Leader of the Council
Executive Member Health and Wellbeing
Executive Member Children and Families
Executive Member Community Safety
Executive Member Finance and Performance
Executive Member Planning and Development
Executive Member for Environment and Transport
Executive Member for Economic and Community Development

Quorum is 4 Councillors

Please note

It is likely that part of this meeting may need to be held in private as some agenda items may involve the disclosure of exempt or confidential information within the terms of Schedule 12A of the Local Government Act 1972. Members of the press and public may need to be excluded for that part of the meeting if necessary.

Details of any representations received about why the meeting should be open to the public - none



Declarations of interest:

If a member of the Executive has a **Disclosable Pecuniary Interest*** in an item of business and it is not yet on the council's register, the Councillor **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent. Councillors may also **choose** to declare a Disclosable Pecuniary Interest that is already in the register in the interests of openness and transparency. In both the above cases, the Councillor **must** leave the room without participating in discussion of the item.

If a member of the Executive has a **personal** interest in an item of business they **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent but may remain in the room, participate in the discussion and/or vote on the item if they have a dispensation from the Chief Executive.

- *(a) Employment, etc** - Any employment, office, trade, profession or vocation carried on for profit or gain.
- (b) Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) Land** - Any beneficial interest in land which is within the council's area.
- (e) Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

NOTE: Public questions may be asked on condition that the Chair agrees and that the questions relate to items on the agenda. No prior notice is required. Questions will be taken with the relevant item.

Requests for deputations must be made in writing at least two clear days before the meeting and are subject to the Leader's agreement. The matter on which the deputation wants to address the Executive must be on the agenda for that meeting.

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B.	Budget and Resources Matters	
4.	Budget Proposals 2016-17	To follow

Including comments from the Policy and Performance Scrutiny Committee's review of the proposals.

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E. Exclusion of press and public

To consider whether to exclude the press and public during discussion of the remaining items on the agenda, in view of their confidential nature, in accordance with Schedule 12A of the Local Government Act 1972.

F. Urgent Exempt Matters

Any exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

A special budget meeting of the Executive has been provisionally scheduled for 25 February 2016 if this meeting is not required the next scheduled meeting of the Executive will be on 10 March 2016.

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Agenda Item 3

London Borough of Islington

Executive - 14 January 2016

Minutes of the meeting of the Executive held at Committee Room 4, Town Hall, Upper Street, N1 2UD on 14 January 2016 at 7.30 pm.

Present: **Councillors:** Watts, Burgess, Convery, Hull, Murray, Webbe and Shaikh.

Councillor Richard Watts in the Chair

223 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Joe Caluori.

224 DECLARATIONS OF INTEREST

None.

225 MINUTES OF PREVIOUS MEETING

That the Minutes of the meeting on 26 November 2015 be confirmed as a correct record of the meeting and the Chair be authorised to sign them.

226 BUDGET PROPOSALS 2016-17

Councillor Hull introduced the budget proposals, advising that they will be considered by the Policy and Performance Scrutiny Committee next week. Councillor Hull advised that despite the government cuts, he was proud to announce the investment in Youth Safety.

RESOLVED:

That the following recommendations be agreed and recommended to the Council meeting on 25 February 2016:

The General Fund Budget 2016-17 and MTFS (Section 3)

- 2.1 That the 2016-17 net Council cash limits as set out in **Table 1 (Paragraph 3.1.4)** of the report and the MTFS at **Appendix A** of the report, which include the revenue savings in **Appendix B** of the report and revenue growth of £0.5m for investment in keeping the borough's young people safe, be agreed.
- 2.2 That the requirement to report on the number of maintained schools that have completed the Schools Value Financial Standard (SVFS) by 31st March to the Department for Education by 31st May each year be noted (**Paragraph 3.2.13** of the report).

Executive - 14 January 2016

- 2.3 That the fees and charges policy be agreed and the schedule of 2016-17 fees and charges be agreed, and that authority be delegated to the Corporate Director of Children's Services, in consultation with the Executive Member for Children and Families, to agree new childcare charges following consultation in the summer term be agreed (**Paragraphs 3.2.14-17** and **Appendices C1 and C2** of the report).
- 2.4 That the Council's policy on the level of General Fund balances and the estimated use of the Council's earmarked reserves be agreed (**Paragraphs 3.2.19-21** and **Table 3** of the report) **The HRA Budget and MTFS (Section 4** of the report).
- 2.5 That the balanced HRA 2016-17 budget within the HRA MTFS at **Appendix D1** of the report and the 2016-17 HRA savings at **Appendix D2** of the report be agreed.
- 2.6 That the 2016-17 HRA rents and other fees and charges (**Tables 5-8** and **Appendix D3** of the report) be agreed.

The Capital Programme 2016-17 to 2018-19 (Section 5)

- 2.7 That the 2016-17 capital programme be agreed and the provisional programme for 2017-18 to 2018-19 be noted (**Paragraph 5.1, Table 9** and **Appendix E** of the report).
- 2.8 That the Corporate Director of Finance and Resources applies capital resources to fund the capital programme in the most cost-effective way be agreed (**Paragraph 5.2** of the report).
- 2.9 That the schemes that comprise the Capital Allowance pot of eligible affordable housing and regeneration schemes be noted (**Paragraph 5.3** and **Appendix E** of the report).

Treasury Management Strategy (Section 6)

- 2.10 That the Treasury Management Strategy will initially be considered by Audit Committee on 28th January 2016 and then included for agreement within the final budget report to Executive on 4th February 2016 and Council on 25th February 2016 be noted.

Council Tax 2016-17, including Statutory Calculations (Section 7)

- 2.11 That the General Fund budget has been prepared on the basis that the basic amount of council tax in Islington will increase by 1.99% in 2016-17, with, in addition, the application of the government's separate social care precept of 2.00% be noted.
- 2.12 That the detailed, statutory council tax calculations and the recommendations for the final 2016-17 council tax level, including the Greater London Authority (GLA) and social care precepts, will be included in the budget report to Executive on 4th February 2016 and Council on 25th February 2016 be noted.

Matters to Consider in Setting the Budget (Section 8)

- 2.13 That the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2016-17 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003 be noted.
- 2.14 That the Resident Impact Assessment (RIA) on the 2016-17 budget be noted (**Appendix F** of the report).

Reason for decision – to allow Councillors to set a balanced budget.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

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BUDGET MONITOR

RESOLVED:

- 2.1 That the overall forecast revenue outturn for the General Fund of a £3.5m overspend, and that in the event of an overall overspend at the end of the financial year this would be funded from the one-off corporate contingency reserve of £3.5m in the first instance be noted (**Paragraphs 3.1 and 4.11, Table 1 and Appendix 1** of the report).
- 2.2 That the HRA is forecast to break-even over the financial year be noted (**Paragraph 3.1, Table 1 and Appendix 1** of the report).
- 2.3 That the latest capital position with forecast capital expenditure of £93.7m in 2015-16 be noted and slippage where over £1m on an individual scheme be agreed (**Section 6, Table 2 and Appendix 2** of the report).

Reason for decision – to enable Councillors to monitor the budget.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

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INCOME GENERATION SCRUTINY REVIEW - EXECUTIVE MEMBER RESPONSE TO THE RECOMMENDATIONS

The Policy and Performance Scrutiny Committee were thanked for all their work on this very valuable scrutiny.

RESOLVED:

That the response to the Policy and Performance Scrutiny Committee's recommendations detailed in the report be agreed.

Reason for decision – to respond to the Policy and Performance Scrutiny Committees recommendations on income generation.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

229 **NORTH LONDON WASTE AUTHORITY MENU PRICING AND INTER AUTHORITY AGREEMENT**

RESOLVED:

- 2.1 That the revised form of the Inter Authority Agreement (IAA) as set out at Appendix A to the report be noted.
- 2.2 That the important principle of menu pricing as contained within the Inter Authority Agreement be noted and that support of a move to menu pricing until such time as an alternative system for the apportionment of the NLWA's costs is unanimously agreed by all of the NLWA's constituent Boroughs independently of an agreement on the final form of the IAA be agreed.
- 2.3 That the Corporate Director of Environment and Regeneration in consultation with the Corporate Director of Finance and Resources, Assistant Chief Executive - Governance and HR, and the Council's two Member representatives on the NLWA be authorised:
 - to negotiate and agree the final form of the IAA.
 - to agree any future amendments or decisions in relation to the agreement of a minor or urgent nature after the IAA is executed.
 - to negotiate and agree menu pricing in advance of the IAA should there be any delay in its agreement across the seven Boroughs.
- 2.4 Subject to agreement being reached on the final form of the IAA, that the Assistant Chief Executive Governance and HR (or such other officer as may be authorised by the Assistant Chief Executive Governance and HR) be authorised to enter into the IAA on behalf of the Council.

Reason for decision – to allow the council to enter into the NLWA IAA subject to the satisfactory conclusion of negotiations.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

230 **VOLUNTARY AND COMMUNITY SECTOR GRANT FUNDING PROGRAMME 2016 - 2020**

Councillor Shaikh thanked staff for their hard work and confirmed that working with VCS organisations was a continuing priority for the council.

RESOLVED:

- 2.1 That the Islington Partnership Grant Programme 2016-2020 be segmented into the following five programme strands as outlined in section 4.1 of this report be agreed.
 - 1) Strategic Partners – Borough-wide Infrastructure

- 2) Strategic Partners – Neighbourhood
 - 3) Delivery Partners
 - 4) Strategic Partner – Volunteering; and
 - 5) Strategic Partners – Advice
- 2.2 That the allocation of funding across the five proposed strands as outlined in section 5.6 of this report be agreed.
- 2.3 That the outline outcomes for the Partnership Grants Programme as detailed in sections 4.2 to 4.6 of this report and in the Council's Voluntary and Community Sector Strategy 2016-2020 attached as Appendix 1 to the report be agreed.
- 2.4 That the application process and time table as outlined in section 6 and attached as Appendix 2 of this report be agreed.

Reason for decision – to agree the new funding arrangements for VCS organisations.
Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

231 **ADOPTION OF BASEMENT DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT**

RESOLVED:

- 2.1 That the contents of consultation report (attached at Appendix 2 to the report) and the proposed amendments to the Basement Development SPD be noted.
- 2.2 That formal adoption of the Basement Development SPD (attached at Appendix 1 to the report) be agreed.

Reason for decision – to provide greater certainty to both the local community and interested parties about the nature of basement development that is likely to be acceptable to the Council as a Local Planning Authority.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

232 **ADOPTION OF DEVELOPMENT VIABILITY SUPPLEMENTARY PLANNING DOCUMENT**

RESOLVED:

- 2.1 That the summary of comments received during public consultation on the draft Development Viability SPD (see Appendix 2 of the report - Consultation Statement), the Council's responses and proposed changes to the SPD be noted.
- 2.2 That adoption of the Development Viability SPD (as attached at Appendix 1 of the report) be agreed.
- 2.3 That the Corporate Director of Environment and Regeneration be authorised, in consultation with the Executive Member for Housing and

Development, to make and adopt minor revisions to the SPD if necessary, prior to final publication (see paragraph 3.19 of the report) be agreed.

Reason for decision – to provide greater certainty to the local community and interested parties about the Council's approach to viability matters.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

233 **PROCUREMENT STRATEGY APPROVAL FOR THE TRANSFORMATION OF SEXUAL HEALTH SERVICES**

RESOLVED:

- 2.1 That the procurement strategy for a pan London procurement for a web-based system to include a 'front-end' portal joined up partner notification and home/self-sampling be approved.
- 2.2 That the procurement strategy for the sub-regional arrangements for commissioning and procurement of Genitourinary Medicine (GUM) and for Contraception and Sexual Health Service (SRH) Services, led by Islington Council on behalf of the sub-region be agreed.
- 2.3 That authority be delegated to the Director of Public Health, in consultation with the Executive Member Health and Wellbeing, to award the contracts to the successful tenderers be agreed.
- 2.4 That authority be delegated to the Director of Public Health, in consultation with the Executive Member for Health and Wellbeing, to approve the Council's participation in London-wide agreements on cross charging and lead commissioning as part of the transformation of sexual health services in London be agreed.
- 2.5 That the progress made in developing options for the future commissioning and procurement of GUM services be noted.

Reason for decision – to enable service transformation to create financially and clinically sustainable services for the future.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

234 **CONTRACT AWARD FOR MENTAL HEALTH SUPPORTED ACCOMMODATION**

RESOLVED:

- 2.1 That the award of a contract to Peter Bedford Housing Association to deliver Lot 1 - Turle Road N4 3LZ, for six 6 units, to commence 1 April 2016, for a period of three years with the option of three 12-month extensions, with an annual value of £147,354 and a total contract value including all extension periods of £884,124 be agreed.
- 2.2 That the award of a contract to St Martin of Tours to deliver Lot 2 - Caledonian Rd, N7 9SJ, for 7 units, to commence 1 April 2016, for a period of three years with the option of three 12-month extensions, with an

annual value of £171,113 and a total contract value including all extension periods of £1,026,678 be agreed.

- 2.3 That the award of a contract to St Martin of Tours to deliver Lot 3 - Davenant Road N19 3NN, for 12 units, to commence 1 April 2016, for a period of three years with the option of three 12-month extensions, with an annual value of £304,140 per year and a total contract value including all extension periods of £1,824,840 be agreed.

Reason for decision – to ensure service continuity.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

235 CONTRACT AWARD FOR MULTI-DISCIPLINARY FLOATING SUPPORT SERVICE

RESOLVED:

- 2.1 That the award a contract to Single Homeless Project (SHP) to provide a multi-disciplinary floating support services for three years commencing on 1 July 2016, ending on 30 June 2019 with an option to extend for a further two periods of three years (9 years in total) until 30th June 2025, be agreed.
- 2.2 That any contract extension would be dependent on the availability of funding, service performance and the continued need for the service be noted.

Reason for decision – to ensure continuity of services for vulnerable people and achieve savings.

Other options considered – none, other than as detailed in the report and related papers.

Conflicts of interest / dispensations granted – none.

236 CONTRACT AWARD SUPPORTED HOUSING SERVICES FOR PEOPLE WITH SUBSTANCE MISUSE ISSUES

Cllr Burgess noted a verbal amendment to point 3.1 of the report advising that the correct contract award values were: St Mungo's £373,500 and Family Mosaic £234,098.

RESOLVED:

- 2.1 That a contract be awarded to St Mungo's to deliver three services, two services located in Clerkenwell Ward and one service in St George's Ward, for a period of three years commencing on 1 April 2016, ending on 31 March 2019 with the option to extend for two three year periods until 31 March 2025 be agreed.
- 2.2 That a contract be awarded to Family Mosaic to deliver services at both Holloway Ward and Tollington Ward for a period of three years commencing on 1 April 2016, ending on 31 March 2019 with the option to extend for two three year periods until 31 March 2025 be agreed.

Reason for decision – to ensure service continuity.
Other options considered – none, other than as detailed in the report and related papers.
Conflicts of interest / dispensations granted – none.

237 **CONTRACT AWARD FOR MENTAL HEALTH SUPPORTED ACCOMMODATION - EXEMPT APPENDIX**

That the information in the exempt appendix to Agenda item E12 be noted (see Minute 234 for decision).

238 **CONTRACT AWARD FOR MULTI-DISCIPLINARY FLOATING SUPPORT SERVICE - EXEMPT APPENDIX**

That the information in the exempt appendix to Agenda item E13 be noted (see Minute 235 for decision).

239 **CONTRACT AWARD SUPPORTED HOUSING SERVICES FOR PEOPLE WITH SUBSTANCE MISUSE ISSUES - EXEMPT APPENDIX**

That the information in the exempt appendix to Agenda item E14 be noted (see Minute 236 for decision).

MEETING CLOSED AT 7.37 pm

CHAIR



Report of: Executive Member for Finance and Performance

Meeting of:	Date	Ward(s)
Executive	4 th February 2016	All

FINANCIAL POSITION AT 31ST DECEMBER 2015

1. SYNOPSIS

- 1.1 This report presents the forecast outturn position for 2015-16 as at 31st December 2015. Overall, the forecast is a £3.5m General Fund overspend including corporate items. The Housing Revenue Account (HRA) is forecast to break-even over the year. It is forecast that £93.9m of capital expenditure will be delivered in 2015-16.

2. RECOMMENDATIONS

- 2.1. To note the overall forecast revenue outturn for the General Fund of a £3.5m overspend, and that in the event of an overall overspend at the end of the financial year this would be funded from the one-off corporate contingency reserve of £3.5m in the first instance. **(Paragraphs 3.1 and 4.13, Table 1 and Appendix 1)**
- 2.2. To note that the HRA is forecast to break-even over the financial year. **(Paragraph 3.1, Table 1 and Appendix 1)**
- 2.3. To note the latest capital position with forecast capital expenditure of £93.9m in 2015-16. **(Section 6, Table 2 and Appendix 2)**

3. CURRENT REVENUE POSITION: SUMMARY

- 3.1. A summary position of the General Fund and Housing Revenue Account is shown in **Table 1** with further detail contained in **Appendix 1**.

Table 1: General Fund and HRA Forecast Outturn

	VARIANCE Month 9 (£000)
<u>GENERAL FUND</u>	
Finance and Resources	0
Chief Executive's	(226)
Core Children's Services (Excluding Schools)	1,465
Environment and Regeneration	2,754
Housing and Adult Social Services	1,272
Public Health	885
Net Departments	6,150
Corporate Items	(2,640)
TOTAL PROJECTED (UNDER)/OVERSPEND	3,510
<u>HOUSING REVENUE ACCOUNT</u>	
NET (SURPLUS) / DEFICIT	0

4. GENERAL FUND

Finance and Resources Department (zero variance)

- 4.1. The Finance and Resources Department is currently forecasting a break-even position.

Chief Executive's Department (-£0.2m)

- 4.2. The Chief Executive's Department is currently forecasting a (-£0.2m) underspend. This is due to staff vacancies within the Governance and Human Resources division that are not to be recruited to this year (-£0.1m) and additional legal fee income (-£0.1m).

Children's Services (General Fund: +£1.5m, Schools: -£3.0m)

- 4.3. A (+£1.5m) overspend is forecast for the General Fund (non-schools) Children's Services budget. This includes a number of pressures against demand led specialist services that materialised in 2014-15 and are continuing into 2015-16, especially in relation to unaccompanied asylum seeking children (+£0.35m) and special guardianship orders (+£0.2m). Further overspends are forecast against Children Looked After placements (+£0.5m), leaving care costs (+£0.45m), an increase in support for 16/17 years olds living in supported accommodation (+0.45m), the new remand framework (+£0.35m), secure accommodation costs (+£0.2m), the Disabled Children's Team (+£0.2m), increase in care proceedings including family assessment (+£0.15m) and an in-year reduction in Youth Justice Grant income (+£0.1m). These overspends, totalling (+£2.95m), have been partly offset by forecast underspends totalling (-£1.45m) across the Learning and Schools and Partnerships and Support Services divisions.

Schools (-£3.0m)

- 4.4. A Dedicated Schools Grant (DSG) underspend of (-£3.0m, 1.8% of DSG) is forecast. (-£2.0m) of this is due to the carry forward of Early Years DSG funding from 2014-15 that will be used to smooth in expected Department for Education (DfE) funding reductions for the statutory entitlement for free childcare for deprived 2-year olds from 2015, now that funding is allocated to local authorities based on take-up. The remaining DSG underspend relates to the Special Educational Needs (SEN) placements contingency budget (-£0.7m), other schools contingency and underspends carried forward from previous years (-£0.6m) and Pupil Premium eligibility lower than estimated by the DfE (-£0.2m), offset by an increase in school business rates following capital investment in expansions (+£0.5m).

Environment and Regeneration (+£2.75m)

- 4.5. The Environment and Regeneration Department is currently forecasting a (+£2.75m) overspend. This is after corporate savings of (+£0.5m) being applied to the structural overspend, arising due to the Government shelving plans to introduce locally set licensing fees (this is a net-nil impact overall as the Environment and Regeneration Department overspend is reduced, in respect of this applied funding, by the same amount). The main variances are as follows:
- 4.5.1. (+£0.8m) due to delayed service changes in Street Environment Services leading to non-delivery of 2015-16 savings.
 - 4.5.2. (+£0.35m) delays in re-providing the new refuse fleet pending various pilots and the introduction of a new operating model.
 - 4.5.3. (+£0.2m) loss of grant income from North London Waste Authority (NLWA) following price reductions for recyclable materials.
 - 4.5.4. (+£0.1m) due to unbudgeted costs associated with the pilots that will deliver future savings causing spend on new bins and other items.
 - 4.5.5. Structural budget issues within the Public Protection division: (+£0.2m) relating to staff budgets and non-staffing budgets around IT/licensing costs; (+£0.1m) unachievable Houses in Multiple Occupation (HMO) licensing income; (+£0.1m) staff costs that were part funded by 'Smoke-free' grant that is no longer received; (+£0.1m) relating to deteriorating income streams on DVD/music rentals and hall lettings; and (+£0.1m) across various other income streams.
 - 4.5.6. Underachievement of building control and planning income due to a decline in activity (+£0.25m).
 - 4.5.7. Additional agency staff and legal cost pressures within Development Control (+£0.2m).
 - 4.5.8. Non-delivery of the advertising concession contract saving as a result of existing contracts delaying implementation until after October 2015 and identification of suitable sites (+£0.25m).

Housing and Adult Social Services (+£1.3m)

- **Adult Social Care (+£0.5m)**

- 4.6. Adult Social Care is currently forecasting a net overspend (+£0.5m) relating to the older people spot placement budget.

- **Housing General Fund (+£0.8m)**

- 4.7. The Housing General Fund continues to be impacted by increased demand for temporary accommodation (TA) and the increased cost of supplying it, exacerbated by ongoing changes to the housing benefit regulations and the changes to the welfare support system. This has resulted in a net financial pressure of (+£1.3m) in 2015-16 of which the majority is due to not being able to secure nightly booked accommodation at rates that are below or equal to the Local Housing Allowance. This is offset partly by staffing underspends across the department (-£0.5m).

Public Health (+£0.9m)

- 4.8. Public Health is funded via a ring-fenced grant of £25.4m for 2015-16. The Government have announced an in-year cut of (+£1.7m) to the Council's public health grant. This has been mitigated by (-£0.8m) underspends within the department, resulting in a forecast net overspend of (+£0.9m). This is a very significant Government cut made late in the financial year and means that there will be no public health reserves to mitigate against future budget pressures.

Corporate Items (-£2.6m)

- 4.9. The Council continues to follow a successful Treasury Management Strategy of shorter-term borrowing at low interest rates. The current forecast is that this will save the General Fund (-£3.7m) in interest charges over the financial year. The Treasury Management Strategy is kept under constant review to ensure that available resources are optimised and the longer-term interest rate position reviewed.
- 4.10. As part of the transfer of public health responsibilities to local authorities in 2012-13, a corporate provision was set aside for legacy payments that the Council may incur. It is now considered unlikely that the Council will be billed for these payments, meaning that on balance the (-£0.9m) provision can be released in full. In the event that the Council is billed for these payments, this would be a cost pressure for Public Health.
- 4.11. Additional unbudgeted grant income (-£0.7m) has been received to compensate for the impact of Government policy on our retained business rates income in 2015-16 (e.g. the continued doubling of small business rates relief and the retail relief scheme).
- 4.12. These savings are offset by:
- 4.12.1. Improvement works to Finsbury Library, including to accommodate the Old Street Area Housing Office (+£1.2m).
 - 4.12.2. Corporate savings of (+£0.5m) being applied to the structural overspend in Environment and Regeneration arising due to the Government shelving plans to introduce locally set licensing fees. This is a net-nil impact overall as the Environment and Regeneration Department overspend is reduced, in respect of this applied funding, by the same amount.
 - 4.12.3. (+£0.2m) relating to a settled claim against 3 privately owned mature London Plane trees that had been proven to cause subsidence. Due to strong public support, the Council argued for retaining the trees and won the appeal for the trees to be retained. The claimants then proceeded with repairs of £350k. The Council have fought this and negotiated down from an initial claim of £350k to a settled claim of £190k.
 - 4.12.4. (+£0.8m) uncontrollable pressure due to the Council's statutory duty to provide assistance to all destitute clients who are Non-European Union nationals and can

demonstrate need under Section 21 of the National Assistance Act, 1948. This is commonly referred to as No Recourse to Public Funds (NRPF).

Contingency Reserve

- 4.13. There is a one-off corporate contingency reserve of £3.5m to provide some resilience against any short-term budget pressures arising from savings risks or changes in Government policy. This will be used to offset any overall General Fund overspend at the end of the financial year.

5. HOUSING REVENUE ACCOUNT

- 5.1. The HRA is forecast to be balanced in 2015-16. The variances are as follows:
- 5.1.1. Non-recurring impact of repairs re-integration (+£1.6m).
 - 5.1.2. Other HRA non-recurring pressures including improvements to open spaces and CCTV and heating refunds in respect of 2014-15 (+£1.5m).
 - 5.1.3. Impact of welfare reforms (+£0.4m).
 - 5.1.4. *The above pressures of (+£3.5m) are offset by:*
 - 5.1.5. Additional commercial property income and reduced management costs (-£1.0m).
 - 5.1.6. Lower than budgeted PFI contractual inflation (-£0.7m).
 - 5.1.7. Higher than budgeted Right to Buy administration grant income due to higher than anticipated Right to Buy sales (-£0.3m).
 - 5.1.8. Increase parking income arising from the increase in charges for non-residents and the diesel levy (-£0.3m).
 - 5.1.9. More rental income (-£0.3m).
 - 5.1.10. General management (-£0.6m)
 - 5.1.11. Higher than budgeted commission from Thames Water (-£0.2m).
 - 5.1.12. Reduced energy costs (-£0.1m).

6. CAPITAL PROGRAMME

- 6.1. It is forecast that £93.9m of capital expenditure will be delivered by the end of the year. This is set out by department in **Table 2** below and detailed at **Appendix 2**.

Table 2: 2015-16 Capital Programme by Department at Month 9

Department	2015-16 Capital Budget	2015-16 Forecast Expenditure	Forecast Slippage to Future Years
	(£m)	(£m)	(£m)
Children's Services	10.0	10.0	0
Environment and Regeneration	19.8	18.9	0.9
Housing and Adult Social Services	60.4	59.8	0.6
Finance and Resources	5.3	5.2	0.1
Total	95.5	93.9	1.6

Forecast Slippage

- 6.1. Under the Council's financial regulations, approval of slippage over £1m on an individual capital scheme is a function of the Executive. Slippage is reported to Executive for approval at months 4, 8 and 12.

7. IMPLICATIONS

Financial Implications

- 7.1. These are included in the main body of the report.

Legal Implications

- 7.2. The law requires that the Council must plan to balance its spending plans against resources to avoid a deficit occurring in any year. Members need to be reasonably satisfied that expenditure is being contained within budget and that the savings for the financial year will be achieved, to ensure that income and expenditure balance.

Environmental Implications

- 7.3. This report does not have any direct environmental implications.

Resident Impact Assessment

- 7.4. A resident impact assessment (RIA) was carried out for the 2015-16 Budget Report approved by Full Council. This report notes the financial performance to date but does not have direct policy implications, so a separate RIA is not required for this report.

Background papers: None

Responsible Officer:

Mike Curtis
Corporate Director of Finance and Resources

Report Authors:

Tony Watts
Head of Financial Planning

Martin Houston
Strategic Financial Advisor

Signed by



Executive Member for Finance and
Performance

25 January 2016

Date

Appendix 1 - Revenue Budget Monitoring 2015-16 Month 9

GENERAL FUND					
Department / Service Area	Original Budget	Current Budget	Forecast Outturn	Variance Month 9	Variance Month 8
	£'000	£'000	£'000	£'000	£'000
FINANCE AND RESOURCES					
Corporate Director of Finance and Resources	(62)	1,099	1,099	0	0
Digital Services and Transformation	562	(2,194)	(2,194)	0	0
Financial Management	(7,532)	(2,431)	(2,431)	0	0
Financial Operations	6,911	3,907	3,907	0	0
Internal Audit	588	616	616	0	0
Total	467	997	997	0	0
CHIEF EXECUTIVE'S DEPARTMENT					
Chief Executive	(16)	0	0	0	0
Governance and Human Resources	1,140	303	77	(226)	(277)
Strategy and Community Partnerships	5,478	6,395	6,395	0	0
Total	6,602	6,698	6,472	(226)	(277)
CHILDREN'S SERVICES					
Learning and Schools	27,763	27,159	23,389	(3,770)	(3,165)
Partnerships and Support Services	9,292	11,754	11,034	(720)	(720)
Targeted and Specialist Children and Families	36,889	38,722	41,642	2,920	2,320
Total	73,944	77,635	76,065	(1,570)	(1,565)
ENVIRONMENT AND REGENERATION					
Directorate	(1,387)	(1,135)	(1,135)	0	0
Planning and Development	2,484	2,309	2,768	459	450
Public Protection	9,685	11,189	11,796	607	622
Public Realm	19,882	29,450	31,138	1,688	1,438
Total	30,664	41,813	44,567	2,754	2,510
HOUSING & ADULT SOCIAL SERVICES					
Temporary Accommodation (Homelessness Direct)	1,391	1,391	2,666	1,275	1,269
Housing Needs (Homelessness In-Direct)	2,000	2,000	1,669	(331)	(168)
Housing Benefit	880	880	880	0	0
Housing Strategy & Development	231	231	106	(125)	(94)
Housing Administration	2,291	1,944	1,934	(10)	(1)
Housing General Fund Total	6,793	6,446	7,255	809	1,006
Adult Social Care	30,917	30,057	30,039	(18)	(18)
Integrated Community Services	13,554	13,537	13,418	(119)	(334)
Strategy & Commissioning	30,355	30,393	30,993	600	600
Adult Social Services Total	74,826	73,987	74,450	463	248
HASS Total	81,619	80,433	81,705	1,272	1,254

Appendix 1 - Revenue Budget Monitoring 2015-16 Month 9

Department / Service Area	Original Budget £'000	Current Budget £'000	Forecast Outturn £'000	Variance Month 9 £'000	Variance Month 8 £'000
PUBLIC HEALTH					
NHS Health Checks	371	371	355	(16)	(16)
Obesity and Physical Activity	1,009	1,009	993	(16)	(16)
Other Public Health	(20,739)	(20,557)	(19,605)	952	952
Sexual Health	8,273	8,392	8,541	149	149
Smoking and Tobacco	786	786	716	(70)	(70)
Substance Misuse	8,466	8,347	8,376	29	29
Children and Young People	1,834	1,834	1,791	(43)	(43)
Children 0-5 Public Health	0	0	(100)	(100)	(100)
	0	182	1,067	885	885
Less Projected Ring-Fenced Schools Related Underspend	0	0	3,035	3,035	2,430
Less Projected Ring-Fenced Public Health Underspend	0	0	0	0	0
GROSS DEPARTMENT TOTAL	193,296	207,758	213,908	6,150	5,237
CORPORATE ITEMS					
Corporate and Democratic Core / Non Distributed Costs	16,675	15,130	15,130	0	0
Other Corporate Items	4,104	2,994	3,254	260	340
Corporate Financing Account	(16,129)	(20,863)	(24,563)	(3,700)	(2,900)
Levies	22,247	22,247	22,247	0	0
Transfer to/(from) Reserves	14,293	7,890	7,890	0	0
Specific Grants	(16,103)	(16,773)	(16,773)	0	0
Core Government Funding / Council Tax	(218,651)	(218,651)	(218,651)	0	0
No Recourse to Public Funds	268	268	1,068	800	800
Corporate Items Total	(193,296)	(207,758)	(210,398)	(2,640)	(1,760)
TOTAL NET OF CORPORATE ITEMS	0	0	3,510	3,510	3,477

Appendix 1 - Revenue Budget Monitoring 2015-16 Month 9

HOUSING REVENUE ACCOUNT(HRA)						
Department / Service Area	Original Budget	Current Budget	Latest Actual	Forecast Outturn	Variance Month 9	Variance Month 8
	£'000	£'000	£'000	£'000	£'000	£'000
Dwelling Rents	(162,778)	(162,778)	(122,287)	(163,078)	(300)	(300)
Non Dwelling Rents	(1,708)	(1,708)	(2,258)	(2,508)	(800)	(800)
Heating Charges	(2,357)	(2,357)	(1,500)	(2,017)	340	340
Leaseholders Charges	(9,348)	(9,348)	(7,011)	(9,348)	0	0
Other Charges for Services and Facilities	(3,870)	(3,870)	(2,100)	(4,645)	(775)	(775)
PFI Credits	(22,855)	(22,855)	(11,427)	(22,855)	0	0
Interest Receivable	(2,044)	(575)	0	(575)	0	0
Contribution from General Fund	(852)	(852)	0	(852)	0	0
Gross Income	(205,812)	(204,343)	(146,583)	(205,878)	(1,535)	(1,535)
Repairs and Maintenance	29,748	29,748	23,317	30,983	1,235	1,235
Revenue Contribution to Capital	10,359	0	0	930	930	630
General Management	48,803	47,327	22,762	47,497	170	470
PFI Payments	40,114	40,114	34,532	39,414	(700)	(700)
Special Services	15,530	17,006	8,626	16,906	(100)	(100)
Rents, Rates, Taxes and Other Charges	739	739	561	739	0	0
Capital Financing Costs	56,769	47,807	0	47,807	0	0
Bad Debt Provisions	750	750	0	750	0	0
HRA Contingency	3,000	3,000	0	3,000	0	0
Transfer to HRA Reserves	0	17,852	0	17,852	0	0
Gross Expenditure	205,812	204,343	89,798	205,878	1,535	1,535
Drawdown from HRA Balances	0	0	0	0	0	0
Net (Surplus) / Deficit	0	0	(56,785)	0	0	0

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Appendix 2: Capital Monitoring 2015-16 Month 9

	2015-16 Budget Monitoring						
	Original Budget	Budget Changes During the Year	Revised Budget	Forecast Outturn	Forecast Re-profiling (to)/from Future Years	Expenditure to Date	% Budget Spent to Date
	£m	£m	£m	£m	£m	£m	£m
CHILDREN'S SERVICES							
Dowery Street Pupil Referral Unit	3.3	(2.8)	0.5	0.5	0.0	0.2	40%
Early Years Two Year Old Places	1.0	0.1	1.1	1.1	0.0	0.4	40%
Mechanical Schemes	0.0	0.5	0.5	0.5	0.0	0.2	48%
Moreland Primary School	6.1	(1.8)	4.3	4.3	0.0	2.0	47%
Newington Green Primary School Refurbishment	0.3	0.3	0.6	0.6	0.0	0.5	91%
Other	0.0	0.6	0.6	0.6	0.0	0.0	0%
Primary Bulge Classes	0.2	0.3	0.5	0.5	0.0	0.2	41%
Primary Capital Scheme	0.0	0.5	0.5	0.5	0.0	0.3	55%
Sacred Heart Primary School Extension Grant	1.3	0.0	1.3	1.3	0.0	1.3	100%
The Bridge Free School	3.7	(3.7)	0.0	0.0	0.0	0.0	0%
Windows Scheme	0.3	(0.1)	0.2	0.2	0.0	0.1	75%
Total Children's Services	16.1	(6.1)	10.0	10.0	0.0	5.3	53%
ENVIRONMENT AND REGENERATION							
Other E&R	0.0	0.5	0.5	0.5	(0.0)	0.0	0%
Boiler Replacement Programme	0.0	0.0	0.0	0.0	(0.0)	0.0	100%
Combined Heat and Power	3.4	(1.7)	1.7	1.7	(0.0)	0.4	23%
Disabled Facilities	0.6	0.4	1.0	1.0	0.0	0.6	62%
Energy Saving Council Buildings	1.9	(0.4)	1.5	1.4	(0.1)	0.3	18%
Greenspace	0.8	0.5	1.3	1.1	(0.2)	0.6	46%
Highways	1.4	0.9	2.3	2.3	0.0	2.2	95%
Home Energy Efficiency	0.0	0.0	0.0	0.0	(0.0)	0.0	0%
Ironmonger Row Baths	0.0	0.2	0.2	0.2	(0.0)	0.2	86%
Leisure	3.4	(0.3)	3.0	3.0	(0.0)	2.3	74%
Libraries	0.0	0.0	0.0	0.0	(0.0)	0.0	4%
Other Energy Efficiency	2.2	(2.2)	(0.0)	0.0	0.0	0.0	0%
Planning and Development	2.1	(1.7)	0.5	0.5	0.0	0.2	35%
Private Sector Housing	1.5	(0.7)	0.8	0.8	(0.0)	(0.1)	-7%
Special Projects	0.0	0.4	0.4	0.3	(0.1)	0.0	2%
Traffic and Engineering	3.6	0.6	4.2	4.3	0.1	1.6	39%
Vehicles	8.5	(6.1)	2.4	1.8	(0.6)	1.5	64%
Total Environment and Regeneration	29.4	(9.7)	19.8	18.8	(0.9)	9.8	50%
HOUSING AND ADULT SOCIAL SERVICES							
HOUSING							
Housing Improvements	40.3	(6.3)	34.0	34.0	(0.0)	22.0	65%
New Build	40.8	(15.1)	25.7	25.7	0.0	17.9	69%
Total Housing	81.1	(21.4)	59.7	59.7	(0.0)	39.9	67%
ADULT SOCIAL SERVICES							
Adaptations	2.3	(2.3)	(0.0)	0.0	0.0	0.1	-214%
Care Services	1.0	(0.3)	0.7	0.1	(0.6)	0.1	9%
Total Adult Social Services	3.3	(2.6)	0.7	0.1	(0.6)	0.1	21%
Total Housing and Adult Social Services	84.5	(24.0)	60.4	59.8	(0.6)	40.0	66%
FINANCE AND RESOURCES							
Finance	0.0	0.1	0.1	0.0	0.0	0.0	0%
Digital Transformation	1.5	3.7	5.2	5.2	0.0	5.1	99%
Total Finance and Resources	1.5	3.8	5.3	5.2	0.0	5.1	97%
TOTAL CAPITAL PROGRAMME	131.5	(36.0)	95.5	93.8	(1.6)	60.2	63%

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Report of: **Executive Member for Housing and Development**

Meeting of:	Date	Ward(s)
Executive	4.2.16	All

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SUBJECT: Implementation of the Smoke and Carbon Monoxide Alarm Regulations

1. Synopsis

- 1.1 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1st October 2015. Private sector landlords are now required to ensure that at least one smoke alarm is installed on every storey of their rented property and that a carbon monoxide alarm is installed in any room containing a solid fuel burning appliance.
- 1.2 The local housing authority has a duty to serve a remedial notice and may issue a penalty charge notice if these requirements are not met. If they choose to issue penalty charge notices, the local housing authority must agree and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge. In addition to a financial penalty, the regulations allow local authorities to carry out remedial action and install smoke alarms in some privately rented properties where the landlord has not complied with the remedial notice.

2. Recommendations

- 2.1 To agree the proposed Statement of Principles as attached at Appendix 1.

3. Background

- 3.1 The new regulations introduce a minimum standard of smoke and carbon monoxide alarms for single family occupied dwellings and non-licensable HMOs (houses in multiple occupation). They also amend the standard conditions for licensable HMOs so that these properties are also required to install working smoke alarms. The regulations will improve standards in private rented properties and could be lifesaving in the event of a fire or presence of faulty boilers or heaters.
- 3.2 The regulations introduce a fixed penalty charge for non-compliance, a new provision for housing offences. Each local housing authority has to agree and publish a statement of principles, setting out the schedule of charges they propose to introduce. The maximum penalty that can be imposed is

£5,000 with flexibility to reduce it to a level felt appropriate for the area. The proposed statement is attached at appendix 1 and recommends that the maximum will be adopted other than for first offences when it will be reduced to £2,000. If early payment is made, then the fee will be reduced by 50%. The levels have been selected so that they will act as a deterrent as the penalty charge is only issued where the remedial notice expires without compliance.

4. Implications

4.1 Financial implications:

This enforcement work will be covered within existing resources and it is not anticipated that enforcement of these regulations cause a significant demand as non-compliance is expected to be a relatively minor occurrence.

4.2 Legal Implications:

The enforcement authorities (local authorities) are required to issue a remedial notice where they have reasonable grounds to believe a landlord has not complied with one or more of the requirements. The landlord must comply with the notice within 28 days. If they do not, the local authority must carry out the remedial action (where the occupier consents) to ensure the requirements in the regulations are met and can issue a civil penalty of up to £5,000.

If an appeal is lodged, the penalty cannot be enforced until the appeal is disposed of though the local authority may continue to carry out the remedial action.

Appeals can be made on the grounds that the decision of the local authority to vary or confirm the penalty charge notice was based on a factual error, was wrong in law, or was unreasonable for any other reason. Appeals can also be made on the grounds that the amount of the penalty is unreasonable.

4.3 Environmental Implications:

The regulations introduce a legal minimum standard for fire detection in privately rented property which should ensure that harm from fires, smoke and carbon monoxide is prevented through early detection.

4.4 Resident Impact Assessment:

The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The Council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding.

A Resident Impact Assessment was completed on 2nd November 2015 and the summary is as follows:

Equality, safeguarding risks and potential human rights breaches

- Any officer that carries out remedial action will ensure that legal access to do so has been gained lawfully with due regard and notification to tenants, landlord and other occupiers. E.g. consequences of not providing access and the legal means of which access is being sought. Authorised officers will be DBS cleared and ensure that contractors carrying out remedial action services have been appropriately procured and are supervised at all times.
- The statement of principles sets out of how the Council has formed it's decisions in determining the amount of financial penalty
- Landlords are provided with a means of appeal against penalties. A landlord may appeal to the

First-tier Tribunal if the penalty charge notice is confirmed or varied by a local authority after a review.

5. Conclusion and reasons for recommendations

- 5.1 Agreement of the statement of principles will allow authorised officers to enforce the regulations and ensure that properties are safe for private renters.

Appendices

Appendix 1 - Statement of principles

Final report clearance:

Signed by:



19.1.16

**Executive Member for Housing and
Development**

Date

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The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Statement of principles for determining the amount of a penalty charge

November 2015

Introduction

1.1 This statement sets out the principles that Islington Council (the Council) will apply in exercising its powers to require a relevant landlord (landlord) to pay a penalty charge.

The legal framework

1.3 Regulation 8 of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations) provides that the Council may require the landlord to pay a penalty charge if the Council is satisfied on the balance of probabilities that the landlord on whom it has served a remedial notice (the notice) under regulation 5 has failed to take the remedial action specified in the notice within the period specified.

The scope of this document

1.4 Regulation 13 of the Regulations requires the Council to prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge. The Council may revise its statement of principles and, where it does so, it must publish the revised statement.

The Council must have regard to the statement of principles published and in place at the time when the breach in question occurred, when determining the amount of the penalty charge.

1.5 This document sets out the principles which the Council will follow when exercising its powers under regulation 8 of the Regulations.

2 The purpose of imposing a penalty charge

Where the Council is satisfied, on the balance of probabilities, that a landlord has breached a remedial notice, the Council may require the landlord to pay a penalty charge.

The Council will impose a penalty charge to:

- Influence the behaviour of the landlord
- Protect the interests of the public & promote tenant safety
- Reduce any financial gain or benefit from non-compliance with the Regulations.
- Be proportionate to the nature of the breach of the Regulations and the potential harm outcomes.
- Seek to prevent future non-compliance by the landlord
- Reimburse the costs incurred by the Council in undertaking work in default, officer time and administrative costs

Decision to impose a penalty charge

In deciding whether it would be appropriate to impose a penalty charge the Council will take account of the particular facts and circumstances of the breach under consideration.

Principles for determining the amount of the penalty charge

2.5 Regulation 8(2) states the amount of the penalty charge must not exceed £5,000. The penalty charge comprises two parts, a punitive element for failure to comply with the remedial notice and a cost element relating to the works carried out by the Council, officer time and administrative costs

The period within which the penalty charge is payable is 28 days beginning with the day on which the penalty charge notice is served. The Council has a discretion to specify that if a landlord pays the penalty charge within a specified earlier period a reduction in the penalty charge may be applied. The Council may also exercise a similar discretion where the landlord gives written notice to the Council that the landlord wishes the authority to review the penalty charge notice.

Of these two discretions, the Council will, as a matter of course, exercise the discretion to reduce the penalty charge in relation to payment within a specified “early payment” period.

The specified period for early payment is within 14 days beginning with the day on which the penalty charge notice was served. For a first offence the fine applied will be £2,000 and an early payment will attract a discount of 50% making it £1,000.

For subsequent offences the penalty will be £5,000 to deter continued non-compliance and an early payment will attract a discount of 50% making it £2,500.

Procedural matters

2.6 The Regulations impose a number of procedural steps which must be taken before the council can impose a financial penalty. Before imposing a requirement on a landlord to pay a penalty charge the council must, within a period of six weeks from the point at which it is satisfied that the landlord has failed to comply with the requirements of the Remedial Notice, serve a penalty charge notice setting-out:

- the reasons for imposing the penalty charge;
- the premises to which the penalty charge relates;
- the number and type of prescribed alarms (if any) installed at the premises;
- the amount of the penalty charge;
- the obligation to pay that penalty charge or to give written notice of a request to review the penalty charge;
- how payment of the charge must be made; and
- the name and address of the person to whom a notice requesting a review may be sent.

2.7 If the landlord served with a penalty charge notice requests a review the Council must consider any representations made by the landlord, and serve notice of its decision whether to confirm, vary or withdraw the penalty charge.

2.8 A landlord who, having requested a review of a penalty charge notice, is served with a notice confirming or varying the penalty charge may appeal to the First-tier Tribunal against the Council's decision.

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Report of: **Executive Member for Housing and Development**

Executive	Date: 4 02 16	Ward(s): Clerkenwell
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SUBJECT: Designation of Mount Pleasant Neighbourhood Area and Forum

1. Synopsis

- 1.1 A Neighbourhood Area application (Appendix 1) and Neighbourhood Forum application (Appendices 2 and 3) were submitted by a community group - the Mount Pleasant Association. This report considers the designation of a Mount Pleasant Neighbourhood Area and Mount Pleasant Neighbourhood Forum. The applications identify the area within which the group intends to operate and provide details of the group's membership and constitution. This report also summarises the content of the applications and the results of consultation on them (Appendix 4).
- 1.2 The designation of a Neighbourhood Forum and Area are the first steps in the neighbourhood planning process. Following designation a Neighbourhood Forum has the opportunity to utilise planning powers to shape their neighbourhood area, for example through the production of a Neighbourhood Plan.
- 1.3 The proposed neighbourhood area straddles the Camden and Islington borough boundaries. Officers from both councils have been working together and Camden Council will be making decisions on the designation of a Mount Pleasant Neighbourhood Area and Forum consistent with the recommendations set out in this report.

2. Recommendations

- 2.1 To consider the summary of responses to the consultation on the applications for the Mount Pleasant Neighbourhood Area and Neighbourhood Forum (Appendix 4).
- 2.2 To agree to designate a boundary for the Mount Pleasant Neighbourhood Area, as identified in Appendix 3, pursuant to Section 61G and 61I of the Town and Country Planning Act (1990) in so far as that area is within the London Borough of Islington (subject to and following the same determination by the London Borough of Camden).

- 2.3 To agree to designate the Mount Pleasant Neighbourhood Forum, as set out in Appendix 2, pursuant to Section 61F of the Town and Country Planning Act (1990) (subject to and following the same determination by the London Borough of Camden).

3. Background

- 3.1 Neighbourhood planning was introduced by the Localism Act (2011), which amended the Town and Country Planning Act (1990). The Neighbourhood Planning (General) Regulations, specifying the procedures to be undertaken when implementing the new provisions, came into force on 6 April 2012 and have since been subject to several amendments.
- 3.2 Neighbourhood planning allows communities to influence the development and growth of their local area through the production of a Neighbourhood Plan, a Neighbourhood Development Order or a Community Right to Build Order:
- Neighbourhood Plans set out a strategy for the physical development of an area, and form part of the borough's Development Plan once adopted.
 - Neighbourhood Development Orders allow specified types of development to be built within an area without the need for planning permission.
 - Community Right to Build Orders allow community organisations to bring forward small-scale development without the need for planning permission.
- 3.3 The Mount Pleasant Association have expressed an interest in both a Neighbourhood Plan and a Community Right to Build Order, having begun work on the latter following funding from the Greater London Authority (GLA).
- 3.4 In Islington, neighbourhood planning will be taken forward by Neighbourhood Forums, these bodies operating within a designated Neighbourhood Area.

Summary of the applications

- 3.5 The Mount Pleasant Association began work on neighbourhood planning in 2014. The Council has provided feedback on several iterations of the forum and area applications before valid applications (i.e. consistent with the relevant regulations) were submitted to Islington and Camden Councils in October 2015.

Neighbourhood Area Application

- 3.6 The Neighbourhood Area application includes the following relevant information as required under Regulation 5 of the Neighbourhood Planning (General) Regulations (2012) (see Appendix 1):
- A map identifying the proposed Neighbourhood Area (the area to which the application relates to);
 - A statement explaining why the area is considered to be appropriate to be designated; and
 - A statement that the organisation is a relevant body (i.e. an organisation or body which is, or is capable of being, designated as a Neighbourhood Forum as defined in section 61G of the Town and Country Planning Act (1990)).
- 3.7 In addition to a map of the proposed area in section 1 of the area application, an explanation for the proposed boundary is set out in section 2. A statement explaining how the Mount Pleasant Association is a body capable of being designated as a Neighbourhood Forum is provided in section 3, and this also cross refers to the Neighbourhood Forum application.
- 3.8 After providing feedback on several iterations of the area application, officers (of Islington and Camden) are satisfied that the application submitted for the designation of a Neighbourhood Area meets the requirements set out in Regulation 5 of the Neighbourhood Planning (General) Regulations (2012) and Section 61G of the Town and Country Planning Act (1990).

- 3.9 The Royal Mail Sorting Office is at the core of the proposed Neighbourhood Area with the wider boundary in both Camden and Islington being modified over time through discussions with residents, other community groups, Neighbourhood Forums and Council officers. The boundary to the west and south follows the physical boundaries of Grays Inn Road and Clerkenwell Road respectively. Where the boundary reflects the interests of other community groups this is reflected in the application and has been particularly influential to the north and east – for example the emerging Neighbourhood Forum at King’s Cross, the Calthorpe Project, Granville Square Residents’ Association, Margery Street Estate Tenants’ and Residents’ Association and the Clerkenwell Green Preservation Society. In addition, it is stated that the more intricate eastern boundary in Islington is to reflect the historical geography associated with the lower valley of the former River rather than simply following the line of Farringdon Road.
- 3.10 In addition to the Royal Mail Sorting Office site that spans both Camden and Islington (that is an allocated development site and has planning permission), the area also contains:
- Several other sites allocated within the Finsbury Local Plan: 119 Farringdon Road (site allocation BC43); the Former Clerkenwell Fire Station (site allocation BC44), the NCP Car Park, Farringdon Road (site allocation BC46) and Vine Street Bridge (site allocation BC42).
 - Part of the designated Farringdon Intensification Area: an area identified by the Mayor of London, part of which is in Islington, as having significant potential for increases in residential, employment and other uses through development of sites at higher densities.
 - All or part of several Employment Growth Areas/Employment Priority Areas where business floorspace is protected and prioritised.
 - Part of the Exmouth Market Local Shopping Area.
 - An area of designated open space on the corner of Exmouth Market and Rosebery Avenue.
 - Several housing estates within the borough including the Margery Street Estate, Sherston Court, and Catherine Griffiths Court.

The proposed Neighbourhood Area is also partially covered by two conservation areas in Islington – Clerkenwell Green and Rosebery Avenue.

- 3.11 The Town and Country Planning Act (1990), Section 61G(5)(c) allows the Local Planning Authority (LPA) to refuse to designate a proposed Neighbourhood Area if it is considered to be inappropriate. Section 61G(9) requires the LPA to give reasons for refusing to designate a Neighbourhood Area application. However, if Members are minded to refuse to designate the Neighbourhood Area boundary as proposed, the provisions of the Town and Country Planning Act (1990) (as amended) Section 61G(5) would apply. This requires the Council to exercise its power of designation so as to secure that some or all of the specified area forms part of one or more areas designated (or to be designated) as Neighbourhood Areas. This means that a smaller Neighbourhood Area would need to be designated (removing any areas which instigated refusal). As the proposed Neighbourhood Area crosses a local authority boundary the powers of designation apply to each Local Planning Authority for their own area only.
- 3.12 National Planning Practice Guidance (PPG) provides guidance on what considerations could be taken into account when deciding the boundaries of a Neighbourhood Area. This includes:
- village or settlement boundaries, which could reflect areas of planned expansion
 - the catchment area for walking to local services such as shops, primary schools, doctors’ surgery, parks or other facilities
 - the area where formal or informal networks of community based groups operate
 - the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style
 - whether the area forms all or part of a coherent estate either for businesses or residents
 - whether the area is wholly or predominantly a business area
 - whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
 - the natural setting or features in an area
 - size of the population (living and working) in the area
 - electoral ward boundaries, which can be a useful starting point for discussions on the appropriate

size of a neighbourhood area; these have an average population of about 5,500 residents

- 3.13 The PPG also states that, when deciding whether to designate a Neighbourhood Area, a Local Planning Authority should avoid pre-judging what a qualifying body may subsequently decide to put in its draft Neighbourhood Plan or Order; and it should not make assumptions about the Neighbourhood Plan or Order that will emerge from developing, testing and consulting on the draft Neighbourhood Plan or Order when designating a Neighbourhood Area.

Neighbourhood Forum Application

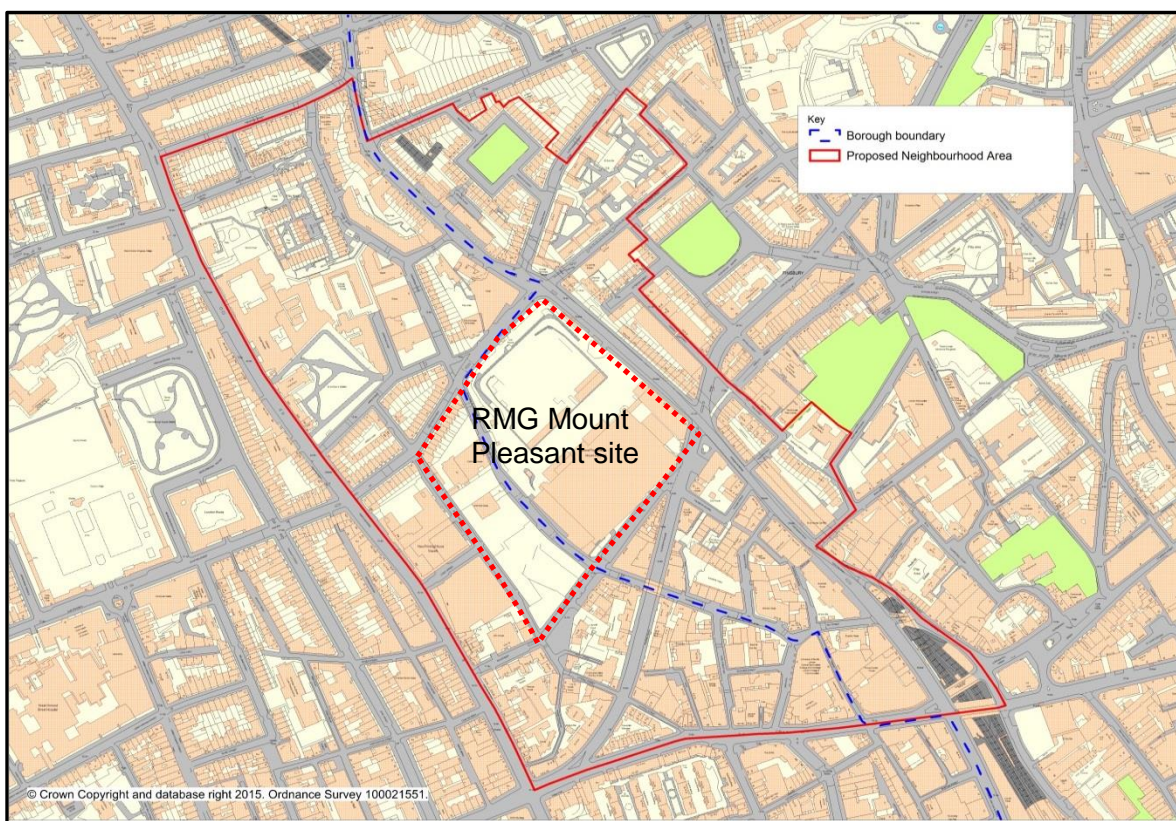
- 3.14 The minimum requirements for a Neighbourhood Forum application are set out in the Neighbourhood Planning Regulations (2012). Under Regulation 8, as well as the name of the forum and area (sections 1 and 2 of the forum application) and contact details of at least one member (section 4), applications must also include a copy of the written constitution (at Appendix 3) and a statement which explains how the forum meets the conditions set out in section 61F(5) of the Town and Country Planning Act (1990). This requires that an organisation must be established for the express purpose of promoting or improving the social, economic and environmental well-being of the area and is set out in section 5 of the forum application. It also requires membership of the forum to be open to individuals who live, work or are elected members in the area and that membership includes at least 21 individuals each of whom falls within one of these categories (as set out in sections 5 and 7 of the forum application).
- 3.15 In addition to ensuring, or taking reasonable steps to ensure membership from each category, section 61F(7) of the Town and Country Planning Act (1990) requires that, in determining whether to designate a Neighbourhood Forum for a Neighbourhood Area, a Local Planning Authority must have regard to the desirability of designating an organisation whose membership is drawn from different places and different sections of the community in the area and whose purpose reflects (in general terms) the character of the area. Sections 5 and 6 of the forum application provide details about the forum's purpose and aims for the area. Section 7 of the forum application provides an overview of the membership of the forum. There are 34 members which includes people who live and/or work within the area. Councillors from Islington and Camden are also represented on the committee. Efforts have been made to consult and involve different parts of the area and different sections of the community - as set out in sections 7, 8, 9 and 10 of the forum application.
- 3.16 After providing feedback on several iterations of the forum application officers of Islington and Camden Councils are satisfied that the application submitted for designation of a Neighbourhood Forum meets the requirements set out in Regulation 8 of the Neighbourhood Planning (General) Regulations (2012) and Sections 61F(5) and 61F(7) of the Town and Country Planning Act (1990).
- 3.17 If a Neighbourhood Forum is designated then the Town and Country Planning Act (1990), Section 61F (8 and 9) is clear that this designation will expire after 5 years. In addition a Local Planning Authority can withdraw the designation if they consider the organisation is no longer meeting the conditions by reference to which it was designated or any other criteria to which the Local Planning Authority is required to have regard to in making the designation. If a forum designation is withdrawn the reasons for this must be set out.
- 3.18 If a decision is made to refuse to designate a Neighbourhood Forum the Local Planning Authority must publicise their decision and set out their reasons for making that decision in a "refusal statement", as required under Regulation 11 of the Neighbourhood Planning (General) Regulations (2012) and consistent with Section 61F(6) of the Town and Country Planning Act (1990).

Consultation and discussion of responses

- 3.19 Islington and Camden Councils carried out a joint consultation exercise on both applications. Under Regulations 6 & 9 of the Neighbourhood Planning (General) Regulations (2012) the councils were required to publicise the applications to those who live or work in the area to which the applications relate. The consultation took place for 6 weeks from 9 October to 20 November 2015. Copies of the applications were made available on the Council's website, along with information on how to make representations. Copies of the application were also made available for inspection at the Council's offices and Lewis Carroll Library (the nearest library to the proposed area whilst Finsbury Library was closed for refurbishment). Notices were also placed in local newspapers and displayed at various

locations throughout the proposed Neighbourhood Area. Finally, individuals and organisations on the Planning Policy database were notified about the consultation, where to find further information and how to respond.

- 3.20 The Council received 40 responses in total during the consultation period. A summary of all responses received, and the Council's response to these, is provided at Appendix 4.
- 3.21 Seventeen responses expressed support for both the forum and area applications. Of these, 10 were from local residents (7 of which were Islington residents) and seven were from individuals or organisations involved with the proposed Neighbourhood Forum including the Mount Pleasant Association and a Camden Councillor. There were a further nine responses in support of the proposed Neighbourhood Forum, five of which were from individuals or organisations involved with the proposed Neighbourhood Forum, three of which were Islington residents and one response was from a nearby community organisation. There were an additional five responses which focused on the proposals for the Royal Mail site without explicitly stating support for the proposed Neighbourhood Forum and/or Area. There were a further eight general responses, mainly from statutory consultees.
- 3.22 Only one objection was received in relation to proposed Neighbourhood Area and this objection was made on behalf of Royal Mail Group (RMG) who own the large Sorting Office site (referred to as the Mail Centre) at the centre of the proposed area as indicated within the dotted line in the map below.



- 3.23 RMG consider it inappropriate to include their site within the boundary and say that the boundary should be revised to exclude the Mount Pleasant Mail Centre Site. RMG say that it is inappropriate to include an already designated strategic development site within the neighbourhood plan area. In this regard they refer to the R (Daws Hill Neighbourhood Forum) v Wycombe 2014 (the Daws Hill case).
- 3.24 In the Daws Hill case the Court of Appeal upheld the view of the High Court judge that the Local Authority had acted within its discretion in excluding two strategic sites that were well advanced from a proposed neighbourhood area¹. RMG refer to the Local Planning Authority reasons from the Daws Hill

¹ In the case of R (Daws Hill Neighbourhood Forum) v Wycombe 2014 (the Daws Hill case) the Court of Appeal upheld the view of the High Court judge that the LPA has a broad discretion when considering whether a specified area is an appropriate area to be designated as a Neighbourhood Area; and that in exercising that discretion the LPA should take

case as follows: "...the sites would 'have implications that impact on a wider sphere of influence and are larger than local impacts' and by designating an area to include a key strategic site could 'unrealistically raise expectations as to the effectiveness of a Neighbourhood Plan in relation to strategic development sites.'" RMG say that this reasoning was supported in the courts. RMG also say that because the Mount Pleasant Supplementary Planning Document (SPD) was adopted in 2012 there is an up-to-date planning framework that meets the objectives of the Council and the local community, and question the need to include their site and any other strategic development sites within the neighbourhood area. In this regard too they refer to the Daws Hill case as outlined above

- 3.25 RMG say that the stage reached in the planning process is also relevant to the consideration of the neighbourhood area. RMG highlighted that both the Islington and Camden elements of the Mount Pleasant Mail Centre site have received planning permission and preparatory work has commenced for the first phase of development which is anticipated to come forward in 2016. RMG state that each planning permission was judged against the planning policies for the area in place at the time of consent and is subject to a Section 106 Agreement setting out the legal mechanisms for the ongoing management and delivery of the development and local stakeholders were consulted extensively on these planning applications. RMG consider that given the stage of delivery the inclusion of the site in a neighbourhood plan is inappropriate.
- 3.26 Members are referred to the following advice concerning the Daws Hill case:
- That the Local Planning Authority has a broad discretion when considering whether a specific area is an appropriate area to be designated as a Neighbourhood Area.
 - That in exercising that discretion the Local Planning Authority should take into account the factual and policy matrix that exists in each individual case at the time the decision is made.
 - In the circumstances of that case the council were entitled to reach their conclusion given the combination of factors.
- 3.27 Officers advise that the guidance in the PPG is that a Neighbourhood Area can include land allocated in a Local Plan as a strategic site depending on the context and circumstances in consultation with the Local Planning Authority. Officers' view is that the designation of a neighbourhood area is not considered to affect RMGs ability to implement the extant permission. Officers would also refer members to the PPG, highlighted above, and the guidance that when deciding whether to designate a Neighbourhood Area, an LPA should avoid pre-judging what a qualifying body may subsequently decide to put in its draft Neighbourhood Plan or Order. The PPG is also clear that any future Neighbourhood Plan should not be used to constrain delivery of a strategic site allocated for development in a Local Plan.
- 3.28 The forum and area applications show that the Mount Pleasant Mail Centre site lies at the heart of the Neighbourhood Area and proposed Forum's objectives for the future. Paragraph 2.1 of the forum application for example, highlights that "The creation of a new neighbourhood area derives from the successful integration of the Royal Mail Group's proposed Mount Pleasant development and the peripheries of the surrounding five established neighbourhoods". Whilst it is clear that the prospective neighbourhood forum do have intentions to take forward proposals on the site – as evidenced by reference to the 'Alternative Vision' that has been developed and the Community Right to Build project – they also have clear aims and objectives for the area irrespective of what is built on the site. The Mount Pleasant Mail Centre site is one of a number of sites identified within the area as acknowledged in paragraph 5.2 of the forum application. The site forms part of the wider context of development and change that the area faces and to which the forum hopes to respond to. Paragraph 5.3 of the forum application highlights that the aim is to ensure that local residents are properly engaged in the planning process and get a fair deal from development in the neighbourhood.

into account the factual and policy matrix that exists in each individual case at the time the decision is made. In the Daws Hill case the local planning authority excluded two strategic sites where the planning process was very well advanced. It was held that in the circumstances of that case the council were entitled to conclude that the neighbourhood plan would be overtaken by events and that false expectations would be raised and time and resources wasted. That that combination of factors could not sensibly be described as an irrelevant consideration. The court confirmed that the character of the area proposed for designation as a Neighbourhood Area is bound to be a relevant consideration when an LPA is deciding whether its designation is appropriate.

- 3.29 In summary, it is considered that the proposed neighbourhood area has been explained and justified in a way that is consistent with the requirements of relevant legislation. Officers' have taken account of the potential implications of the Daws Hill case and the other considerations relevant to the Mount Pleasant Area and Forum applications and are satisfied that the designation falls within the Council's broad discretion.
- 3.30 On 11 December 2015 the Mount Pleasant Association submitted a letter to Camden and Islington Councils responding to the points raised in RMGs consultation response.

Joint borough working

- 3.31 Officers from Islington and Camden have worked closely on managing the neighbourhood planning process in Mount Pleasant and will continue to do so to ensure consistency in advice to the prospective Neighbourhood Forum and that regulations are met throughout the process.
- 3.32 Camden Council officers will report to their Lead Member recommending agreement to designate the Neighbourhood Area and Neighbourhood Forum on 4 February 2016.
- 3.33 It is recommended that the designations are only agreed subject to Camden agreeing the Forum designation and the Neighbourhood Area designation for the part of the Neighbourhood Area in Camden. Should Camden resolve not to determine the applications, or determine a smaller Neighbourhood Area, officers would prepare a revised report to the Executive considering the implications of this and, where appropriate, any revised recommendations.

Next steps

- 3.34 If the Neighbourhood Area and Neighbourhood Forum applications are approved by both Islington and Camden Councils then the designations will be publicised consistent with Regulations 7 and 10 of the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 3.35 If designated, the Neighbourhood Forum can develop a draft Neighbourhood Plan, in consultation with residents and other stakeholders. The final Neighbourhood Plan and accompanying material would be submitted to Islington and Camden Councils, who will invite representations on the plan for a period of six weeks. Following this, the plan would be assessed by an independent examiner to ensure basic requirements have been met. If the examiner and Councils are satisfied, a referendum on the proposed plan would be held. All registered voters in the Neighbourhood Area would be entitled to vote. A majority of votes in favour is required for the Councils to be able to adopt the plan. Upon adoption, the Neighbourhood Plan would form part of Islington's statutory Local Plan and would be used to make decisions on planning applications.
- 3.36 The Mount Pleasant Association have also expressed interest in a Community Right to Build Order and have received funding from the GLA to pursue this. This is intended to allow community organisations within a designated Neighbourhood Area to bring forward small scale development for a specific site without the need for planning permission. The current intention is to bring forward a Community Right to Build Order for part of the Royal Mail site (almost entirely falling within Camden). The process for such an order is similar to that for creating a neighbourhood plan – it still needs to go through independent examination and a referendum once the draft order has been consulted on and submitted to the Local Planning Authority.
- 3.37 Officers from Camden and Islington will continue to advise the Neighbourhood Forum when developing any further neighbourhood planning proposals in order to ensure that they are effective and consistent with local policies. The Council will set out expectations of the process; this will include setting milestones and strong encouragement of ongoing dialogue between the Forum, local communities and councillors.
- 3.38 The Council is yet to formalise its arrangements for how Community Infrastructure Levy (CIL) income will be allocated to specific projects, but the PPG states that 25% of CIL receipts from an area with an adopted Neighbourhood Plan should be allocated in consultation with the local community; this is also applicable where developments are secured through a Neighbourhood Development Order or Community Right to Build Order.

4 Implications

Financial implications:

- 4.1 The cost of assessing the Neighbourhood Area and Forum applications and consultation costs have been met through existing budgets within the Planning and Development division; costs associated with publicising any decision to designate a neighbourhood area will also be met through existing budgets.
- 4.2 The Government provides funding to help local authorities meet the cost of their Neighbourhood Planning responsibilities and to support local communities. Local Planning Authorities can claim £5,000 for each Neighbourhood Area designated and a further £5,000 for each Neighbourhood Forum designated. The resource implications of supporting the work of the forum is likely to be significantly greater than this. If this is the case this may impact on the ability of the Service to deliver other priorities.

Legal Implications:

- 4.3 The consultation on the Neighbourhood Area and Forum applications has been conducted in line with the relevant planning regulations.
- 4.4 The Neighbourhood Planning (General) Regulations (2012) (as amended) set a prescribed date for the determination of an area application. In this case, the prescribed date is 20 weeks from the date immediately following that on which the application is first publicised, which is 26 February 2016.
- 4.5 Section 61G(5) of the Town and Country Planning Act (1990) states that the Council must exercise their power of designation so as to secure that some or all of the specified area forms part of one or more areas designated (or to be designated) as Neighbourhood Areas. This means that if the boundary as proposed is refused, a smaller Neighbourhood Area would need to be designated (removing any areas which instigated refusal). A justification would also need to be set out for the changes to the boundary.
- 4.6 If a decision is made to refuse to designate a Neighbourhood Forum the Local Planning Authority must publicise the decision and set out their reasons in a "refusal statement", as required by Section 61F(6) of the Town and Country Planning Act (1990).
- 4.7 Other legal implications are included within the body of the report.

Environmental Implications:

- 4.7 There are not deemed to be any significant environmental implications from the designation of the Mount Pleasant Neighbourhood Area and Forum. These are only likely to arise if and when a designated Neighbourhood Forum proceeds with the production of a Neighbourhood Plan for the area and progresses a Community Right to Build Order.

Resident Impact Assessment:

- 4.8 The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The Council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding.
- 4.9 It is important to note that neighbourhood planning activities are carried out by local communities and not the Council. Nevertheless officers can work with local community groups and encourage them to consider resident/equality impacts at relevant stages as proposals are developed. RIAs will only inform Council decision making. However where equalities implications are identified officers will raise these and encourage community groups to consider social/equalities impacts as part of the evidence for more detailed proposals – for example, as part of a wider Sustainability Appraisal. With regard to the forum application officers have worked closely with the Mount Pleasant Association to ensure that as far as possible the forum is open to all, including protected characteristics as defined in the Equalities Act (paragraph 7.1), with membership drawn from different sections of the community and from different

places within the area, as required by legislation. The application demonstrates a commitment to continue to engage with the local community and be as inclusive as possible, working to identify and engage diverse members of the local community.

- 4.10 A Resident Impact Assessment (RIA) of the Council's decisions on the Neighbourhood Area and Forum designations has been completed and has shown that there are no specific equalities implications. Future decisions related to the Neighbourhood Area and/or Forum may be accompanied by an updated RIA as well as undertaking RIAs where more detailed proposals are developed, for example a neighbourhood plan.

5. Reasons for the recommendations / decision:

- 5.1 An application for the designation of a Mount Pleasant Neighbourhood Area, as identified on the map in the submitted Neighbourhood Area application (at Appendix 1), has been made to the Council and the proposal has been subject to consultation. The application meets the relevant regulations.
- 5.2 An application for the designation of a Mount Pleasant Neighbourhood Forum (Appendix 2) has been made to the Council and the proposal has been subject to consultation. The application meets the relevant regulations.
- 5.3 Forty consultation responses were received by the Council in relation to both applications. Officers consider that these representations do not raise any issues which render the proposed Neighbourhood Area or Forum inappropriate for designation.
- 5.4 For the reasons set out above it is recommended that the Executive agrees to designate the Mount Pleasant Neighbourhood Area and Mount Pleasant Neighbourhood Forum.

Signed by:



19.1.16

Executive Member for Housing and Development Date

Appendices

- [Area application](#) (Appendix 1)
- [Forum application](#) (Appendix 2)
- [Forum constitution](#) (Appendix 3)
- Summary of responses (Appendix 4)
- [Detailed map, including borough boundary](#) (Appendix 5)

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The Mount Pleasant Neighbourhood Forum

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30 September 2015

Judith Dainton
22a Calthorpe Street,
London,
WC1X 0JS

Application for a Neighbourhood Area

Dear Sir/Madam,

Please find attached the relevant documentation pertaining to the Mount Pleasant Neighbourhood Forum's application to proceed with designating a Neighbourhood Area for Mount Pleasant.

This application contains:

1. A map showing our neighbourhood area boundary;
2. A statement explaining the designated neighbourhood area;
3. And a statement that the Mount Pleasant Neighbourhood Forum is capable of being designated as a neighbourhood forum.

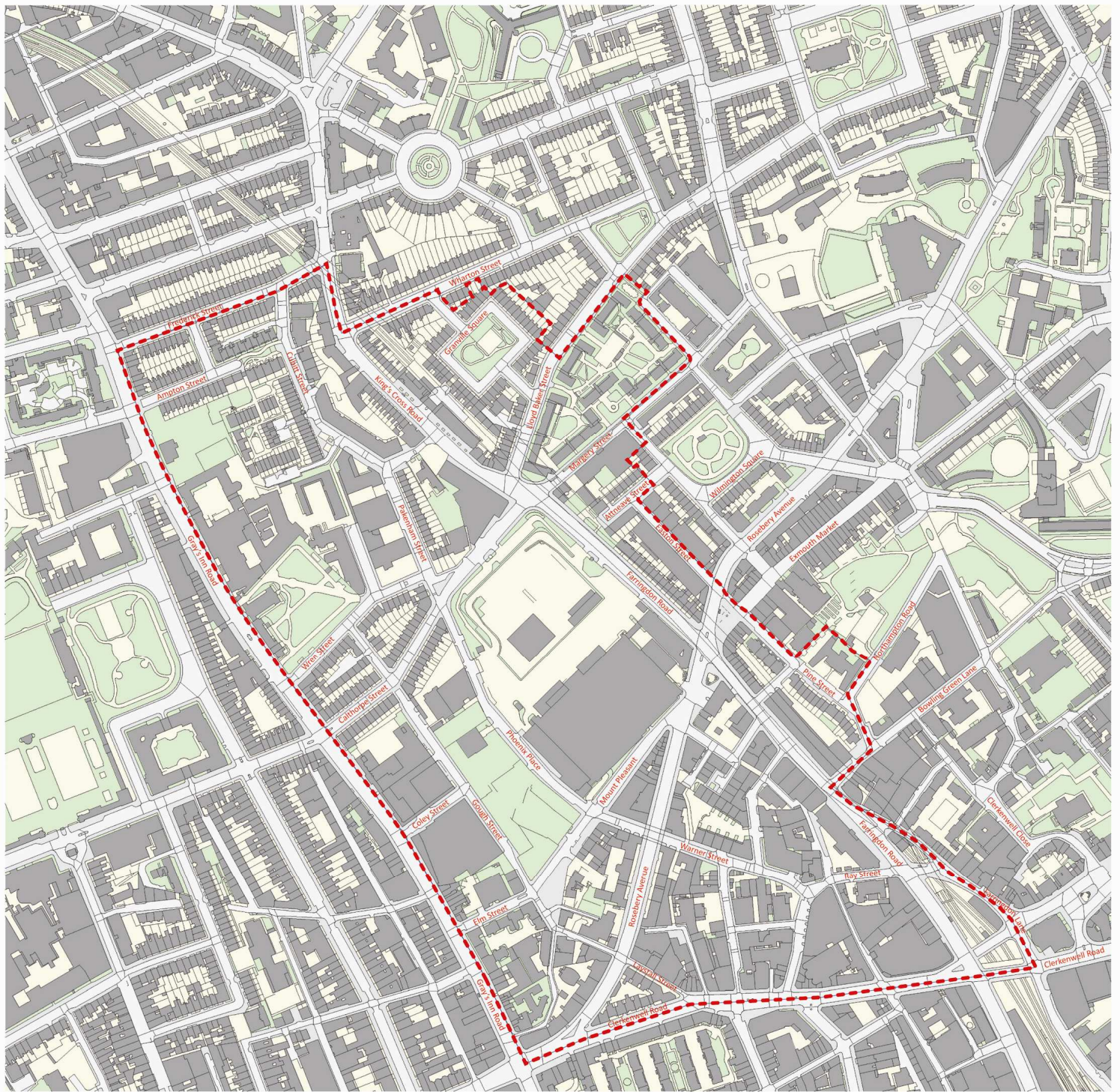
Please do not hesitate to contact me if you have any further queries.

We look forward to hearing from you in due course.

Kind regards,

Judy Dainton
On behalf of the Mount Pleasant Neighbourhood Forum

1. The Mount Pleasant Neighbourhood Area Boundary (red dotted line) 1:2000 scale



2. Statement Explaining Neighbourhood Area

2.1 The proposed neighbourhood boundary encircles an area surrounded by five established neighbourhoods: King's Cross; Lloyd Baker Estate; Clerkenwell; Hatton Garden; and Bloomsbury – as defined in the Mount Pleasant Supplementary Planning Document, 2012 (see Fig 1). The creation of a new neighbourhood area derives from the successful integration of the Royal Mail Group's proposed Mount Pleasant development and the peripheries of the surrounding five established neighbourhoods.

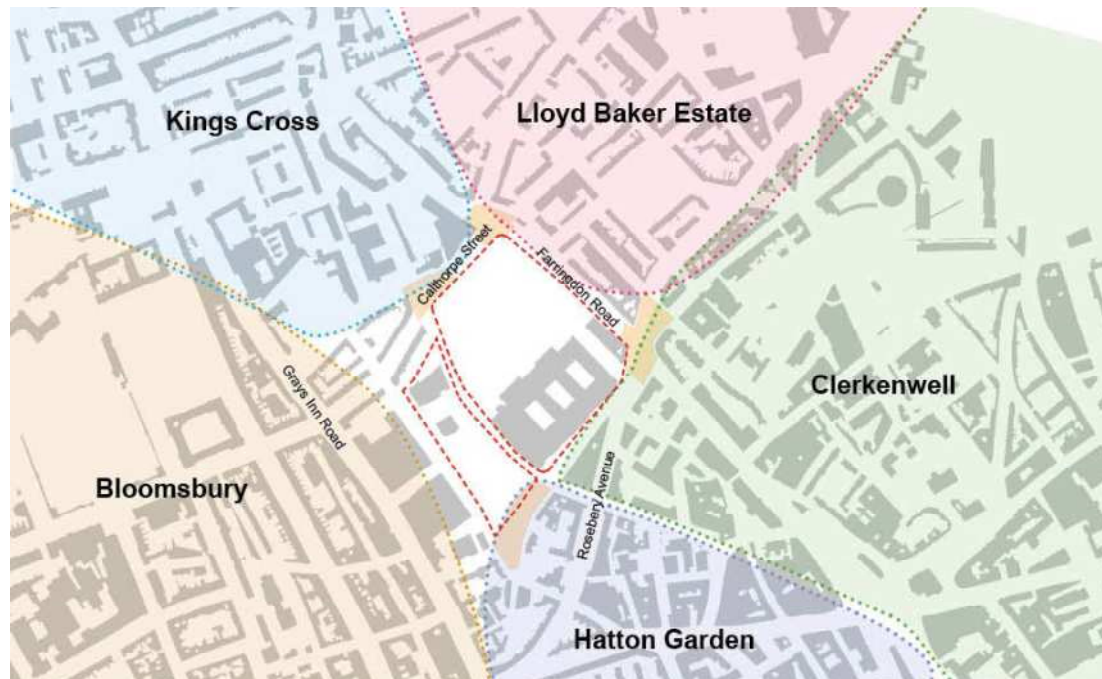


Fig 1. The five neighbourhoods surrounding Mount Pleasant, as identified in the Supplementary Planning Document, February, 2012.

2.2 The neighbourhood area is unique in London for social, historical and geographical reasons. At its core is a 'black hole' or missing piece of an urban jigsaw created by London's expansion into the open fields that once formed the City of London's northern hinterland. The 'sweet waters' of the city's second river, the River Fleet, once ran through the heart of our neighbourhood defining its distinct topography of undulating slopes that have contributed significantly to its current urban form and social character.

2.3 While the land inclines into our neighbourhood from adjacent Bloomsbury, Kings Cross and Clerkenwell, these distinct communities turn their back on Mount Pleasant for very practical reasons. As London grew, so too did its refuse and by the late eighteenth century Mount Pleasant had become the City's rubbish tip and the once life-giving Fleet its death-delivering sewer. Subsequent urban development abused Mount Pleasant and caused its surrounding areas to turn away from the now stinking valley.

2.4 From the mid-eighteenth century our neighbourhood went from being a rubbish tip to the home of a small pox hospital, the infamous Coldbath Fields Prison and nearby workhouse, and then the site for one of the largest postal distribution centres in the world. In the meantime, the modern metropolis of London with all its new industrial forms was building up around our neighbourhood further isolating it from the surrounding urban landscape. The Metropolitan Line, Farringdon Road, Rosebery Avenue viaduct, and dense

Victorian and inter-war housing estates all pushed up to the boundaries of our neighbourhood and hardened its edges.

2.5 Now, in the twenty-first century, the decision by the Royal Mail Group to redevelop the extensive brownfield sites surrounding their massive sorting office presents a unique and once in a quarter millennial opportunity to remedy the damage inflicted on this neighbourhood and sew it back into the surrounding urban fabric that has now become an essential part of the rich tapestry of London. London Blackfriars, City Thameslink, Farringdon Crossrail, Kings Cross Opportunity Area and St Pancras International are all elements of a regeneration corridor (acknowledged by TFL's current proposals for a north-south Cycle Superhighway passing through our neighbourhood along Phoenix Place) that passes through and could benefit from our neighbourhood's sensitive rejuvenation and reintegration.

Area Description and Explanation

Clockwise from the northwest corner (junction of Gray's Inn Road and Frederick Street)

2.6 The single most influential feature to impact upon the definition of our Neighbourhood Area is the former River Fleet. Current administrative boundaries (Council and Ward) follow the line of the former river and existing developments 'turn their backs' on what became a sewer. Our aspiration as a neighbourhood is to remedy centuries of neglect by embracing the urban territory our forebears were keen to ignore and sewing it back into the wider urban fabric. The boundary of our Neighbourhood Area is defined more than anything else by this aspiration: including properties and spaces that turn in to the Fleet's valley while excluding those urban elements beyond the valley that have consequently become vital parts of adjacent areas.

2.7 The Forum has already and will continue to work closely and collaboratively with adjacent neighbourhood forums and other organisations on matters and areas of mutual interest. For example, where our boundary overlapped with the proposed boundary of neighbouring King's Cross, the issue was resolved through lengthy and polite discussion.

The Northern Perimeter

2.8 This section is predominantly residential and determined by the line of Frederick Street and streets containing mixture of mid-nineteenth century terraces and late-twentieth century social housing. The extent of northern perimeter was agreed at the request of the community centre, the Calthorpe Project, many of the regular users of which live in nearby Ampton Street and Frederick Street.

- Marking the northern extent of the Fleet valley in our Neighbourhood Area, one of the most important features in this section is the Calthorpe Project, an invaluable community facility and urban garden serving the communities south of Kings Cross. The management of the Calthorpe Project expressed a wish to be within our proposed neighbourhood area and to be represented on our committee. At their request, the northern boundary was moved from Ampton Street to Frederick Street so that the Calthorpe Project would no longer form an outer corner of the Neighbourhood Area, but instead be comfortably inside along with residents of these streets who use the facility regularly.
- Consequently, the area's northern boundary follows Frederick Street, one block north of the Calthorpe Project's northern perimeter, passing Cubitt Street (the line of the Fleet) and taking the shortest and most logical route to the clear boundary of

King's Cross Road. Here the area is entirely residential beginning with imposing mid-nineteenth century terraces and culminating in late twentieth century low rise apartment blocks owned by the council and housing associations.

The Eastern Perimeter

2.9 This section appears circuitous but its deliberate intricacy is most simply described as following the lower valley of the Fleet and defined by extensive consultation with residents and civic amenities groups in the area. In principle, the proposed boundary incorporates those developments and spaces that turn into rather than away from the course of the former river at the heart of our Neighbourhood Area. To achieve this, it is essential that the boundary does not follow the 'hard' line of Farringdon Road, the existing and proposed developments along which are already doing much to further isolate the heart of our Neighbourhood from the surrounding city, but where logical and feasible to take in at least one block to the east.

2.10 The character of the eastern perimeter starts with residential (late-Georgian terraces and squares, inter-war council housing and Victorian terraces) to the north of Rosebery Avenue and a mixture of residential and commercial (Exmouth Market) to the south. Topographically, this area follows the contour of the Fleet's valley as it descends towards the Thames.

- The boundary turns south at King's Cross Road and takes the first opportunity to turn east at Wharton Street taking in the row of properties on the southwest end of the street closest to Mount Pleasant. The boundary follows the centre of the road until the junction of Granville Square. Here the urban character is defined by late Georgian brick terraces.
- At the request of the Granville Square Residents' Association (who have always been present at meetings since 2012) and the area boundary encircles Granville Square, taking in all the properties with frontages facing into the square and forming its distinctive and cohesive character.
- On exiting the square at Lloyd Baker Street, the boundary follows the centre of the street to encircle the Margery Street Estate via St Helena Gardens, Fernsbury Street and Margery Street (at the request of the Margery Street Estate Tenants' and Residents' Association, which represents the 225 homes on the estate).
- The boundary leaves Margery Street at Yardley Street, including the Children's Society offices but, at the request of the Wilmington Square Residents' Association, excludes the row of three properties (numbers 28-38) fronting Yardley Street before reaching Attneave Street. This request was made on the grounds that the entire architectural ensemble of Wilmington Square would be retained outside the boundary and not divided.
- The boundary joins the centre of Attneave Street between numbers 28-38 Yardley Street and the 1970s apartment buildings that extend down the north side of Attneave Street.
- The boundary turns south into Easton Street and continues in a straight line across Rosebery Avenue into Pine Street, taking in Exmouth House and the Finsbury Health Centre before joining Northampton Road. The general rule of this stretch of the boundary is to incorporate the buildings that front Farringdon Road and the

amenities that serve the community living in the area. Residents of Pine Street have been active participants in our meetings and are presently concerned about the proposed development of the NCP Car Park directly east of their terrace facing Farringdon Road.

- The boundary follows the south wall of the Finsbury Health Centre down Northampton Road to Bowling Green Lane, where it turns west to join Farringdon Road near the junction with Farringdon Lane.
- The boundary turns south and follows the centre of Farringdon Lane to the junction of Clerkenwell Road, taking in the land above the railway tracks.
- To the east is the distinct ensemble of Clerkenwell Green that makes its way up the hill away from the former Fleet, which we accept is having a distinct character and identity. We have been in correspondence with the Clerkenwell Green Preservation Society (CGPS) who support the proposed boundary. We acknowledge each other's respective interests and agree to collaborate and support each other where these interests are mutual, particularly with respect to 'enhancing the triangular south-west of space at the corner adjacent to Farringdon Road and opposite Clerkenwell Green' (see email provided separately from CPGS to MPA dated 04 May 2015).

The Southern Perimeter

2.11 This area is a mixture of high-density commercial and residential and the busiest section of the neighbourhood area. Topographically, the boundary line follows the line of the Thames valley but crosses the Fleet valley at Farringdon Road.

- The boundary turns west at Clerkenwell Road, following the centre of the road as far as the junction with Gray's Inn Road. The buildings within our southern boundary contain a combination of commercial and residential and are identified as some of the 'hard to reach' areas. Extra effort will be made to engage the residents and users of these properties.

The Western Perimeter

2.12 This area is quieter than the southern perimeter but shares with it a similarly vibrant mix of commercial and residential, including the large ITN Headquarters. As the road proceeds northwards, the area becomes increasingly residential, including Calthorpe Street, Wren Street and the 1930s apartment building, Trinity Court.

- At the Gray's Inn Road/Clerkenwell Road junction the boundary turns north and follows the centre of Gray's Inn Road all the way to the starting point at Frederick Street. The western perimeter is simpler than the eastern perimeter on account of the Gray's Inn Road and agreements with neighbouring fledgling Neighbourhood Forums (Holborn and Bloomsbury). Residents of the mansion blocks and council housing blocks, and council and housing association street properties within our western boundary have always participated in the community's work around Mount Pleasant and are represented on our committee.

3. Statement supporting the MPA's capability in being designated as a neighbourhood forum

3.1 We believe that the Mount Pleasant Association meets the conditions contained in section 61(F) of the Town and Country Planning Act 1990 and is a relevant body capable of being designated as a Neighbourhood Forum. It has been established with more than 21 people and is a well-established and publicly recognised community group of diverse local residents and stakeholders living in and working around Mount Pleasant. Over the past two years, the Mount Pleasant Association has been working with local residents and stakeholders to raise awareness of the enormous potential this opportunity presents for our neighbourhood and for London more widely.

3.2 The Mount Pleasant Association is a public forum in which anyone can join or use to voice opinion and share views. We have always encouraged a healthy and respectful public debate about the potential and future of our neighbourhood using a wide range of traditional and social media. We have held a series of public meetings attended by Council Planning Officers Ward Councillors and local Members of Parliament, as well as other stakeholders in the area, including representatives of the Royal Mail Group. We have an active and diverse membership of individuals and other stakeholders from across the neighbourhood and in surrounding communities. Our members remain in regular contact through the group's email forum. Members regularly contribute to the local and national press and engage a global audience through our website and Twitter feeds. Our website (www.mountpleasantforum.wordpress.com) is an important resource for dissemination news and information. It has an archive containing all news items relating to our neighbourhood, responses to planning applications by members of our neighbourhood and the minutes of our public meetings.

3.3 The Mount Pleasant Association has been engaged in open and constructive dialogue with neighbouring groups intent on establishing Neighbourhood Plans, including groups in Bloomsbury, Holborn, Hatton Garden, Kings Cross and Finsbury. Our boundaries have been informed by these conversations and do not impinge on any known boundaries of neighbouring groups. The only potential overlap was in the north with Kings Cross group, who have listened to and accepted our justifications (*see separate document supplied for an extract of the email confirming this agreement*). We have produced posters and put them up at strategic points around the community since early Oct 2014 to explain our intentions to the public and invite opinion (*see appendix 1 & 2 for a copy of the poster and photographs of it in situ in a sample of locations around the neighbourhood*).

3.4 The Mount Pleasant Association has stood up for the neighbourhood in public meetings and forums, including deputations at Camden (28 February, 2014) and Islington (10 March, 2014) Town Halls and Great London Authority (3 October, 2014), communication with Members of Parliament, and the Greater London Authority, and voiced the views of the neighbourhood through a wide range of media outlets, including BBC London News, London Live, The Guardian, The Evening Standard, Camden New Journal, Islington Tribune, Islington Gazette, Monocle Radio, Building Design, Architectural Journal.

3.5 Please also refer to Sections 5 & 6 in the accompanying *Mount Pleasant Neighbourhood Forum Application*.

Appendix

1) The A3 poster produced and distributed around the neighbourhood since early Oct 2014:

The Mount Pleasant Association

Unit 5, 21 Wren Street, WC1X 0HF

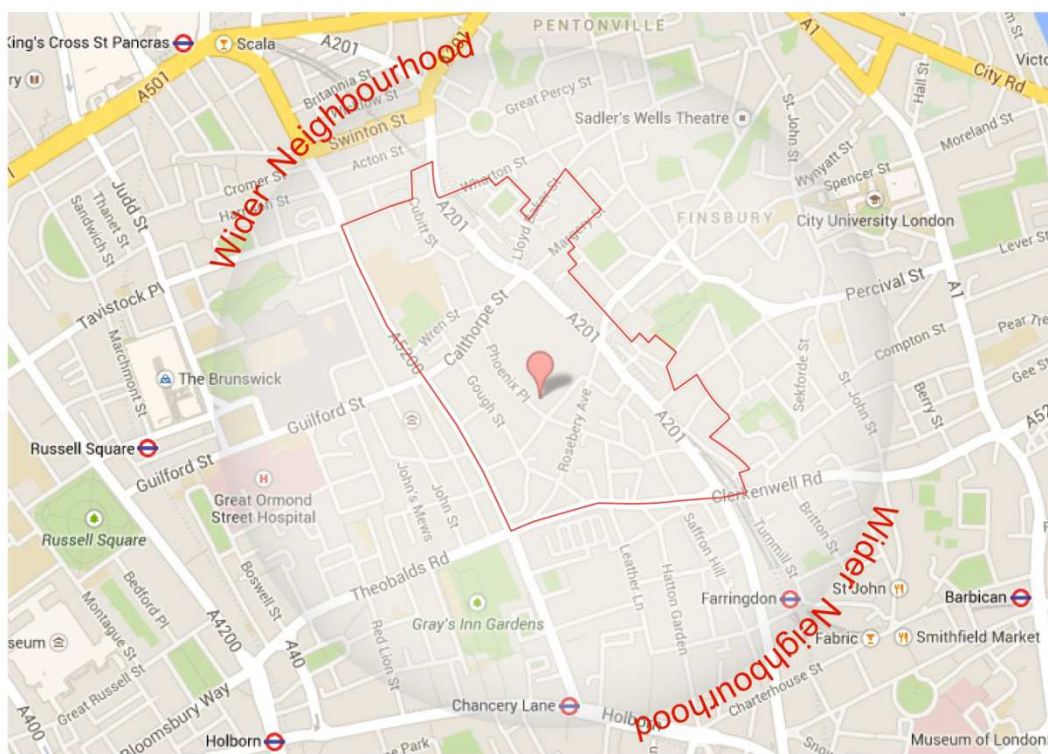
Web: mountpleasantforum.wordpress.com Email: mountpleasant@email.com Twitter: [@MtPleasantForum](https://twitter.com/MtPleasantForum)

Neighbourhood Plan - *Your Future in Your Hands*

The Mount Pleasant Association (MPA) was formed over two years ago by the local community in response to major developments in our area posing a significant and potentially detrimental impact on our neighbourhood. Local communities across London are growing increasingly frustrated at being excluded from the planning process and getting little or nothing back from the developments reshaping our neighbourhoods.

Our neighbourhood is facing unprecedented change and the MPA is determined to ensure the community has a greater say in future developments and receives a fairer share of the compensation given to Councils by developers.

We aim to do this by producing a Neighbourhood Plan as an essential part of our commitment under the GLA's Community Right to Build programme, which the MPA applied successfully for in 2014.



What is a Neighbourhood Plan?

A neighbourhood plan establishes general planning policies for the development and use of land in your neighbourhood, such as where new homes, schools and offices should be built and what they should look like.

What does a Neighbourhood Plan do?

A neighbourhood plan allows local people to get the right type of development for their community.

Why have a Neighbourhood Plan?

Two of the most important benefits are that the local community has a statutory role in the planning process and that 25% of the Community Infrastructure Levy (CIL) that developers pay to the Councils is spent within the neighbourhood area.

Who decides on the boundary of the Neighbourhood Area?

You do. The MPA has already consulted local groups on this issue and has drawn a draft boundary (below) to invite feedback.

How long does it take to produce a Neighbourhood Plan?

The MPA has been working on this for a year and will soon invite members of the local community to participate in a series of workshops to understand better local views on future development. We expect the Plan to be approved in 2015.

What can you do?

Get involved by contacting us by post, email or Twitter (above). This is YOUR future, be a part of it.

2)

Examples of the poster on display throughout the neighbourhood:



The Welsh Centre (Gray's Inn Road)



The Calthorpe Arms (Gray's Inn Road)



The Calthorpe Project (Gray's Inn Road)



The Carpenter's Arms (Frederick Street/Kings Cross Rd)



Christopher Hatton Primary School



Farringdon Lane and Clerkenwell Road



Clerkenwell Road



Elm Street and Gray's Inn Road



Fourways Newsagent, Gray's Inn Road



Granville Square



Grays Inn Road and Guildford Street



Grays Inn Road and Wren Street



Grays Inn Road - ITN



Grays Inn Road - ITN



Phoenix Place and Mount Pleasant



Mount Pleasant and Warner Street



Pine Street



Pine Street and Northampton Road



Laystall Court, Mount Pleasant

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The Mount Pleasant Neighbourhood Forum

web: mountpleasantforum.wordpress.com

email: mountpleasant@email.com

twitter: @MtPleasantForum

30 September 2015

Judith Dainton

22a Calthorpe Street,
London,
WC1X 0JS

Application for a Neighbourhood Forum

Dear Sir/Madam,

Please find attached the relevant documentation pertaining to the application for the designation of the Mount Pleasant Neighbourhood Forum.

This application contains:

1. Our proposed name
2. The name of the proposed neighbourhood area
3. A map of the proposed neighbourhood area boundary
4. Contact details
5. The Forum's aims
6. Statement of legitimacy
7. Membership
8. Distribution of committee members
9. Community engagement
10. Community activities
11. Appendix

Please do not hesitate to contact me if you have any further queries.

We look forward to hearing from you in due course.

Kind regards,

Judith Dainton

On behalf of the Mount Pleasant Neighbourhood Forum

1. Proposed name:

The Mount Pleasant Neighbourhood Forum

2. Name of proposed Neighbourhood Area:

Mount Pleasant

3. The Mount Pleasant Neighbourhood Area Boundary (red dotted line) 1:2000 scale

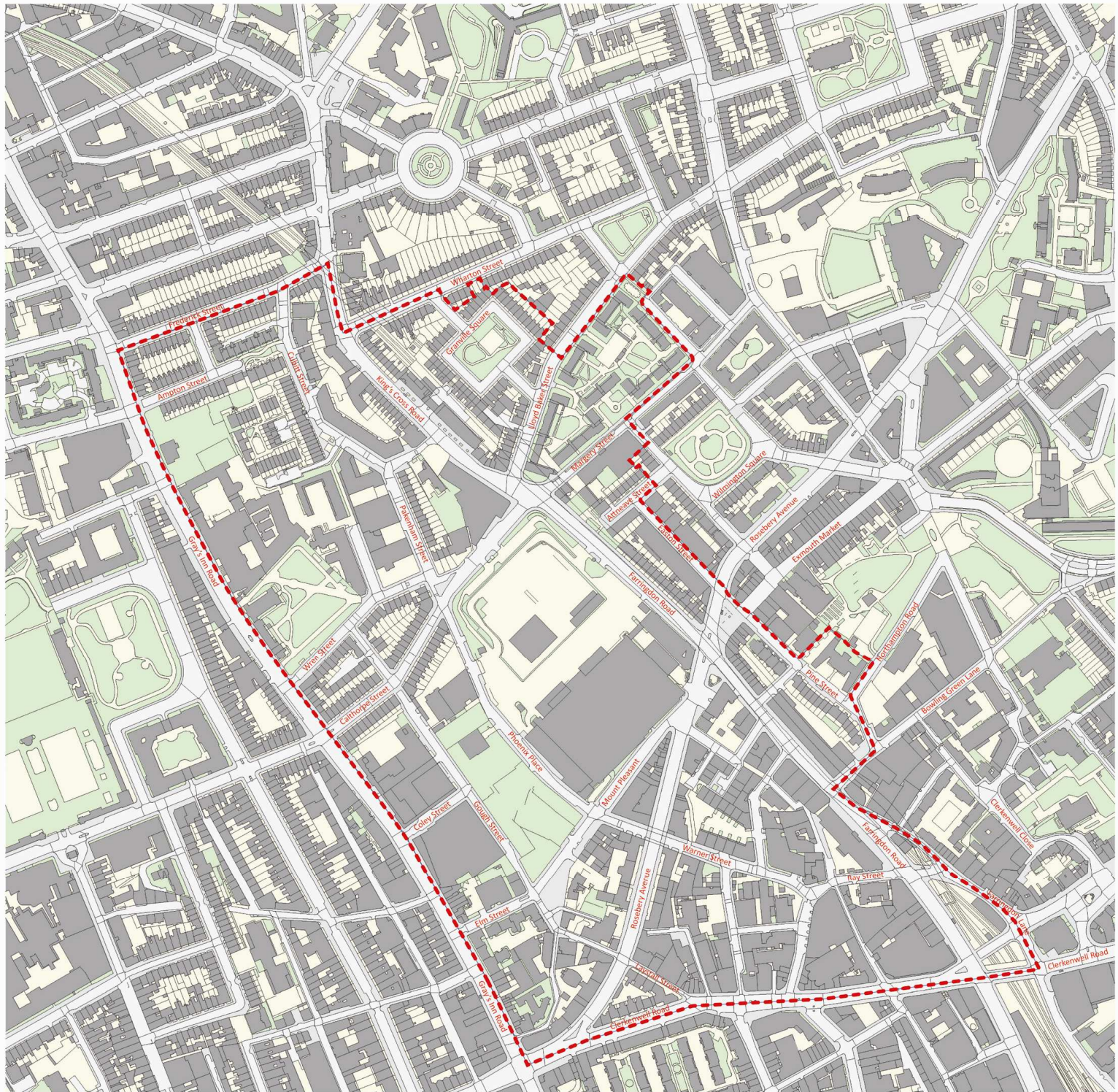


Fig 1: The Mount Pleasant Neighbourhood Area Boundary

4. Contact Details:

The Mount Pleasant Neighbourhood Forum

email: mountpleasant@email.com

web: mountpleasantforum.wordpress.com

twitter: @MtPleasantForum

tel: 07768 619722

5. AIMS OF THE MOUNT PLEASANT NEIGHBOURHOOD FORUM

5.1 The Forum is established for the express purpose of promoting and improving the social, economic and environmental well-being of individuals living and working in the area including promoting the carrying on of trades, professions or other businesses, primarily through the development and implementation of a Neighbourhood Plan and such other purposes as the Forum may from time to time decide.

5.2 Our neighbourhood is facing unprecedented pressure from development that threatens the social fabric of our communities, the physical and historic character of our built environment and the health and well-being of local residents. Situated between Kings Cross St Pancras (one of Europe's largest transport hubs and its connections to the continent) and Farringdon (the hub for Crossrail (east-west) and the upgraded Thameslink (north south)), the Mount Pleasant area and its various local communities are confronting unparalleled change brought about by these major infrastructure projects and an unprecedented rise in land values in central London. Major developments in our proposed neighbourhood area include: the NCP Car Park (hotel and commercial) and the former Guardian offices (commercial) on Farringdon Road; the former Clerkenwell Fire Station (residential) on Rosebery Avenue; the former Serious Fraud Office building (commercial) on Elm Street; Panther House (commercial and residential) on Mount Pleasant; and the Mount Pleasant development proposed by the Royal Mail Group (residential and commercial).

5.3 Our aim is to ensure that local residents are properly engaged in the planning process and get a fair deal from development in our neighbourhood.

5.4 Membership is open to:

- individuals who live in the neighbourhood area concerned,
- individuals who work there (whether for businesses carried on there or otherwise), and
- individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.

5.5 Membership of the Committee includes a minimum of 21 individuals each of whom—

- lives in the neighbourhood area concerned,
- works there (whether for a business carried on there or otherwise), or
- is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.

6. STATEMENT OF LEGITIMACY

6.1 The Mount Pleasant Neighbourhood Forum was born out of the Mount Pleasant Association, which was established in 2012 as a cooperative group of individuals, communities and businesses concerned with the Royal Mail Group's proposals for the redevelopment of the Mount Pleasant site.

6.2 We believe that the Mount Pleasant Association meets the conditions contained in section 61(F) of the Town and Country Planning Act 1990 and is a relevant body capable of being designated as a Neighbourhood Forum.

6.3 Mount Pleasant Association is a well-established and publically recognised community group of diverse local residents and stakeholders living in and working around Mount Pleasant established to promote and / or improve the social, economic and environmental well-being of individuals living and working in the area; to promote sustainable development in the area; to help create, maintain and foster good relations between all the stakeholders which share the area; and to help to preserve and enhance the integrity of the conservation areas.

6.4 The Mount Pleasant Association has stood up for the neighbourhood in public meetings and forums, including deputations at Camden (28 February, 2014) and Islington (10 March, 2014) Town Halls and the Great London Authority (3 October, 2014), communication with Members of Parliament, and the Greater London Authority, and voiced the views of the neighbourhood through a wide range of media outlets, including BBC London News, London Live, *The Guardian*, *The Evening Standard*, *Camden New Journal*, *Islington Tribune*, *Islington Gazette*, Monocle Radio, *Building Design*, and the *Architects' Journal*.

6.5 Given the extreme challenges facing our neighbourhood, the Mount Pleasant Association has been responsible for the constitution of different organisational structures to deal with specific tasks. The first of these new structures was the Mount Pleasant Association Ltd, which was established in September 2014 to oversee the Community Right to Build project awarded to the community by the GLA. The second structure will be the Mount Pleasant Neighbourhood Forum, which will be responsible for overseeing and managing the Neighbourhood Plan. It is anticipated that when this is formally recognised it will become a separate structure from the Mount Pleasant Association, but until then the two bodies can be treated as combined. Our objective is to establish three independent but inter-related and cooperative bodies with their own specific tasks, as illustrated in the Fig 2 below:

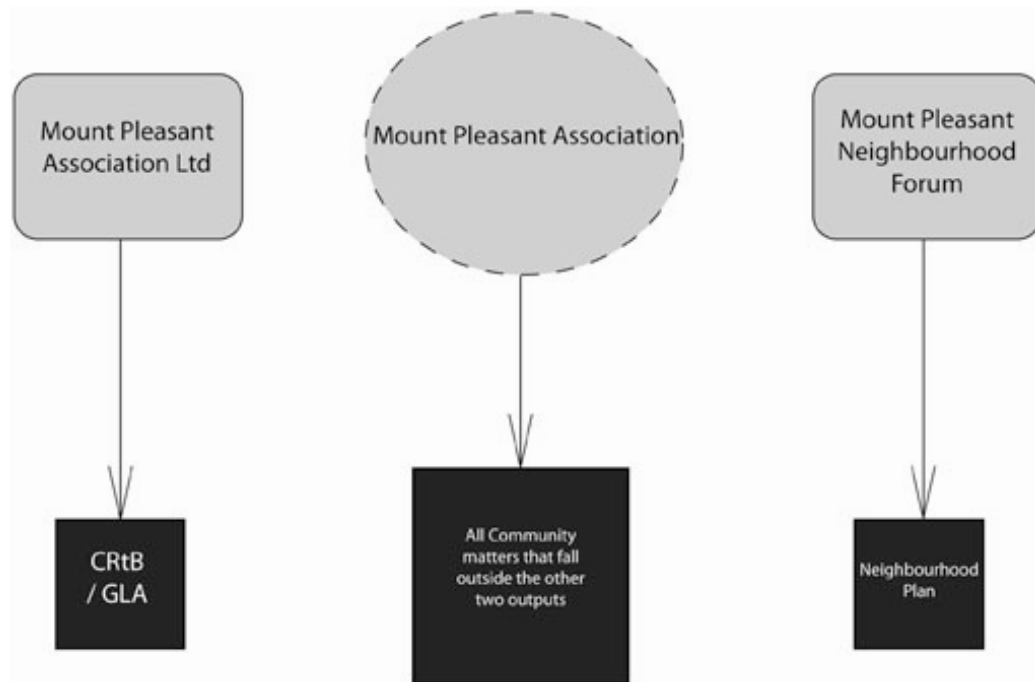


Fig 2: Proposed organisational structure of the MPA Ltd, MPA and MPNF

6.6 The endeavours of the Mount Pleasant Association and its associated bodies have the support of our two local Members of Parliament, GL Assembly Members and our local Ward Councillors (in Holborn/Covent Garden, Kings Cross and Clerkenwell Wards), some of whom are represented on our proposed Neighbourhood Forum Committee. We have always encouraged a healthy and respectful public debate about the potential and future of our neighbourhood using a wide range of public events and traditional and social media.

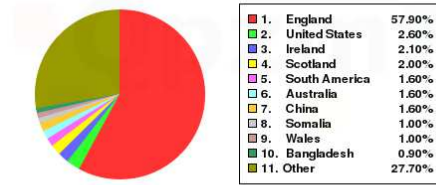
6.7 We have held many public meetings attended by local residents and business owners, Council Planning Officers, Ward Councillors and local members of Parliament, as well as other stakeholders in the area, including representatives of the Royal Mail Group and their consultants (July, 2014). We aim to host a public meeting approximately every quarter, though this fluctuates depending on the frequency of impending events. Details of some of these meetings, including minutes, can be found on our website under the MPA Meetings tab or via this address: www.mountpleasantforum.wordpress.com/mpf-minutes-of-meetings. See Section 9.1 for a summary of the meetings and their purpose.

7 MEMBERSHIP

7.1 The Mount Pleasant Neighbourhood Forum is a public forum open to all, including protected characteristics as defined in the Equalities Act. We have an active and diverse membership of individuals and other stakeholders from across the neighbourhood and in surrounding communities that is representative of the area's demographic character. We have engaged with people of all ages, from young pupils at Christopher Hatton Primary School to older people, and of all ethnic groups, who are mostly fairly represented on their respective residents' associations.

7.2 See *Fig 3* below for the ethnic and demographic composition of the three wards in which our proposed Neighbourhood Area is situated.

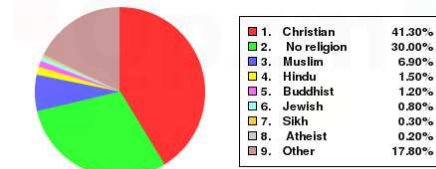
57.9% of people living in Clerkenwell were born in England. Other top answers for country of birth were 2.6% United States, 2.1% Ireland, 2.0% Scotland, 1.6% South America, 1.6% Australia, 1.6% China, 1.0% Somalia, 1.0% Wales, 0.9% Bangladesh.



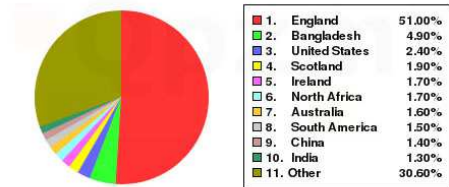
78.9% of people living in Clerkenwell speak English. The other top languages spoken are 2.6% French, 1.6% Spanish, 1.5% All other Chinese, 1.4% Italian, 1.2% Turkish, 1.2% German, 0.9% Somali, 0.9% Portuguese, 0.8% Bengali.



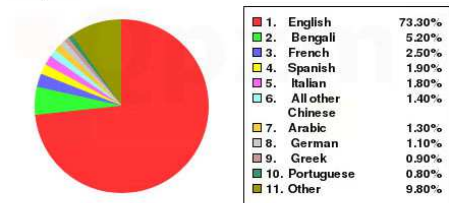
The religious make up of Clerkenwell is 41.3% Christian, 30.0% No religion, 6.9% Muslim, 1.5% Hindu, 1.2% Buddhist, 0.8% Jewish, 0.3% Sikh, 0.2% Atheist. 1,951 people did not state a religion. 40 people identified as a Jedi Knight.



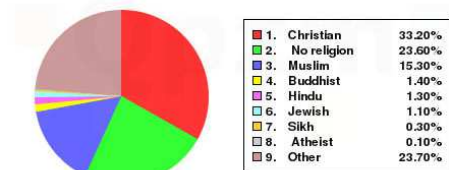
51.0% of people living in Holborn and Covent Garden were born in England. Other top answers for country of birth were 4.9% Bangladesh, 2.4% United States, 1.9% Scotland, 1.7% Ireland, 1.7% North Africa, 1.6% Australia, 1.5% South America, 1.4% China, 1.3% India.



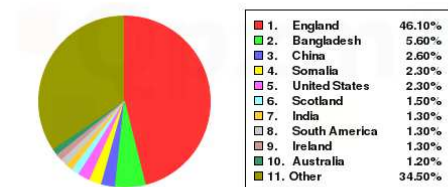
73.3% of people living in Holborn and Covent Garden speak English. The other top languages spoken are 5.2% Bengali, 2.5% French, 1.9% Spanish, 1.8% Italian, 1.4% All other Chinese, 1.3% Arabic, 1.1% German, 0.9% Greek, 0.8% Portuguese.



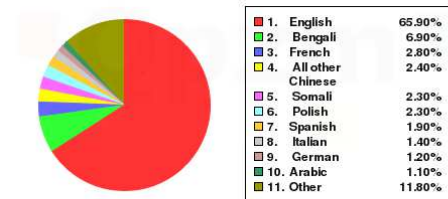
The religious make up of Holborn and Covent Garden is 33.2% Christian, 23.6% No religion, 15.3% Muslim, 1.4% Buddhist, 1.3% Hindu, 1.1% Jewish, 0.3% Sikh, 0.1% Atheist.



46.1% of people living in King's Cross were born in England. Other top answers for country of birth were 5.6% Bangladesh, 2.6% China, 2.3% Somalia, 2.3% United States, 1.5% Scotland, 1.3% India, 1.3% South America, 1.3% Ireland, 1.2% Australia.



65.9% of people living in King's Cross speak English. The other top languages spoken are 6.9% Bengali, 2.8% French, 2.4% All other Chinese, 2.3% Somali, 2.3% Polish, 1.9% Spanish, 1.4% Italian, 1.2% German, 1.1% Arabic.



The religious make up of King's Cross is 30.0% Christian, 24.2% No religion, 18.0% Muslim, 2.0% Buddhist, 1.7% Hindu, 0.8% Jewish, 0.4% Sikh, 0.2% Atheist.

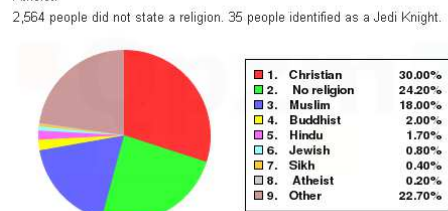


Fig 3: Ethnic Composition of Clerkenwell Ward (top) and Holborn and Covent Garden Ward (bottom left) and Kings Cross (bottom right), the three pie charts in each of which illustrate country of birth (top); first language (middle); and religious make up (bottom) based on 2011 Census data.

7.3 Obviously the total breakdown for the three wards is not a perfect simulacrum for the Mount Pleasant area but the combined breakdown of the Clerkenwell, Holborn & Covent Garden and King’s Cross Wards by age and ethnicity is as follows:

Combined population of three wards split by age

Age	Residents	%	% (not inc. children)
0-18	6,089	17%	-
19-39	18,058	50%	60%
40-59	7,816	21%	28%
60-79	3,549	10%	12%
>80	844	2%	3%
TOTAL	36,356	100%	100%

Source: 2011 Census

Combined population of three wards split by ethnicity

Ethnicity	Residents	%
White (all groups)	21,978	60%
Mixed (all groups)	1,964	5%
Asian (all groups)	7,862	22%
Black (all groups)	3,344	9%
Other (all groups)	1,208	3%
TOTAL	36,356	100%

Source: 2011 Census

7.4 We strongly suspect (though are not able to prove) that the very local population within our area boundary is slightly less diverse than the wider area (which includes the more ethnically varied large council holdings such as the Bourne Estate and those around Cromer Street) – probably more in line with the Clerkenwell specific details where <30% of the local population is non-white.

7.5 We believe our wider membership to be broadly aligned to these breakdowns of both age and ethnicity though we are not able to do a formal analysis. Our committee of 34 members is broadly aligned:

- 30 are of working age (88%, exactly in line with 88% of total population of non-children)
- 4 are retired (12% compared with 15% of total population of non-children)

- 6 are of non-white ethnicity (18% as opposed to estimated 29% for the Mount Pleasant Area)

7.6 The Forum is and will continue to be as inclusive as possible and we will continue to work to identify diverse members of our community who may be “hard-to-reach”, and develop opportunities to make the forum approachable and inclusive for them. In some instances where it has proven particularly difficult to get proper engagement with local residents, notably the Council-owned buildings lining Rosebery Avenue, we have leafleted, put posters on nearby lamp-posts, and engaged through shared local services, such as our area’s only primary school (Christopher Hatton) and nurseries (Christopher Hatton and 1A).

7.7 For the past three years our members have very effectively communicated through a combination of:

- public meetings (*see Section 9.1*);
- email groups (*see Section 7.5. People can sign up via the form on our website’s Contact page: www.mountpleasantforum.wordpress.com/mpf-contact*);
- public exhibitions (*e.g. 8 June, 2015. See Appendix*);
- public events (*e.g. 17 Sept event (see Section 9.1) and Summer Fair (see Section 9.6)*);
- public notices (*see Area application Appendix for posters publicising our proposed Area*);
- targeted outreach with individual groups and organisations (*e.g. meeting local groups, attending TRA meetings and four presentations to the Holborn and Covent Garden Area Action Group meetings in Coram’s Fields since 2013*);
- and the Mount Pleasant Association website (www.mountpleasantforum.wordpress.com) and other forms of traditional and social media (*e.g. local and national newspapers and Twitter*).

7.8 The group’s email forum which is disseminated through individuals and through members of local residents’ groups (*see list below*) and businesses, such as the James Hartnoll Commercial Estate. In addition to the 150+ individuals signed up to our email list, many members communicate and disseminate information through their respective neighbourhood groups, networks and organisations, reaching thousands of individuals across the area from all ethnic and socio-economic backgrounds. These groups include:

Tenants’ and Residents’ Associations:

- Calthorpe Street (86 members)
- Churston Mansions (27 residential units)
- Granville Square (45 houses, many subdivided)
- Holsworthy Square (65 residential units)
- Laystall Court (30 residential units)
- Margery Street Estate (225 residential units)
- Mullen Tower (33 residential units)
- New Calthorpe Estate Tenants’ and Residents’ Association (100+ residential units)
- Warner Building (23 residential units)

Residents /Members of:

- The Amwell Society (231members)
- Calthorpe Project
- Cubitt Street
- Farringdon Road

Farringdon Lane
Frederick Street
Holborn Community Association
Holborn School Campaign (650 subscribers)
Holborn Voice (250+ subscribers)
Lloyd Baker Street
Pakenham Street
Pine Street
Rosebery Avenue
Warner Street
Wharton Street
Wren Street
St George the Martyr Primary School (210 pupils)
and Christopher Hatton Primary School (210 pupils, plus nursery)

7.9 The Forum is committed to working closely and collaboratively with adjacent neighbourhood forums and other organisations on matters and areas of mutual interest.

7.10 The Forum and its committee members aim to follow the ‘Nolan Principles’ of public life and are committed to equality of opportunity and maintains and applies an Equal Opportunities Policy in all of its activities.

7.11 A full list of the Mount Pleasant Neighbourhood Forum’s 34 Committee Members has been provided separately to ensure the confidentiality of members’ details. Our wider membership fairly represents the diverse demographic character of our area with reasonably representative membership from all major ethnic groups, male/female, old/young, long/short-term resident, private owners/council tenants. This is in turn reflected in our committee which is broadly representative between Camden/Islington, Kings Cross/Holborn & Covent Garden/Clerkenwell Wards, male/female, old/young, long/short-term resident, private owners/council tenants (*see 7.12 for details*), as well as containing immigrants, disabled people, people of faith, members of the LGBT community, and business owners. Of the 34 Committee Members, 18 are female and 16 are male; 8 represent Kings Cross ward, 14 represent Holborn & Covent Garden ward and 12 represent Clerkenwell ward; 26 are local residents; five are local councillors (three in Camden and two in Islington); 13 work/do businesses within the area boundary; six are of non-white ethnicity; and four are retired.

7.12 Tenants’ and Residents’ Associations:

Calthorpe Street – (combination of council tenants, housing association tenants, leaseholders and freeholders)
Churston Mansions – (leaseholders)
New Calthorpe Estate – (combination of council tenants and leaseholders)
Granville Square – (combination of council tenants and leaseholders)
Holsworthy Square – (housing association tenants)
Laystall Court – (combination of council tenants and leaseholders)
Margery Street Estate (combination of council tenants and leaseholders)
Mullen Tower – (combination of council tenants and leaseholders)
Warner Building (leaseholders)

Other Organisations/Civic Groups

The Amwell Society

The Calthorpe Project
Camden Council (Sue Vincent, Julian Fulbrook and Awale Olad)
Holborn School Campaign
Holborn Voice
Islington Council (Alice Donovan and Raphael Andrews)
James Hartnoll Commercial Estate
The Mount Pleasant Association Ltd

8 Distribution of Committee Members (excluding Ward Councillors) within our neighbourhood boundary:

8.1 Every effort has been made to achieve an even geographical distribution of Committee Members across the area representing the various different residential types and demographic groups. This has been done through extensive public consultations and meetings, poster campaigns (especially in under-represented areas), and an online presence through our website. Given the diversity of building typologies in the area, the distribution we have achieved is well balanced.

8.2 The only relative paucity is in the extreme south which can be explained by its relative distance from the centre of our Neighbourhood and the distance from the affects of the Mount Pleasant development that have galvanised other residents. To mitigate this, additional posters have been on display in these areas and attempts have been made to communicate with residents' groups. Similar efforts were made in 2014 following the under-representation of members in the northern part of our Neighbourhood, with the result that the Calthorpe Project expressed a desire to be included in our Neighbourhood Area. This caused the minor amendment to the northern boundary (see **Area Description and Explanation** section 2.8 in the Neighbourhood Area application) from that which is illustrated in our posters (see **Appendix** in the Neighbourhood Area application).

8 September 2015 7-9pm: Meeting arranged by the MPA for the local community to discuss Panther House with the developer (Dukelease) and their architects (AHMM).

8 June 2015 from 9.30am – 8pm: A full day's public consultation and exhibition to present the community's draft submission for the Community Right to Build scheme. It was our best attended event yet, with over 100 local residents turning up throughout the day and a full community hall in the evening for presentations by Karen Sullivan of Islington Planning Department, Create Streets, and the Mount Pleasant Association.

25 February 2015 at 6.30pm: a public meeting attended by over 50 local residents to explain the progress the Mount Pleasant Association and our partners Create Streets have made on the Community Right to Build project funded by the GLA and progress with the Neighbourhood Plan.

21 and 22 November 2014: a two-day public workshop as part of the Community Right to Build project. Attended by ~90 local residents.

30 September 2014: public meeting to prepare for the Public Hearing at the GLA on 3 October. Attended by 30 local residents. The actual public hearing on October 3rd was attended by over 200 supporters in the public gallery of the Great London Authority – a point that was noted and commented on by the Mayor.

7 May 2014: public meeting to introduce the 'Alternative Plan' to the community. Attended by 35 local residents.

12 February 2014: public meeting to propose pursuing a Neighbourhood Plan and becoming constituted as a Neighbourhood Forum, which received unanimous agreement. Attended by 32 local residents.

29 September 2013: special meeting to give Ward Councillors, Planning Officers and Planning Committee Members the opportunity to meet local residents before the planning application was due to be heard in Council on 17 Oct 2013. Attended by ~30 local residents.

10 July 2013: Second public meeting to discuss a wide range of issues, but in particular what individuals and groups could do to comment on and engage with the impending planning application.

14 January 2013: First public meeting and formal constitution.

9.2 The Forum actively engages with individual community groups so that they can regularly consult with and update their respective members at their respective group meetings (*see Section 7.5 for a summary of membership*). Wider publicity is also obtained through posters in the local community (*see Appendix 2 in the Area application*), the local and national press (www.mountpleasantforum.wordpress.com/mpf-news), and online via the MPA website (www.mountpleasantforum.wordpress.com) and social media.

9.3 Members regularly and actively participate in the free press by contributing to local and national newspapers and by engaging a global audience through our website and Twitter feeds. Every published article or letter that appears in the local or wider press relating to Mount Pleasant will be posted in the News section of our website, which has

become an invaluable resource and archive now used by university courses, students, and other campaigns: www.mountpleasantforum.wordpress.com/mpf-news

9.4 Our website (www.mountpleasantforum.wordpress.com) is an important resource for disseminating news and information. Over the past 19 months, it has received over 8,000 visitors and over 23,000 views. It has an archive containing all news items relating to our neighbourhood, as well as responses to planning applications by members of our neighbourhood, information on the Neighbourhood Plan, and the minutes of our public meetings (*see Appendix for images from public meetings and consultations*). The website also contains three films that we have produced that explain the problems and challenges facing our neighbourhood to a public audience. Collectively, these have had over 6,000+ views.

9.5 The Mount Pleasant Association has worked hard to communicate with all sections of the community inside and outside our designated area. Chiesa Italiana San Pietro on Clerkenwell Road is the only church in our area and once served the large Italian community, which has largely moved outside our area. There are Church of England parish churches within the vicinity of our designated borders (including Holy Redeemer at Exmouth Market, St James's, Clerkenwell, St Albans off Leather Lane and Holy Cross off Cromer Street) and these congregations have been contacted informally. However, the main community hubs in our designated area are pubs, cafes and the local primary school and nursery. Consequently, we have focussed attention on these to gain access to often 'hard to reach' groups. For example, the Calthorpe Arms, the Betsy Trotwood and the Pakenham Arms (before it closed) have been important supporters. So too has the Calthorpe Project Community Garden, the 1A Children's Centre and Christopher Hatton Primary School, where the student population of 210 speaks 36 different languages and reflects the ethnic diversity of our area: Bangladeshi 27%, White British 21%, White other 17%, Somali 13%, mixed heritage 13%, Other 9%. We have raised awareness among parents and pupils of the potential for development to improve their neighbourhood and encouraged participation through a range of events over the last two years. This includes presenting to parent groups and to classrooms and engaging in specific projects (*see: www.mountpleasantforum.wordpress.com/2014/06/19/camden-new-journal-kids-its-mount-unpleasant*), including a Year 3 planning exercise in 2014 and the amazing film the Year 6 pupils made for the London Mayor, Mr Johnson, sponsored by the Camden Cleaner Air Fund. To watch the film, visit this link: <https://videocentralhd.lgfl.org.uk/Play.aspx?id=opqyWaJpw26iTm>

9.6 The Mount Pleasant Association joined the school at the 2014 Summer Fair (*see Fig 5 below or go to: www.mountpleasantforum.wordpress.com/2014/06/18/mount-pleasant-association-summer-fair-our-mount-pleasant-saturday-28-june-12-5pm*) to host an exhibition of the community's work and to screen the school's video (*see Appendix for photographs of the event*). We also provided and ran the bouncy castle for the day. Over 150 people attended the stall and 60 filled in our survey.

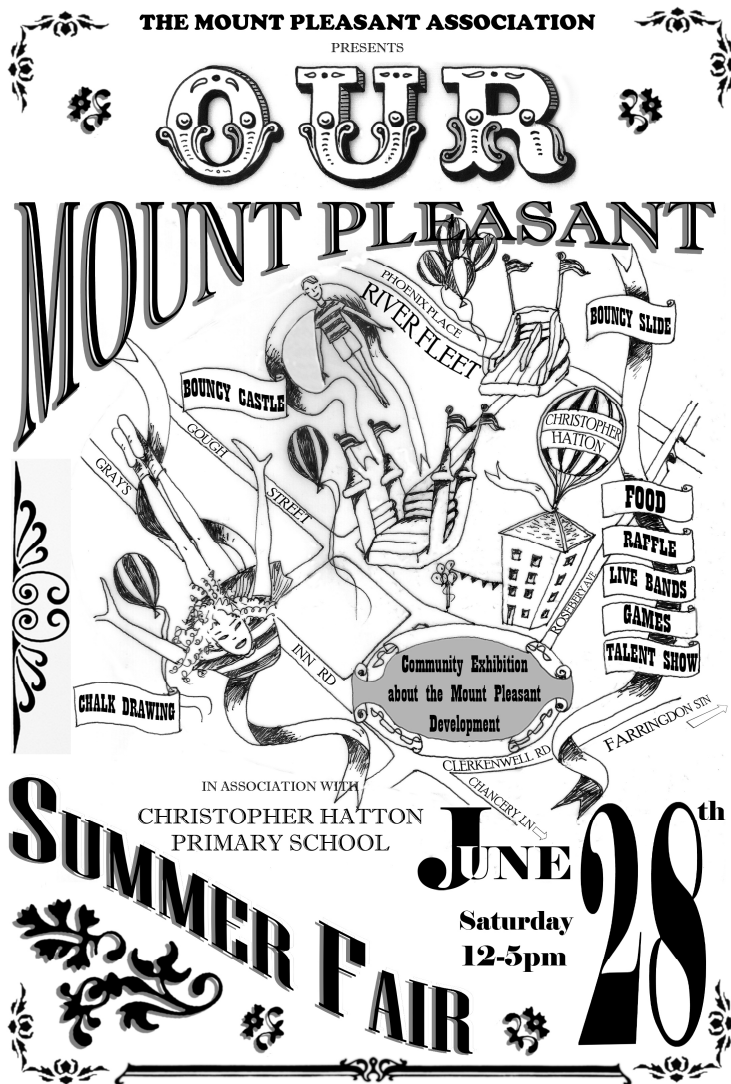


Fig 5: Poster advertising the MPA's Mount Pleasant Summer Fair on 28 June 2014, in association with Christopher Hatton Primary School.

10 Community Activities

10.1 One of the most important activities in which the Mount Pleasant Association has been engaged is achieving a redesign for the Mount Pleasant site. Our long-term objective, irrespective of what is built on the Mount Pleasant site, is to make our neighbourhood a more enjoyable, a more liveable and a more attractive place for those that currently live here and for the growing number of people moving into the area.

10.2 In September 2014, the Mount Pleasant Association established the Mount Pleasant Association Ltd to pursue the Community Right to Build project awarded by the GLA. The purpose of this funding was to develop an alternative planning application for this site based on the wants and needs of the community. By reconfiguring the urban planning and architectural design, this large site in the centre of our neighbourhood can provide more socially-rented housing units and become a new and thriving heart of our community rather than a fortress-like luxury development that turns its back on its neighbours. Put simply, we aspire to encourage the sustainable development of our neighbourhood and are in the

middle of that process with the intention of submitting our scheme for planning later in the year.

10.3 Between 28 June and 13 July 2014 we questioned 258 local residents on their views on what development should take place at the Mount Pleasant site. We received 99% support for our alternative scheme.

11 Appendix

Photographs from various recent neighbourhood meetings and consultations

Mount Pleasant Association meeting on 8 June, 2015, to present the Community Right to Build project. Over 100 people attended the day-long event:



Mount Pleasant Association meeting on 7 May, 2014 to introduce the alternative plan:



The Mount Pleasant Summer Fair in conjunction with Christopher Hatton Primary School
28 June 2014:



Mount Pleasant Association meeting in association with Create Streets on 21 November, 2014 to discuss alternative plan:



Mount Pleasant Association workshop with Create Streets on 22 November, 2014 to discuss alternative plan:



Mount Pleasant Neighbourhood Forum

Constitution

1. Name, Geographic Area & Tenure

- 1.1 The Neighbourhood Forum is known as the **Mount Pleasant Neighbourhood Forum** (herein referred to as the **Forum**).
- 1.2 The Area Boundary shall be the area within the designated Neighbourhood Area and may be changed by the Forum Executive as it considers necessary from time to time and will be finally determined on designation by the relevant authorities. The Area falls within the boundary of the London Boroughs of Camden and Islington and is contained in the wards of Holborn & Covent Garden, Clerkenwell and Kings Cross.
- 1.3 The Forum will be governed in accordance with Neighbourhood Planning Regulations 2012. <http://www.legislation.gov.uk/uksi/2012/637/contents/made>
- 1.4 The Forum shall exist for 5 years from its formal designation by Camden and Islington Councils, and at its AGM at the end of year 4 (2018) the Forum will give consideration to a continuing or successor organisation to maintain and monitor the Forum.

2. Purpose

- 2.1 The Forum is established for the express purpose of promoting and/ or improving the social, economic and environmental well-being of individuals living and working in the area including promoting the carrying on of trades, professions or other businesses, primarily through the development and implementation of a Neighbourhood Plan and such other purposes as the Forum may from time to time decide.
- 2.2 Promote sustainable development in the neighbourhood area (sustainable development means 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs').
- 2.3 Enable residents, landowners, occupiers and workers to discuss local issues and to help representation of their views in decisions affecting the area
- 2.4 Help to create, maintain and foster good relations between all the stakeholders which share the area.
- 2.5 Help to preserve and enhance the integrity of the conservation area.
- 2.6 Do anything else which is lawful for the attainment of the ends above including raising funds.

3. Governance & Structure - Forum, Management & Liability

- 3.1 The Forum must have a minimum of 21 members at all times.
- 3.2 The Annual General Meeting of the Forum is the sovereign decision making body and gives legitimacy to the Management Committee.
- 3.3 The Forum shall be managed by an Executive, who shall be elected at the Annual General Meeting (AGM).
- 3.4 Unless expressly provided otherwise, the liability of all members of the Forum for their respective obligations and liabilities in tort contract or otherwise shall be several and shall extend only to any loss, liability or damage arising from their own acts or omissions.
- 3.5 Where more than one of the members is liable for the same obligation or liability, liability for the total sum recoverable shall be attributed to the relevant persons in equal shares.
- 3.6 Under expressly provided otherwise, under no circumstances shall members be jointly liable for any loss, liability or damage arising from any of their acts or omissions.
- 3.7 Unless otherwise agreed by a unanimous vote of the members. No Management Committee Member shall have the power or authority to enter into any third party contractual or other legally binding agreements on behalf of the members, and or any of the other Committee members.
- 3.8 Any contracts entered into on behalf of the Forum, and or registered members of the Forum, will be binding only on those Committee members that have authorised the contract by way of execution of the contractual documentation.
- 3.9 All liabilities of the Committee shall be several. Where more than one member of the Committee is liable for the same obligation or liability, liability for the total sum recoverable shall be attributed to the relevant persons in equal shares
- 3.10 Funds of the Forum may be used to indemnify any liability costs or expense that may be incurred by the Committee in the lawful and proper administration of the Forum.
- 3.11 All personal data acquired by the Forum shall only be used for the purposes for which it was sought and it shall not be further processed or disclosed without the prior consent of the supplier. With respect to the collection, use and storage of information, the Forum will take all reasonable steps in accordance with The Guide to Data Protection and commit to registering as a data controller with the Information Commissioners Office.

4. Forum Membership/Voting

- 4.1 The Forum shall be a representative body comprising of at least 21 individuals. For a decision of the Forum to be valid, it requires majority support amongst all Members who are present and voting at a General Meeting, and also requires majority support amongst all Members who are residents on the Forum who are present and voting at the meeting.
- 4.2 Membership of the Forum shall be open to any individual who lives or works or is a Ward Councillor within the area defined in Article 1.2.
- 4.3 Membership shall include at least one local Ward Councillor whose ward includes any part of the designated area of the Forum.
- 4.4 There shall be no group voting membership of the Forum, however local resident, trade/ professional and business groups, including Business Improvement District(s) shall be encouraged to take up Associate Membership. Note: Associate Members do not have a vote.
- 4.5 The Forum will aim for as wide a representation of communities in the area as possible.
- 4.6 The Forum recognises that not everyone who cares about the area also lives in the area. The Forum may, at the discretion of the Management Committee invite anyone aged 16 or over and not resident in the area but with an interest in it to be an Associate Member (see 4.8).
- 4.7 Forum working groups may be set up as necessary to advise the open Forum and management committee when particular expertise is required. These may co-opt as necessary from outside the Forum members.
- 4.8 Only full members of the Forum are entitled to vote, as defined in 4.1
- 4.9 The Forum shall keep an up-to-date list of members' names and contact details for the purposes of involving them in the work of the Forum.
- 4.10 The Forum does not levy any form of subscription on its members.
- 4.11 The Forum may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its Values (as expressed in Article 8). Suspended members are not entitled to vote, speak at or attend meetings or be members of the Management Committee. A suspended member may re-apply for membership after a period of 12 months.

5. Annual General Meeting (AGM)

- 5.1 The Management Committee shall organise an Annual General Meeting (AGM) of members between 11 and 15 months after the previous AGM. It shall give at least 14 days notice of the meeting to members via the Forum website and/or other appropriate means.
- 5.2 There must be a minimum of 14 members present at an AGM.
- 5.3 Every member present has one vote.
- 5.4 The Chair and Management Committee shall present the Annual Report and independently examined accounts for the Forum consisting of a statement of income and expenditure and a balance sheet for the previous financial year.
- 5.5 The Management Committee will retire at each AGM but may stand for re-election. Any full member of the Forum may stand for election to the management committee.
- 5.6 Minutes of AGM shall be kept and approved by the Management Committee at its next meeting and by the membership at the next AGM. Copies of the draft minutes are made available to members on request; copies of the draft minutes approved by the committee are made publicly available; copies of the agreed minutes are made publicly available.

6. General Meetings

- 6.1 The committee will organise General Meetings (GM) as the need arises.
- 6.2 The committee must organise an Extraordinary General Meeting (EGM) of members within 28 days of a request submitted by 14 or more members. The committee must give at least 14 days notice of a GM or EGM to members via the Forum website and/or other appropriate means.
- 6.3 Business transacted at any GM or EGM includes consideration of any business announced in the agenda.
- 6.4 The quorum at all General Meetings (AGM, GM or EGM) is 14 members.
- 6.5 General Meetings are usually public meetings open to non-members to attend, unless the Management Committee decides that any particular meeting should be for members only.

7. The Management Committee

- 7.1 The Management Committee is elected by members at the Forum's Annual General Meeting and consists of at least 7 members including Chair, Secretary and Treasurer. The procedure used to elect the committee should favour broad representation from different communities in the area. More than 50% of the committee shall be residents.
- 7.2 The Management Committee can co-opt people to be members of the committee at its discretion. Co-opted members do not have a vote in any Committee decisions.
- 7.3 The Management Committee agrees a schedule for its meetings and meets as required. Normally these meetings are face to face, but the Committee can meet by other means including via email or telephone conferencing if all members of the committee agree so to do.
- 7.4 The quorum at any Management Committee meetings is four or at least one third of their members whichever is larger. The 'indicative decisions' of inquorate meetings have no effect until and unless they are ratified at a subsequent quorate meeting.
- 7.5 Members of the Management Committee are expected to attend meetings of the committee. Should a member not attend and fail to send apologies for three consecutive meetings, they are understood to have resigned from the Committee. Any member who fails to attend four consecutive meetings (face to face or electronic meetings), with or without apologies, may be deemed to have resigned from the Committee.
- 7.6 Minutes of the Management Committee are kept and made available to members on request: as DRAFT minutes; and publicly as AGREED minutes once they have been agreed at a subsequent meeting.
- 7.7 Meetings of the Management Committee are open to all members of the Forum to attend by request and the Committee may invite guests to attend at their discretion.
- 7.8 The Management Committee shall maintain a website giving details of the Forum, its meetings, activities, policies and – where possible - enabling discussion of issues of concern to the neighbourhood.

8. Values

- 8.1 The Forum and its committee members aim to follow the 'Nolan Principles' of public life. That is, they aim to act with:
- 8.2 Selflessness
- 8.3 Integrity
- 8.4 Objectivity
- 8.5 Accountability
- 8.6 Openness
- 8.7 Honesty
- 8.8 and seek to promote these values by Leadership and example.
- 8.9 The Forum is committed to equality of opportunity and maintains and applies an Equal Opportunities Policy in all of its activities.

9. Register of Committee Members' Interests

- 9.1 The Secretary will keep a Register of Committee Members' Interests detailing any relevant financial interests in the Area or any other interest which could be deemed to have an influence on decisions likely to come before the Committee.
- 9.2 Members will abstain from voting on any matter in which they have a financial interest.

10. Rules at All Meetings (Forum and Management Committee)

- 10.1 Chairing – each meeting has a chair who is usually the Chair of the Forum, or the Vice Chair in their absence. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.
- 10.2 Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote: decisions are made by simple majority of those present and entitled to vote subject (Article 4.1). When the vote is tied, the chair of the meeting has a second, casting vote.
- 10.3 Speaking – all members including associate members are entitled to speak at meetings and at Public Meetings all members of the public are entitled to speak.

11. Website

11.1 The Forum will maintain a website on which is shown information including: the Forum's name and area covered; the Forum's email address; the names of management committee members; this Constitution; policies agreed by the Forum; notices; agendas; and minutes of meetings.

12. Finance

12.1 All income to the Forum is used to further the Aims and Objectives of the Forum given in this Constitution and for no other purposes.

12.2 The Treasurer keeps proper account of the finances of the Forum and ensures that the Forum has a bank account in its own name. All cheques issued by the Forum need to be signed by at least two authorised members of the committee.

12.3 The Forum's accounts are examined at least once a year by an independent person who is not a member of the committee.

13. Alterations and Disbanding the Forum

13.1 This Constitution can only be changed at a General Meeting of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote (subject to Article 4.1). The details of the proposed change(s) must be included on the agenda.

13.2 The Forum can only be disbanded at a duly advertised EGM called for the purpose of deciding whether to disband. A vote to disband the Forum needs a simple majority of the members present and who are entitled to vote (subject to Article 4.1). If the Forum votes to disband, any assets held in the name of the Forum after the payment of all debts and liabilities will be applied towards charitable purposes for the benefit of residents in the area.

Date adopted: 20.08.2015

Signed:

Print Name: Judy Dainton

Dates of any subsequent revisions:

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses

Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
Specific comments – Neighbourhood Area and Forum			
1	Resident (not within proposed area)	Support creation of Neighbourhood Area and Forum. It is vital local residents, workers and concerns are at forefront when considering developments and improvements in unique and historic area of London.	Support for area and forum noted.
2	Resident (not within proposed area)	Support applications from the Mount Pleasant Association who wish to be designated as a Neighbourhood Forum and to designate a Neighbourhood Area..	Support for area and forum noted.
3	Resident (not within proposed area)	<p>Support area and forum applications – should be agreed by both councils.</p> <p>Daunting challenge facing all community activists opposing dictates of Central Government, property speculators, financial institutions and developers. Local planning laws being ignored within schemes including the Mount Pleasant sorting office and local democracy is under threat. Do not endorse the proposed re-development plans on sorting office site.</p> <p>Whilst the neighbourhoods surrounding Mount Pleasant can be identified as neighbourhoods the size of the neighbourhood does present difficulties with land, streets, iconic sites covering quite a large distance; from Kings Cross via Mount Pleasant, Exmouth Market, Farringdon Road, a small slice of Clerkenwell and the boundaries with Grays Inn Road and LB of Camden. Question if Mount Pleasant was ever isolated; area historically series of distinct neighbourhoods with own identity. Agree with final sentence of paragraph 2.4.</p> <p>Whilst discussions with environmental and preservation groups elsewhere on the borders of Clerkenwell, Holborn [Grays Inn Road], Kings Cross etc are very welcome, question if there could be conflict of interests of how community groups see own areas. It might be conceivable at some stage in the future to produce a people’s plan for Mount Pleasant and this would be most appropriate response to developers and modern architecture.</p> <p><i>Comments provided on the character of each part of the area.</i></p>	<p>Support for area and forum noted.</p> <p>There is no guidance which sets out the size a neighbourhood area should be. Designated neighbourhood areas can vary greatly in size. The area needs to be justified based on a number of considerations, some of which are set out in the National Planning Practice guidance. A justification has been provided in the area application.</p> <p>Discussions the Mount Pleasant Association have had with neighbouring community groups have been detailed in the area application including where agreement has been reached. On-going dialogue with neighbouring groups is recommended as part of the neighbourhood planning process.</p> <p>Comments on the character of each part of the area noted.</p>
4	Resident (not within proposed area)	Support for the Mount Pleasant Neighbourhood Forum and Area application	Support for area and forum noted.
5	Resident (within proposed area)	In favour of establishing Neighbourhood Area and Forum.	Support for area and forum noted.
6	Resident (within proposed area)	Confirm support for the applications made by Mount Pleasant Neighbourhood Forum on behalf of the local residents.	Support for area and forum noted.
7	Resident (within proposed area)	Strongly support area and forum applications. Mount Pleasant Association have produced financially realistic and architecturally attractive development plan for the Royal Mail site. Urge approval by each borough to help further development of plans and gain recognised status within the planning process as a legitimate and widely supported organisation able to speak for local residents.	Support for area and forum noted.
8	Resident (location unknown)	Support for the Mount Pleasant Neighbourhood Forum and Area application. As a local resident this is the best proposal for the area. Hope you will consider the existing residents views.	Support for area and forum noted.
9	Resident and committee member of proposed forum.	Confirm support for the Mount Pleasant Neighbourhood Forum and Area applications. In favour of the plans being put forward.	Support for area and forum noted.
10	Camden Resident (within proposed area and committee member of proposed forum).	Support for the Mount Pleasant Neighbourhood Forum and Area applications	Support for area and forum noted.

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses

Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
11	Camden Resident (within proposed area and committee member of proposed forum).	Confirm support for the Mount Pleasant Neighbourhood Forum and Area applications.	Support for area and forum noted.
12	Camden resident (outside proposed area).	Support Mount Pleasant Neighbourhood Forum and Area applications. Clearly a positive venture which should be encouraged.	Support for area and forum noted.
13	Committee member of proposed forum and member of Mount Pleasant Association.	Support the proposed area and forum applications. Convinced the most effective and productive way for local people to be able to determine the destiny of their neighbourhood is by embracing neighbourhood planning legislation and the development of a Neighbourhood Plan. The Forum and Area applications are absolutely critical in helping local people properly participate in the planning process. The stakes could not be higher and without a Neighbourhood Plan, the Mount Pleasant neighbourhood would continue to be powerless in the face of large-scale and insensitive developments that have already been approved or are in the pipeline that are having a seriously deleterious impact not only on our local area, but on London more broadly. Local community needs the support of both councils.	Support for area and forum noted.
14	Mount Pleasant Association (MPA)	<p>Support applications. MPA have consulted widely and have balanced representation on committee across proposed area.</p> <p>Many committee members also represent active local associations all of which support applications. Some of the groups represent significant number of housing units (e.g. Margery Street Estate has over 200 units) and some are spread over a wider geographical area (Calthorpe Street Residents Association has members in Wren Street, Pakenham Street, Cubit Street and Trinity Court). Confident that most people living within our proposed area know of plans and support efforts. Nobody within area has expressed objection. Also confident of support from ward councillors.</p> <p>See proposed forum as vital necessity given locality is prime target for development. Nature of locality is changing, often to detriment of community. Consequently understandable that local people feel they have a proper part to play in future of area. Under the current legislative framework, a Neighbourhood Forum is one of the best ways to exert some positive influence on surroundings. Forum is also mechanism to attempt a holistic planning approach to a relatively small cross-boundary and multi-ward area, which residents know well. Local knowledge will be of use to both local Councils, who do not always have the cash, the time, the personnel or the local knowledge to cover such local detail.</p> <p>The Royal Mail proposals for the Mount Pleasant site was a wake-up call. Grateful for the massive support that both Camden and Islington councils gave to local people over this issue. As a Neighbourhood Forum intend to work with both Councils, in the same way, over all our local issues. The Councils should both note that our local experience with the Royal Mail plans for Mount Pleasant, and the lessons the whole neighbourhood learned from that painful learning curve, prompted application for Neighbourhood Forum. Local people say they need more power over local decisions, and to learn to work more closely within the planning process to attempt to bring life and stability back into locality.</p> <p>If application for Neighbourhood Forum is successful, plan to submit Community Right to Build project for outline planning permission to Camden Council (since the plot lies within the Camden boundary). Also, having obtained financial backing from an investor and a developer, MPA plans to mount a community-led bid to purchase the Mount Pleasant development site, when Royal Mail put this land up for sale in February/March 2016. This proposal would deliver more affordable homes</p>	<p>Support and reasons for the creation of forum/area noted.</p> <p>The representation of local groups is highlighted in the forum application.</p> <p>There are adopted local plan policies for the area which both Camden and Islington Council's have consulted extensively on and have worked collaboratively across boroughs. Both council's will be reviewing and updating their local plans over the next year or two which will provide an opportunity for further involvement.</p> <p>Comments noted. As part of the development of any future more detailed plans ongoing engagement with both Islington and Camden councils will be important. Any future neighbourhood plan or Community Right to Build Order will need to be consistent with the borough's Local Plans.</p> <p>It will be important for both Islington and Camden Councils and other key stakeholders to be involved at an early stage in the development of any further more detailed plans for the area.</p>

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses

Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
		than the Royal Mail scheme.	
15	Camden resident (within proposed area)	Fully support Mount Pleasant Neighbourhood Forum and Area applications.	Support for area and forum noted.
16	Calthorpe Street Residents Association (Camden)	<p>Support applications for Neighbourhood Area and Forum. Calthorpe Street Residents Association (CSRA) has many members who belong to Mount Pleasant Association, have been involved in project from beginning and some members are prospective councillors for proposed forum. Members support Forum because:</p> <ul style="list-style-type: none"> • they wish to become more closely involved in the local planning process, so they can feel they have some control over what is happening in their immediate neighbourhood. • they feel locality is under threat from developers, and they wish to be able to put some limits (however small) on untrammelled building plans • they know that this area is under pressure (rising rents, shortage of affordable housing, social cleansing and gentrification). They like the present social mix, where the poor live next to the rich, the racial diversity and, if you like, the "equality" of the area, and hope that the work of the Neighbourhood Forum can help preserve these social elements. • they like the present open spaces but feel need more and hope that the Neighbourhood Forum can encourage more local planting, more pocket parks. • they feel that our local council (Camden), who have always been most supportive, do not have the local detailed knowledge of our neighbourhood that is known to us. • they feel they want more attention to be paid to local issues, such as loss of local shops, loss of pubs. • they support the MPA local alternative plan for the Royal Mail site, and hope that the authorisation of this Neighbourhood Forum will help move forward with plans for Community Right to Build and the eventual project of a community-led purchase of the Royal Mail development site. • in general they want to have a more personal, direct, say in the planning future of this locality. 	Support and reasons for support noted.
17	Camden Councillor	Register complete support for the MPNF & Area applications.	Support noted.
Comments on Neighbourhood Forum only			
18	Resident (not within proposed area)	If I understand correctly this organisation will attempt to counteract Boris Johnson's downsizing of social housing in the proposed development. In which case I approve of the organisation. Do not need more badly built, ugly 'buy to leaves'. Housing crisis needs to be tackled with determination. Urge councillors to stand up to Mayor and Government in efforts to make a London for super-rich.	Caveated support noted.
19	Resident (not within proposed area)	Close resident. Would like to express support. Please approve application.	Support for forum noted.
20	Holworthy Square Neighbourhood Representative (also committee member of proposed Neighbourhood Forum).	Wholeheartedly support bid for Neighbourhood Forum, especially in its work in trying to achieve a more neighbourly feel to Mount Pleasant building proposals.	Support for forum noted.
21	Resident and committee member of proposed Forum.	Support creation of the Mount Pleasant Neighbourhood Forum. Believe whole heartedly that the local community, whether business, residential, or educational, will benefit from the closer involvement in neighbourhood planning that the Neighbourhood Forum will offer.	Support for forum noted.
22	Calthorpe Project (local organisation within Camden and on committee of	Confirm that the Calthorpe Project and its Trustees support the application for the Mount Pleasant Neighbourhood Forum.	Support for forum noted.

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses

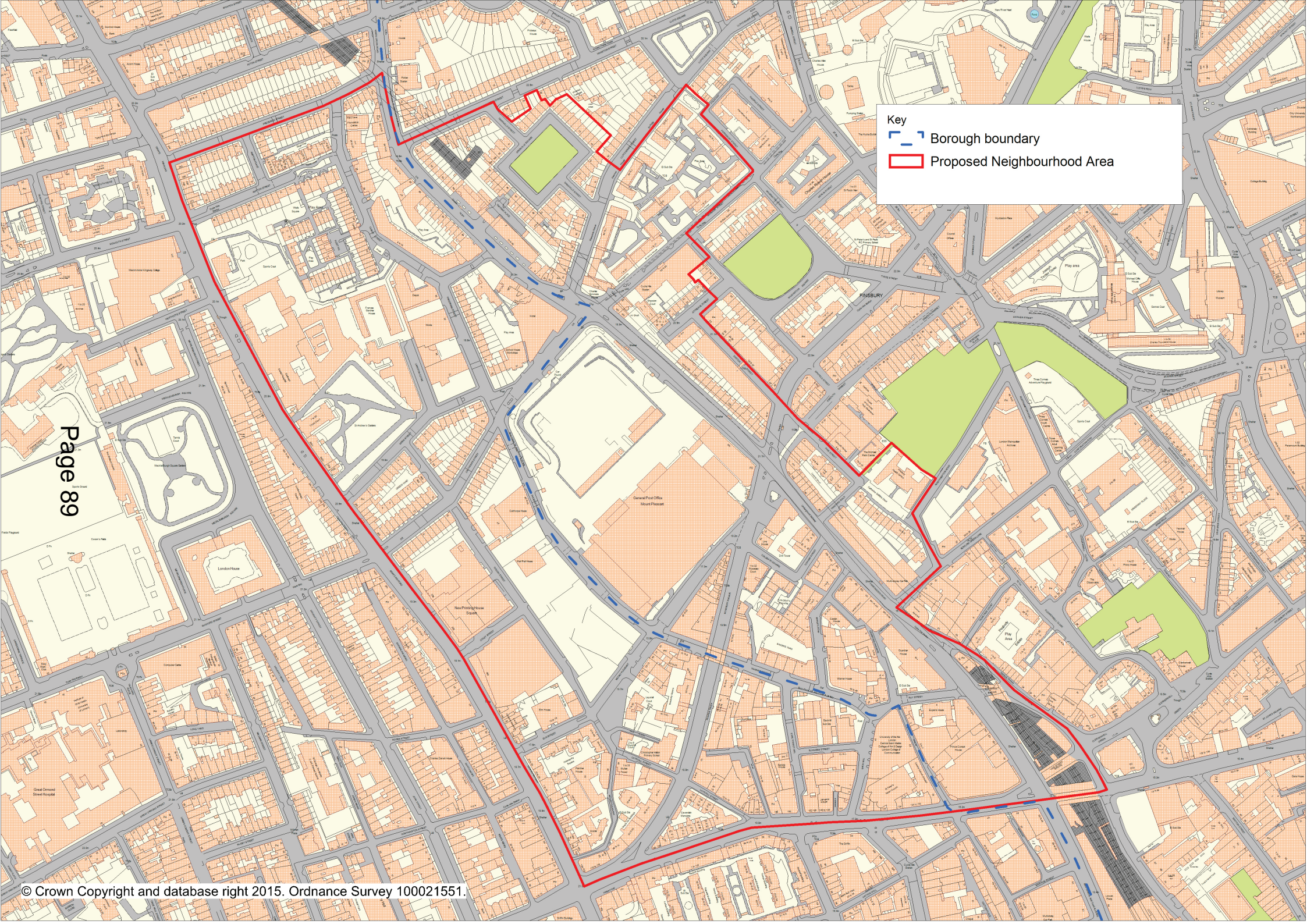
Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
	proposed forum)		
23	Camden resident (also committee member of proposed forum)	Concerned about developments in the local area and their impact on the local community. Support the formation and official recognition of the Mount Pleasant Neighbourhood Forum.	Support for forum noted.
24	Holborn Community Association	Support the Mount Pleasant Neighbourhood Forum. They have taken extreme care in their local consultation, and are presenting a vision for the area that is more attractive and will contribute to a sustainable community in what is now a wasteland. Unique opportunity to put the area on the map as a case study for best practice within central London, at a time when the pressures of Crossrail just around the corner are moving closer to reality.	Support for forum noted.
25	Camden resident (and member of proposed forum)	Support Mount Pleasant Neighbourhood Forum Application. The Mount Pleasant Association has already done excellent work in providing opportunities for local people to comment and contribute ideas for the area, and hope the Forum application is accepted.	Support for forum noted.
26	Resident (outside of proposed area)	Support for the creation of the Mount Pleasant Forum. Many large developments are planned for the proposed area. If the voices of local people are to be heard, it's vital that these and future applications be seen in this broader, inter-connected context - for example, along the length of Farringdon Road, both north and south of Rosebery Avenue. This is one transport and pedestrian corridor. It makes no sense to consider proposals on an individual site-basis only. For example, an application for the redevelopment of number 119, former Guardian newspaper HQ, is currently before Islington Council, and one for the former NCP car-park is also likely sometime soon. The one will impact on the other in terms of public realm.	Support for forum noted.
General comments on proposals for the Royal Mail site			
27	Camden resident	As a Camden resident who lives adjacent to the Mount Pleasant Post Office, disappointed by Royal Mail's proposal for site. Support alternative application by Mount Pleasant Neighbourhood Forum which is great improvement of Royal Mail's proposal.	Noted. Only specific comments in relation to the forum and area applications can be taken into account when considering their designation.
28	Camden resident and committee member of proposed forum.	Express support for Mt Pleasant Forum application for the development of the Mt Pleasant site behind Calthorpe St.	
29	Camden resident	Support for the neighbourhood action, led by the Mount Pleasant Association, which seeks to rethink the form and content of the major redevelopment of the Mount Pleasant site. Feel profoundly disturbed that a scheme so entirely at odds with the close knit, integrated nature (and form) of neighbourhood should have been nodded through by the mayor. There is widespread support for the energies and commitment of the Association to propose an alternative.	
30	Resident (within proposed area)	Support community's application for the Mount Pleasant Development.	
31	Camden resident	Overlook Mount Pleasant Post Office Car Park. Dismayed by Royal Mail's heavy handed and entirely inappropriate proposals. However the alternative vision put forward by Mount Pleasant Neighbourhood is infinitely preferable and something I would give my wholehearted support to.	
Objections to applications			
32	Royal Mail Group (RMG)	<p><i>Background information provided on Royal Mail Group and improvements planned to the Mount Pleasant Mail Centre Site.</i></p> <p>Consider that it is inappropriate to include an already designated strategic development site within the neighbourhood boundary and that the boundary should be revised to exclude the Mount Pleasant Mail Centre site.</p> <p>Mount Pleasant Mail Centre site is the subject of its own Supplementary Planning Document (SPD). The SPD provides a framework for the development of the Mount Pleasant Mail Centre site that</p>	<p>Objection noted.</p> <p>National Planning Practice Guidance is clear that a Neighbourhood Area can include land allocated in a Local Plan as a strategic site. "Where a proposed neighbourhood area includes such a site, those wishing to produce a neighbourhood plan or Order should discuss with the local planning authority the particular planning context and circumstances that may inform the local planning authority's decision on the area it will designate."</p> <p>The existence of a strategic or designated site does not mean that it should automatically be</p>

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses



Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
Page 87		<p>meets the objectives of the council and local community in line with national planning policy. SPD was subject to extensive consultation. Given the up to date planning framework for the Mount Pleasant Mail Centre question the need to include this area (or any strategic development sites) within the boundary of a neighbourhood plan area.</p> <p>Note recent Court of Appeal decision that dismissed an appeal made against Wycombe District Council's (WDC) decision to refuse the inclusion of two strategic sites within the Daws Hill Neighbourhood Area. WDC refused the inclusion of these sites on the basis that the sites would <i>'have implications that impact on a wider sphere of influence and are larger than local impacts'</i> and by designating an area to include a key strategic site could <i>'unrealistically raise expectations as to the effectiveness of a Neighbourhood Plan in relation to strategic development sites.'</i></p> <p>The stage reached by RMG in the planning process is also relevant to the consideration of the neighbourhood plan area boundary. Both the Islington and Camden elements of the Mount Pleasant Mail Centre site have received planning permission and preparatory work has commenced for the first phase of development which is anticipated to come forward in 2016. Each planning permission was judged against the planning policies for the area in place at the time of consent and is subject to a Section 106 Agreement setting out the legal mechanisms for ongoing management and delivery of the development. Local stakeholders were consulted extensively on these planning applications and, given the stage of delivery consider that the inclusion of the site in a neighbourhood plan is inappropriate.</p> <p>For the reasons set out above consider that the neighbourhood area boundary should be revised to exclude the Mount Pleasant Mail Centre site.</p> <p>Although the Mount Pleasant Mail Centre site would not be included within the neighbourhood area, RMG would continue to ensure the local community and key stakeholders are involved in the design and delivery of the re-development of the Mount Pleasant Mail Centre site moving forward. RMG supports public consultation views it as an important part of the planning process. Significant consultation was undertaken with local residents and key stakeholders on the regeneration of the Mount Pleasant Mail Centre site in advance of determination of the planning applications. Consultation will continue with the local community as the development comes forward.</p>	<p>excluded from a Neighbourhood Area. In a dense urban location in Inner London it is common for development sites to be 'cheek by jowl' with residential and business communities; a number of designated neighbourhood areas include what can be considered large development sites, including several in Camden.</p> <p>In the case of R (Daws Hill Neighbourhood Forum) v Wycombe 2014 (the Daws Hill case) the Court of Appeal upheld the view of the High Court judge that the LPA has a broad discretion when considering whether a specified area is an appropriate area to be designated as a Neighbourhood Area; and that in exercising that discretion the LPA should take into account the factual and policy matrix that exists in each individual case at the time the decision is made. In the Daws Hill case the local planning authority excluded two strategic sites that were well advanced in the planning process. It was held that in the circumstances of that case the council were entitled to conclude that the neighbourhood plan would be overtaken by events and that false expectations would be raised and time and resources wasted. That that combination of factors could not sensibly be described as an irrelevant consideration. The court confirmed that the character of the area proposed for designation as a Neighbourhood Area is bound to be a relevant consideration when an LPA is deciding whether its designation is appropriate.</p> <p>The designation of a neighbourhood area and forum are not considered to affect RMGs ability to implement their extant permission.</p> <p>The PPG says that the designation of a neighbourhood area should not pre-judge what a qualifying body may decide to put in its draft neighbourhood plan or community right to build order.</p>
	General responses		
33	Natural England	<p>Statutory consultee in neighbourhood planning. Must be consulted on draft Neighbourhood Plans where Neighbourhood Forum considers interests would be affected by proposals. Must be consulted on Strategic Environmental Assessments, Habitats Regulations Assessment Screening and Environmental Impact Assessments where required.</p> <p>Natural England, together with the Environment Agency, English Heritage* and Forestry Commission have published joint advice on neighbourhood planning which sets out sources of environmental information and ideas on incorporating the environment into plans and development proposals. This is available at: https://www.gov.uk/consulting-on-neighbourhood-plans-and-development-orders.</p> <p>Local environmental record centres hold a range of information on natural environment. A list of local records centre is available at: http://www.nbn-nfbr.org.uk/nfbr.php; National Character Areas can be good decision making framework for the natural environment. Should consider if a plan or proposal will have any impact on protected species or Local Wildlife sites and consider opportunities for enhancing the natural environment through neighbourhood plans.</p> <p><i>*Now called Historic England</i></p>	Noted. Advice may be useful to prospective forum and form part of relevant discussions on any future neighbourhood plan/community right to build order.

Mount Pleasant Neighbourhood Area and Forum – summary of consultation responses

Respondent no.	Name of Organisation (if applicable)	Summary of comments	Islington Council response
34	Environment Agency	No environmental constraints under remit (such as fluvial flood risk, watercourses) that affect the proposed designated area. Refer to joint advice on creating neighbourhood plans as referred to in Natural England's Response above.	Noted. Advice may be useful to prospective forum and form part of relevant discussions on any future neighbourhood plan/community right to build order.
35	Health and Safety Executive	Confirm boundary and land within it does not encroach on consultation zones of major hazard installations or major accident hazard pipelines. As no encroachment has been detected, the HSE does not need to be informed of the next stages in the adoption of the Mount Pleasant Neighbourhood Area or to seek land use planning advice from HSE about development.	Noted.
36	Sky Telecommunications Services Ltd	Confirm London Westminster Ring route is affected. As this is leased another organisation - called <i>Thus</i> (now owned by Vodafone), - are responsible for maintenance or diversion of the affected route and should be contacted for further information or detailed plans for the area.	Noted. Consultation with organisations who may be affected by proposals will be necessary as part of the development any more detailed future proposals.
37	Sport England	<p>It is important Neighbourhood Plans reflect national policy for sport, particularly paragraphs 73 and 74 of the NPPF. It is also important to be aware of Sport England's role in the protection of playing fields.</p> <p>Guidance on developing policy for sport can be found at: http://www.sportengland.org/facilities-planning/planning-for-sport/forward-planning/.</p> <p>It will be important for neighbourhood plans to reflect recommendations set out in Local Authority strategies/ Local Plans evidence base. New facilities should be designed in accordance with consistent with Sport England design guidance.</p>	Noted. Advice may form part of any discussions on any future neighbourhood development plan.
38	Office of Rail and Road	No comment. ORR only requires to be consulted if the minerals & waste plan, transport plan, planning application, core strategy etc mentions or impacts on the mainline railway, tramway or London Underground network. Localism guidance can be found at: http://www.rail-reg.gov.uk/upload/pdf/localism-guidance.pdf .	Noted.
39	Transport for London (TfL)	<p>No objection to the proposed Neighbourhood Area; TfL seeks that its infrastructure, proposed and existing, is not adversely impacted upon by development. Encourage the Forum to contact TfL throughout the development of any plans in order to assist in the development of policies. More detailed information on TfL's assets, operations and proposals can be shared through this process. Comments also provided relating to public transport and cycling.</p> <p>Public Transport: Farringdon Road and King's Cross Road form part of the Transport for London Road Network (TLRN) and London Underground infrastructure lies beneath this route. Various bus routes operate in the proposed area that play a pivotal role in keeping London moving.</p> <p>Cycling: The North South Cycle Superhighway (NSCS), which will currently terminate at Stonecutter Street, will open in 2016. TfL, in conjunction with the London boroughs of Camden and Islington, is investigating extending the route to the north along Farringdon Road, across Ray Street, and north towards the Kings Cross area. The works are likely to commence in 2017 and will be completed by the LB Camden. It is also important to note that there are cycle hire docking stations in the proposed area which are experiencing high demand.</p>	Noted. Consultation with key stakeholders will be necessary as part of the development any more detailed future proposals.
40	London Fire and Emergency Planning Authority (LFEPA)	Note that the proposed area includes the LFEPA property – Former Clerkenwell Fire Station, 42-44 Roseberry Avenue, EC1R 4RN. No formal comment at this stage would request to be kept informed of future progress.	Noted.



Key

-  Borough boundary
-  Proposed Neighbourhood Area

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Report of: **Executive Member of Children and Families**

Meeting of	Date	Ward(s)
Executive	4 February 2016	All

Delete as appropriate	Exempt	Non-exempt
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ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2017-18

1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February** for **2017/18**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2016**. Where an admission authority has determined a Published Admission Number (PAN) that is higher than in previous years, they must make specific reference to the change on their website.
- 1.3 Admission authorities need only consult every seven years, unless substantial changes are being proposed to the arrangements made following the previous consultation. The consultation period must be for a minimum of six weeks running between **01 October 2015** and **31 January 2016**.
- 1.4 As changes to primary and secondary admission numbers are being proposed, a consultation took place between **01 October 2015** and **13 November 2015**.
- 1.5 As part of Islington's statutory school admissions consultation we asked whether we should continue the temporary reduction to the admission number for Winton Primary School and introduce a temporary increase in the admission number of Arts and Media Secondary School, Islington. No other changes were proposed.
- 1.6 This report outlines proposals and recommendations relating to the admission arrangements for Islington's Sixth Form Consortium; coordination of, and arrangements for, Secondary and Primary Transfer; and local arrangements for the management of in-year applications.

2. RECOMMENDATIONS

- 2.1. To agree the co-ordinated schemes and timetables for admission to Islington primary and secondary schools and academies in 2017/18, and in-year admission protocols for 2017/18, as set out in **Appendices 1, 4 and 7**.
- 2.2. To agree the policy and oversubscription criteria for admission to community primary and secondary schools and Islington Sixth Form Consortium for admission in 2017/18, as set out in **Appendices 2, 5, 8 and 9**.
- 2.3. To agree the proposed admission numbers for Islington community primary and secondary schools, and for external applicants to the Islington Sixth Form Consortium in 2017/18, as set out in **Appendices 3, 6 and 10**.

3. BACKGROUND

- 3.1. All admission authorities must consult others locally before determining their admission arrangements.
- 3.2. For admission arrangements from 2013/14 onwards, admission authorities must consult every seven years, unless substantial changes are being proposed to the arrangements made following the last consultation.
- 3.3. Where significant changes are proposed, admission authorities must:
 - consult on their proposed arrangements by 31st January;
 - allow at least a 6 week period for consultation;
 - in light of consultation, determine their admission arrangements by 28 February;
 - publish the determined admission arrangements on their website by 15 March.
- 3.4. All admission authorities must determine admission arrangements by 28 February, even if they have not changed from the previous years and a consultation has not been required.
- 3.5. Therefore the Executive is required to agree the admission arrangements and admission numbers for all Islington community primary and secondary schools, and Islington's Sixth Form Consortium for 2017/18 and protocols for in-year admissions for 2017/18.

4. CONSULTATION

- 4.1. All local authorities are required, by section 88M of the School Standards and Framework Act (1998) and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admissions arrangements for maintained schools within their area.
- 4.2. The School Admissions Code requires every local authority to draw up a scheme for maintained schools which ensures that every parent living in the local authority area applying for a place in the normal round receives the offer of one, and only one school place. It also requires local authorities to provide a common application form (in Islington this is referred to as the School Admissions Application Form) and that

it is made available to every resident in its area. Consultation must relate to admission arrangements. It must therefore include:

- The admissions policy
- The procedures and timing for applications
- Proposed admission numbers
- Details of over-subscription criteria and how they will be applied.

4.3. The School Admissions Code imposes mandatory requirements, and provides guidance to local authorities and admitting authorities, for achieving good practice in setting oversubscription criteria to ensure admission arrangements are fair and transparent to all children and their families, and promote social equity. The Code also details oversubscription criteria that are considered unlawful.

4.4. Any objections to the **September 2017** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2016**.

4.5. Consultation took place between **1 October 2015** and **13 November 2015**. The consultation and response form were published on Islington Council's website (<http://www.islington.gov.uk/services/schools-learning/5-16/admissions/admissions-consultations/Pages/admissions-consultation-2017-18.aspx>) and sent to neighbouring local authorities, community groups and Islington's School Organisation and Admissions Forum. The consultation was also published in the School Circular (1 October 2015 edition).

4.6. **12** written responses to the consultation were received as outlined in **Table 1** below:

Table 1: Breakdown of written responses received (Consultation 2017/18)

Secondary sector	Primary sector	Community sector
1	1	10

4.7. A summary of the responses to the consultation is given in **Appendix 11**.

5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2017/18

A. Coordinated scheme for admission to secondary school 2017/18

5.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.

5.2. Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 28 February in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.

5.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.

- 5.4. The consultation sought views on the proposed coordinated scheme for admission to secondary school in **2017/2018**.
- 5.5. No changes to Islington's existing scheme were proposed. The **scheme and timetable for 2017/18** are set out as **Appendix 1**.
- 5.6. Seven respondents provided a response to this question. All seven agreed with the proposed secondary scheme and timetable.
- **Recommendation**
- 5.7. To agree the co-ordinated scheme and timetable for Islington secondary schools and academies as outlined in **Appendix 1**.

B. Policy and oversubscription criteria for admission to secondary school 2017/18

- 5.8. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 5.9. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 5.10. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 5.11. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 5.12. Islington's criteria for admission to community secondary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement required changes resulting from revisions to the School Admissions Code.
- 5.13. Islington's existing criteria for admission to community secondary schools are as follow:
- 1. Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
 - 2. Siblings**
 - 3. Exceptional, social, medical or special educational needs**
 - 4. Distance.**
- 5.14. Officers have reviewed existing arrangements to assess whether Islington's criteria for admission to community secondary schools continue to provide residents with equitable access to local schools as initially intended. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last three years.

- 5.15. Given that it is a statutory requirement for looked-after children to be given highest priority by all admission authorities, this criterion was not considered during the review.
- 5.16. The remaining criteria reflect the Council's intention to ensure the process for allocating community school places is clear, objective and easy to understand. Additionally, the existing criteria aim to provide residents with the opportunity to secure a local school place should they wish, while maximising the prospect of good attendance and punctuality and aiding family management by allowing siblings to be prioritised.
- 5.17. Our expectation is that most applicants are admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in *exceptional* circumstances, the expectation is that relatively few applicants are prioritised for admission under this criterion.
- 5.18. **Table 2** below provides a breakdown of the review findings, and confirms that Islington's criteria for admission to community secondary schools are consistently operating as intended.

Table 2: Breakdown of criteria offers for secondary community schools

Percentages have been rounded to nearest whole

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2015/16	860	172	20%	1	0%	665	77%
2014/15	860	155	18%	2	0%	638	74%
2013/14	836	172	21%	2	0%	606	72%

***NB: Although Arts and Media School, Islington is technically its own admission authority, the Trust has asked the local authority to treat it as community school for the purpose of school admissions.*

- 5.19. Over the three year period, on average, almost three quarters of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools, which is the intended outcome.
- 5.20. Further, the allocation of sibling places has remained largely consistent over time, with no obvious disproportionality over a three year period.
- 5.21. The data indicates effective implementation of the *exceptional* social-medical criterion, with only a very small number of applications being prioritised for admission, as intended.
- 5.22. Given that Islington's oversubscription criteria appear to be working effectively in securing fair access to secondary community schools, no changes to either the order or criteria were proposed.
- 5.23. The consultation sought views on the proposed policy and oversubscription arrangements for community secondary schools for 2017/2018.
- 5.24. Seven written responses to this consultation question were received. Six respondents agreed with the proposed secondary policy and oversubscription criteria. The remaining respondent questioned why sibling applicants were prioritised above those considered under the distance criterion.

- 5.25. As outlined above, it is Islington's policy to support family management, attendance and punctuality through enabling siblings to be prioritised over other applicants.
- 5.26. Informal feedback from families indicates that they appreciate the option to send their children to the same school as this facilitates the development of strong parent-school relationships built on familiarity and trust; simplifies home to school travel arrangements; and provides peace of mind that younger siblings can be supported by their older siblings.
- 5.27. There is no current evidence to suggest that any groups or individuals are substantially disadvantaged by the current policy, or that a change to either the order or admission criteria is required. No changes to the policy or oversubscription criteria for admission to secondary community schools are therefore proposed.

- **Recommendation**

- 5.28. To agree the admissions policy and oversubscription criteria for Islington community secondary schools as outlined in **Appendix 2**.

C. Secondary school admission numbers 2017/18

- 5.29. Although there is currently sufficient secondary capacity across Islington schools, our projections indicate that by 2017/18 the increasing number of Islington primary pupils will have reached the age of secondary transfer, and start to translate into higher secondary pupil numbers. On the basis of these projections, Islington secondary schools will have exceeded current capacity by 2020/21.
- 5.30. While we continue to monitor the supply and take-up of places, discussion has taken place with secondary schools over the past year to consider how best to meet projected demand in line with our place-planning strategy of expanding provision in good and outstanding schools.
- 5.31. The Council has invested heavily in providing high quality facilities in our secondary schools, and the quality of provision is improving year on year. It is therefore essential that individual schools continue to provide value for money by running at no more than 5% surplus capacity as recommended by the Department for Education (DfE).
- 5.32. However, for the past three years, Arts and Media School, Islington and Mount Carmel College for Girls have continued to hold significant surplus capacity that is not sustainable long-term. Both schools are keen to work with the local authority in order to meet local demand, while ensuring the best use of Council resources during a period of financial restraint.
- 5.33. To ensure there is sufficient capacity to meet the projected demand for secondary school places in 2017/18 resulting from the increased primary population moving on to secondary school, it is proposed that the admission number for Arts and Media School, Islington is temporarily increased from 150 to 180 for September 2017, with a possible permanent expansion the following year alongside additional capacity at Highbury Grove and Central Foundation Schools in 2018/19.

- 5.34. Discussions are also underway to consider a range of options for Mount Carmel College. It is anticipated that any firm proposal will be issued for public consultation during the Spring Term 2016.
- 5.35. The consultation sought views on the proposed number of secondary school places as outlined in **Table 3** below.

Table 3: Proposed Secondary School numbers 2017/18

School	Designation	PAN	Proposed
		2016/17	PAN 2017/18
1. Arts and Media School, Islington	Mixed Trust	150	180
2. Central Foundation	Boys Voluntary-Aided	150	150
3. City of London Academy, Islington	Mixed Academy	125	125
4. Elizabeth Garrett Anderson	Girls Community	180	180
5. Highbury Fields	Girls Community	140	140
6. Highbury Grove	Mixed Community	210	210
7. Holloway	Mixed Community	180	180
8. Mount Carmel College*	Girls Voluntary-Aided	140	140
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene**	Mixed Academy	180	180
TOTAL NUMBER OF AVAILABLE PLACES		1635	1665

*A separate consultation is due to be published in the Spring Term 2016;

**St Mary Magdalene Academy Trust is considering expanding by 12 places in 2017/18.

- 5.36. Seven written responses to this consultation question were received, including the head teacher of Arts and Media School, Islington. The respondents were in agreement with the proposed secondary admission numbers.

- **Recommendation**

- 5.37. To agree the proposed admission numbers for Islington secondary community schools as set out above in **Table 3** and **Appendix 3**.

6. PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2017/18

A. Coordinated scheme for admission to primary school 2017/18

- 6.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 6.2. Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 28 February in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 6.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.

- 6.4. The consultation sought views on the proposed coordinated scheme for admission to primary school in **2017/2018**.
- 6.5. No changes to Islington's existing scheme were proposed. The **scheme** and **timetable** for **2017/18** are set out as **Appendix 4**.
- 6.6. Seven respondents provided a response to this question. All seven agreed with the proposed primary scheme and timetable.
- **Recommendation**
- 6.7. To agree the co-ordinated scheme and timetable for Islington primary schools and academies as outlined in **Appendix 4**.

B. Policy & oversubscription criteria for admission to primary school 2017/18

- 6.8. Co-ordinated admissions do not require all admission authorities within an area to operate the same policy or over-subscription criteria. Admission authorities must therefore set and apply their own admissions policy and criteria.
- **Detection and prevention of fraudulent applications**
- 6.9. The pressure on primary school places in London has led some parents to take drastic measures to secure a place at their preferred school, including renting a private property within the school catchment area specifically for the purpose of obtaining a school place, or providing false information about their child's permanent address.
- 6.10. Over the past two years, we have therefore increased our activity around preventing and detecting fraudulent applications following concerns raised by residents suspicious of malpractice.
- 6.11. A clear statement describing the checks undertaken to prevent and detect fraud is now included in our annual composite prospectus, together with an outline of the potential risks and consequences of providing misleading or false information including the withdrawal of a school place or instigation of legal proceedings.
- 6.12. The School Admissions team works closely with schools to prevent fraud, ensuring schools remain vigilant to the use of recurring addresses that appear to be used year after year only for admission to reception class. To date, we have not been alerted to any addresses that have been used for this purpose.
- 6.13. Council Tax checks are undertaken to verify discrepancies or check addresses where applicants fail to provide adequate proof of address when submitting an application. We also use the Council Tax database to monitor addresses after Offer Day where we suspect a temporary address has been used for the sole purpose of gaining a place at an oversubscribed school. As a result of this monitoring, we have withdrawn offers for places at both Gillespie and William Tyndale prior to the start of the new academic year to ensure children are not adversely affected by their parents' actions.
- 6.14. Many of our most oversubscribed schools undertake home visits prior to the child's admission and some also send welcome letters to the address stated on the

application form. Any letters that are returned as 'unknown' are immediately forwarded to the Council for further investigation. Fraudulent applications have been identified through this process at both Grafton and William Tyndale.

- 6.15. Another invaluable source of information is the Customer Relations Management (CRM) database. The CRM database provides details of all customer contact made through Contact Islington. The system details who has contacted the Council from a particular address, the date the contact was made, and the reason for the contact. This can range from requests for a bulky-waste collection, a call to Housing Repairs, or a call-out to the Noise Control Officer. These contacts can provide valuable information in determining whether the address used on the application form is genuine or has been deliberately used to gain a place at an oversubscribed school.
- 6.16. Over the past two years, the School Admissions team has also worked closely with the Council's corporate Investigations Team to review existing processes and consider how they might be improved. This has raised awareness among team members of the high risk areas in relation to fraudulent applications, and empowered managers to challenge applicants appropriately where it becomes apparent that an element of abuse of the school admissions process has occurred.
- 6.17. As a result of this collaboration, a robust procedure for the handling of fraudulent applications is in operation to ensure Islington's admission criteria are applied appropriately, and consistently, as part of the Council's commitment for securing fair access to Islington primary school places.
 - **Oversubscription Criteria**
- 6.18. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.19. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 6.20. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 6.21. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 6.22. Islington's criteria for admission to community primary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.

- 6.23. Islington’s existing criteria for admission to community secondary schools are as follow:
1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
 2. **Siblings**
 3. **Exceptional, social, medical or special educational needs**
 4. **Distance.**
- 6.24. Officers have reviewed existing arrangements to assess whether Islington’s criteria for admission to community primary schools continue to provide residents with equitable access to local schools as initially intended. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last three years.
- 6.25. Given that it is a statutory requirement for looked-after children to be given highest priority by all admission authorities, this criterion was not considered during the review.
- 6.26. The remaining criteria reflect the Council’s intention to ensure the process for allocating community school places is clear, objective and easy to understand. Additionally, the existing criteria aim to provide residents with the opportunity to secure a local school place should they wish, while maximising the prospect of good attendance and punctuality and aiding family management by allowing siblings to be prioritised. This is particularly important for primary age pupils who are less likely than secondary age pupils to be able to travel to school independently.
- 6.27. Our expectation is that most applicants are admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in *exceptional* circumstances, the expectation is that relatively few applicants are prioritised for admission under this criterion.
- 6.28. **Table 4** below provides a breakdown of the review findings, and confirms that Islington’s criteria for admission to community primary schools are consistently operating as intended.

Table 4: Breakdown of criteria offers for primary community schools

Percentages have been rounded to nearest whole

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2015/16	1275	523	41%	20	2%	725	57%
2014/15	1278	538	42%	18	2%	732	57%
2013/14	1269	521	41%	5	0%	741	58%

- 6.29. Over the three year period, on average, almost two-thirds of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools, which is the intended outcome.
- 6.30. Further, the allocation of sibling places has remained largely consistent over time, with no obvious disproportionality over a three year period.

- 6.31. An interesting finding highlighted by the review, is the significant increase in the number of places offered under the exceptional social-medical criterion over the three year period from 2013. This finding merits further investigation to ascertain whether this is due to a greater awareness of the criterion among applicants, or whether there has been a marked rise in the complexity of exceptional needs cases that require children to be admitted to a specific school, or that criteria for exceptionality are being applied less rigorously.
- 6.32. Given that Islington's oversubscription criteria appear to be working effectively in securing fair access for eligible residents to local schools, while also adequately supporting the needs of families with more than one child, no changes to either the order or criteria were proposed.
- 6.33. The consultation sought views on the proposed policy and oversubscription arrangements for community primary schools for **2017/2018**.
- 6.34. Twelve written responses to this consultation question were received. Ten respondents disagreed with the proposed primary policy and oversubscription criteria, specifically in relation to the sibling criterion.
- 6.35. The main concern of respondents opposed to the use of the sibling criterion as currently defined, relates to its potential abuse by residents who secure a school place for their first child at a popular school and then move out of the local area, safe in the knowledge that any subsequent children will be prioritised for admission under the sibling criterion. The respondents' view is that this reduces the number of places available for allocation under the distance criterion, thereby disadvantaging genuine local residents.
- 6.36. As outlined above, our analysis does not substantiate this concern. There is no evidence to suggest that a significant number of families move out of the school's local area and continue to travel any significant distance in order to retain a place for siblings. However, some families may choose to minimise disruption to their children's lives by keeping them at the same school after moving home, thereby ensuring continuity of learning and friendship networks, as well as a familiar routine and environment, all of which are critical to a child's healthy all-round development and emotional well-being.
- 6.37. We understand that some local authorities are proposing changes to their sibling definition so that a distance qualification is also included. However, this has yet to be implemented in any London borough, so that any potential unintended consequences remain untested.
- 6.38. Islington's approach to preventing the possible abuse of admission arrangements is to address the underlying cause, by ensuring that any applicant who attempts to secure a school place by fraudulent means is exposed.
- 6.39. We will continue to work hard to further strengthen existing processes for uncovering fraudulent practice to ensure genuine local residents are not placed at a disadvantage by those seeking to gain a school place dishonestly.
- 6.40. Informal feedback from families indicates that they appreciate the option to send their children to the same school as this facilitates the development of strong parent-

school relationships built on familiarity and trust; simplifies home to school travel arrangements; and provides peace of mind that younger siblings can be supported by their older siblings.

- 6.41. There is therefore insufficient evidence to suggest that a change to the admission criteria or its order is required. Consequently, no changes to the policy or oversubscription criteria for admission to Islington primary community schools are proposed.

- **Recommendation**

- 6.42. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 4**.

C. PRIMARY SCHOOL ADMISSION NUMBERS 2017/18

- 6.43. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.44. School rolls have been rising, and continue to rise across London, and this is already putting pressure on the provision of primary school places across the capital and more recently also in Islington.
- 6.45. Between 2009 and 2015, the number of reception age pupils seeking a place in Islington's schools rose by 273, marking an increase of 15%. As a result, additional capacity was put in place - 150 places in total, inclusive of 56 reception places at Whitehall Park Free School in 2014, rising to 60 reception class places in 2015.
- 6.46. The Council's Executive has also agreed proposals to expand Moreland to a two form entry school from 2017.
- 6.47. For the past three years, our pupil roll projections have proved reliable. Our current assessment is that there is sufficient reception class capacity to meet demand in September 2017. The Council also has some additional physical capacity that could be brought into immediate use at Pooles Park (30 places) and St Mark's (30 places) should any unforeseen need arise.
- 6.48. Pupil roll forecasts for 2015 are based on revised planning areas (from four to six to align with Early Years planning areas), actual pupil numbers and include demographic changes across Islington, London and national level. The final report is due to be published in Autumn Term 2015 at the following link where pupil roll projections for 2014 can still be viewed: <http://www.islington.gov.uk/services/schools-learning/5-16/Pages/planning-places.aspx>
- 6.49. To meet future projected need, we are currently in early discussion with a number of schools to ensure there are sufficient places in good and outstanding schools to ensure sufficient reception school places going forward. Please note that funding approval and governing body agreement have yet to be secured.

- 6.50. Feasibility studies are underway at Tufnell Park, St John Evangelist and St John's Highbury Vale to assess the viability of future permanent increases to their admission number.
- 6.51. Additionally, we have been working closely with the City of London Corporation to support their bid to open a Free School in the south of the borough (Planning Area 6 – Finsbury) to meet the projected increase in local demand for both City and Islington residents alike from 2017, largely as a result of housing developments.
- 6.52. As an interim measure, the consultation also proposed to continue the temporary reduction at Winton (from 45 to 30) to secure the most efficient use of resources and support financial planning.
- 6.53. The consultation sought views on the proposed admission numbers for Islington primary schools and academies for 2017/2018.
- 6.54. Five written responses to this consultation question were received. Four respondents agreed with the proposed primary admission numbers, while the remaining respondent proposed that admission numbers should be increased where possible.
- **Recommendation**
- 6.55. To agree the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

7. IN-YEAR SCHOOL ADMISSIONS COORDINATED SCHEME: 2017/18

A. Local protocols for in-year admission to Islington primary and secondary schools: 2017/18

- 7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.
- 7.2. Following local consultation, protocols were agreed with all Islington schools, including own admission authority schools to ensure children out of school are placed quickly, minimising the time they spend out of education and prevent them from falling outside the system.
- 7.3. These protocols have now been in operation for over two years and appear to be working effectively. Information gathered from a range of sources, indicates that schools respond sympathetically, fairly and for the most part speedily in offering places to children who are newly arrived in Islington.
- 7.4. Schools are familiar with what to do should they have safeguarding concerns. Similarly, schools readily refer back to the local authority (as required by the School Admissions Code), cases they consider should be admitted under Islington's Fair Access Protocol arrangements.
- 7.5. Consequently, no changes were proposed to existing arrangements. The consultation sought views on Islington's local protocols for the management of in-year admissions applications.

7.6. Six written responses to this consultation question were received. All respondents agreed with the proposed protocols and oversubscription criteria for in-year admissions. One respondent proposed that the application form should include a question on previous exam entries; however the School Admissions Code does not permit this. It is suggested that schools include this question on their admission form as part of the school's joining arrangements.

- **Recommendation**

7.7. To agree the proposed arrangements for in-year admissions in 2017/18 as set out in **Appendix 7**.

7.8. To agree the proposed oversubscription criteria in 2017/18 as set out in **Appendix 8**.

8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY 2017/18

8.1. In line with the School Admissions Code, details of proposed admission arrangements and criteria for entry to Year 12 at Islington Sixth Form Consortium (IC6), a joint collaboration between Highbury Grove, Highbury Fields, Central Foundation and St Aloysius' College, are attached as **Appendix 9**.

8.2. The consultation did not propose any changes to the existing arrangements and criteria for admission in 2017/18.

8.3. Three responses were received to this consultation question. All respondents agreed with the proposed arrangements and criteria.

8.4. The School Admissions Code also requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.

8.5. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for Year 12 as well as for the main year or years in which children join the lower school. Admission numbers must refer in each case to children to be admitted to the school for the first time (and therefore not young people already on roll at the school and 'staying on' to the sixth form).

8.6. No changes to the existing admission numbers for external applicants to IC6 (Islington Sixth Form Consortium) at Year 12 were proposed in the consultation as set out below in **Table 5**.

Table 5: Proposed admission numbers for external applicants 2017/18

Admission number for external applicants at Year 12	2016/17	2017/18 Proposed
Highbury Grove	25	25
Highbury Fields	25	25
Central Foundation	25	25
St Aloysius	25	25
TOTALS	100	100

8.7. Four responses were received to this consultation question. All respondents agreed with the proposed admission number for external applicants.

- **Recommendation**
- 8.8. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2017/18 as set out in **Appendix 9**.
 - 8.9. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2017/18 as set out in **Table 5** above.

9. IMPLICATIONS

- **Financial implications**
- 9.1. Where increases in admission numbers are required, capital resources have already been identified. Additional revenue will be derived in line with the number of pupils admitted.
- **Legal Implications**
- 9.2. The Council has a duty to undertake consultation on admission policies in order to determine admission arrangements, including admission numbers under Part III of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8. The Council must comply with the mandatory requirements of the School Admissions Code 2014 and have due regard to the discretionary elements of the Code.
- **Environmental Implications**
- 9.3. There are no environmental implications.
- **Resident Impact Assessment**
- 9.4. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.
 - 9.5. The admission arrangements for community schools are designed to ensure all parents have an equal chance of securing the community school of their choice irrespective of the child's ethnicity, religion, or socio-economic group. A Resident Impact Assessment has taken place and no adverse impact identified.

10. Conclusion and reasons for recommendations

- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code.
- 10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2017/18, in-year arrangements for 2017/18 and Islington Sixth Form Consortium 2017/18.

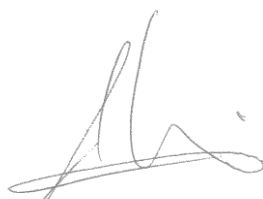
Background papers: None

Appendices:

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2017/18**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 3 Proposed Secondary School Admission Numbers: **2017/18**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2017/18**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 6 Proposed Primary School Admission Numbers: **2017/18**
- Appendix 7 Proposed Islington In-Year Admissions Protocols: **2017/18**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2017/18**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2017/18**
- Appendix 11 Summary of responses to the Consultation
- Appendix 12 Resident Impact Assessment

Final report clearance:

Signed by:



19 January 2016

Executive Member, Children and Families

Date

Report author: Mark Taylor
Tel: 020 7527 5881
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**Proposed Arrangements for Secondary Transfer
Pan London Co-ordinated Scheme 2017/18**

➤ **GLOSSARY**

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA)	The authority area in which the child lives.
Maintaining Local Authority (MLA)	The authority area in which the school is located.

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of Islington's maintained primary schools due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2017**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in Islington or elsewhere, and who is resident in Islington has access to Islington's composite school prospectus. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary forms, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.

- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their home local authority's School Admissions Application Form.
- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2016**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 15 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
 - there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 16 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.

- 17** Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2016**.
- 18** Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **11 November 2016**.
- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **11 November 2016**.

➤ **PROCESSING**

- 20** Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2016**. However, Islington LA encourages applicants to submit their application by **21 October 2016** to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
- 21** Any application forms, changes to preferences or preference order received after **31 October 2016** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 22** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2016**, deciding each case upon its own merits.
- 23** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 24** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **12 December 2016**.
- 25** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2016**, on the basis that an on-time application already exists within the Pan-London system.
- 26** Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Schedule A**.
- 27** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **11 November 2016**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 28** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 November 2016**.
- 29** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **12 November 2016**.
- 30** Between **12 November 2016** and **11 January 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
- 31** Islington LA will participate in the application data checking exercise scheduled between **13 December 2016** and **3 January 2017** in the Pan-London timetable.
- 32** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.
- 33** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **11 January 2017**.
- 34** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **16 February 2017** if this is sooner.
- 36** Islington will not make an additional offer between the end of the iterative process and **1 March 2017** which may impact on an offer being made by another participating LA.
- 37** Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 38** Islington LA will participate in the offer data checking exercise scheduled between **17 and 23 February 2017**.
- 39** Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2017**.

➤ **OFFERS**

- 40** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer

of an alternative school place. The applicant will be offered a place at the nearest community school to the home address with an available place.

41 Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

42 Islington LA will use the Notification Letter set out in **Schedule B**.

43 Notification of the outcome will be sent electronically to resident applicants on **1 March 2017**, unless a paper application was submitted.

44 Details of the pupils to be offered will be made available to each Islington primary school by **2 March 2017**.

45 Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

46 Parents must accept or decline the offer of a place by **15 March 2017**. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

47 Where a parent accepts or declines a place by **15 March 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **24 March 2017**. Subsequent information will be transferred as and when it is received.

48 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

49 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

50 When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.

51 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

52 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.

53 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

54 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

55 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

56 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.

57 Waiting lists for entry to Year 7 in **September 2017** will be compiled on **24 March 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

58 Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

59 Children will remain on the waiting list until the end of the Autumn Term. After this period, parents should contact the relevant school in writing to extend this further.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

60 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

61 Applications will be processed in line with Islington's school admissions procedures as described above.

62 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.

- 63** Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 64** The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 65** The child will be placed on the waiting list for any higher preference school than the one offered as described above.

Proposed Timetable for the determination of secondary applications 2017/18

21 October 2016	Recommended closing date for receipt of the School Admission Application Form
31 October 2016	Statutory deadline for return of application to the Home LA
11 November 2016	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
12 November 2016 – 11 January 2017	Voluntary-aided schools and Academies will assess their applications according to their admissions criteria
12 December 2016	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
13 December 2016 -3 January 2017	Pan-London data checking exercise of pupil applications exchanged via the PLR
11 January 2017	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
3 February 2017	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
16 February 2017	Final ALT file to the PLR
17–23 February 2017	Pan-London data checking exercise of pupil offer data
24 February 2017	Deadline for online ALT file to portal
1 March 2017	National Offer Day - Notification Letter sent to parents by Home LA
15 March 2017	Date by which parents accept or decline offers
22 March 2017	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

Proposed Secondary Notification Letter

1 March 2017

Ref: «pupil_id»

To the Parent/Carer of

«pupil_firstname» «pupil_surname»

«gu_unit_no» «gu_unit_name»

«gu_house_no» «gu_street»

«gu_main_road»

«gu_district»

«gu_town»

«gu_county»

«gu_postcode»

Islington School Admissions Team

222 Upper Street, London N1 1XR

Tel: 020 7527 5515

Fax: 020 7527 5694

Email: admissions@islington.gov.uk

This matter is being dealt with by: **Alison Smith**

Dear Parent/Carer,

SECONDARY TRANSFER – 2017/18

I am writing to let you know the outcome of your application for a secondary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by 15 March 2017. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the coordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for

community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can be found in our Secondary Transfer brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

NB. The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2017.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2017

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

ACCEPTING A PLACE

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

**I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

.....

****Please complete this section if not accepting this school place.**

I do not wish to accept a place at the above school. My child will be educated as follows:

.....
.....

WAITING LISTS

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

Please remove my child from all waiting lists.

...../...../.....

Signature of Parent/Carer

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Secondary Schools Brochure available online at:

www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Secondary Schools: 2017/18

Applicants with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the Statement or EHCP.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children** and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple births

If only one place is available at the secondary school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community secondary schools to admit the siblings and go over their published admission number to support the family.

PROPOSED SECONDARY ADMISSION NUMBERS 2017/18

School	Designation	PAN 2016/17	Proposed PAN 2017/18
Arts and Media, Islington	Mixed Trust	150	180
Central Foundation	Boys Voluntary-Aided	150	150
City of London Academy, Islington	Mixed Academy	125	125
Elizabeth Garrett Anderson	Girls Community	180	180
Highbury Fields	Girls Community	140	140
Highbury Grove	Mixed Community	210	210
Holloway	Mixed Community	180	180
Mount Carmel College*	Girls Voluntary-Aided	140	140
St Aloysius' College	Boys Voluntary-Aided	180	180
St Mary Magdalene	Mixed Academy	180	180
TOTAL NUMBER OF AVAILABLE PLACES		1635	1665

*Please note that a separate consultation is due to be published in Spring Term 2016

**Proposed Arrangements for Primary Transfer
Pan London Co-ordinated Scheme 2017/18**

➤ **GLOSSARY**

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA):	The authority area in which the child lives.
Maintaining Local Authority (MLA):	The authority area in which the school is located.

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. **September 2017**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in the eligible cohort and is resident in Islington is aware of, and has access to Islington's composite school prospectus. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary information forms, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will

advise parents that they must also complete their home local authority's School Admissions Application Form.

- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2017**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 15 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
 - there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 16 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 17 Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **17 February 2017**.
- 18 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child

arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **3 February 2017**.

- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **17 February 2017**.

➤ **PROCESSING**

- 20** Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2017**.

- 21** Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **06 February 2017**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.

- 22** Any application forms, changes to preferences or preference order received after **15 January 2017** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.

- 23** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **13 February 2017**, deciding each case upon its own merits.

- 24** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.

- 25** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **17 February 2017**.

- 26** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **17 February 2017**, on the basis that an on-time application already exists within the Pan-London system.

- 27** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **17 February 2017**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 28** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **17 February 2017**.

- 29** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **18 February 2017**.

- 30** Between **18 and 28 February 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.

- 31** Islington LA will participate in the application data checking exercise scheduled between **20 February** and **28 February 2017** in the Pan-London timetable.

- 32** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 33** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2017**.
- 34** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **16 March 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **24 March 2017** if this is sooner.
- 36** Islington will not make an additional offer between the end of the iterative process and **18 April 2017** which may impact on an offer being made by another participating LA.
- 37** Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 38** Islington LA will participate in the offer data checking exercise scheduled between **27 March** and **10 April 2017**.
- 39** Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than 12 April 2017.

➤ **OFFERS**

- 40** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered a place at the nearest community school to the home address with an available place.
- 41** Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 42** Islington LA will use the Notification Letter set out in **Schedule D**.
- 43** Notification of the outcome will be sent electronically to resident applicants on **18 April 2017**, unless a paper application was submitted.
- 44** Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day on **18 April 2017**.
- 45** Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

- 46** Parents must accept or decline the offer of a place by **2 May 2017**. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

- 47** Where a parent accepts or declines a place by **2 May 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **9 May 2017**. Subsequent information will be transferred as and when it is received.
- 48** Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 49** When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 50** When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
- 51** Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.
- 52** Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
- 53** When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.
- **WAITING LISTS**
- 54** Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.
- 55** Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.
- 56** Waiting lists for entry to Reception class in **September 2017** will be compiled on **3 May 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
- 57** Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
- 58** Children will remain on the waiting list until the end of the Autumn Term. After this period, parents should contact the relevant school in writing to extend this further.
- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**
- 59** For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
 - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;

- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

60 Applications will be processed in line with Islington's school admissions procedures as described above.

61 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.

62 Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.

63 The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.

64 The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **DEFERRING OR DELAYING ADMISSION**

65 Children are entitled to a full-time place in Reception class in the September following their fourth birthday.

66 In line with the Admissions Code 2014, parents can defer the date their child takes up a full-time place until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered.

67 Parents who wish to defer their child's admission or opt for their child to attend part-time until they reach compulsory school age *within the same academic year* should inform the head teacher of the offered school.

68 In the case of a parental request to *delay* their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits, in the best interests of the child, using the following criteria:

- the needs of the child and the possible impact of being out of chronological year group;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- any evidence provided by the parents to support their request;
- the views of the head teacher of the relevant school;
- relevant research into the outcomes of summer born and premature children.

69 If the request for delayed admission is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.

70 In both cases, the child **MUST** begin to attend school upon reaching statutory school age (i.e. at the start of the term following their fifth birthday).

71 Where parents wish, children may attend the offered school part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Proposed timetable for the determination of primary applications 2017/18

13 January 2017	Recommended closing date for receipt of the School Admission Application Form
15 January 2017 (Sunday)	Statutory deadline for return of application to the Home LA
6 February 2017	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
18 February 2017 – 28 February 2017	Voluntary-aided schools, Academies and Free Schools will assess their applications according to their admissions criteria
10 February 2017	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
17 -23 February 2017	Pan-London data checking exercise of pupil applications exchanged via the PLR
28 February 2017	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
16 March 2017	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
24 March 2017	Final ALT file to the PLR
27 March–10 April 2017	Pan-London data checking exercise of pupil offer data
12 April 2017	Deadline for online ALT file to portal
18 April 2017	National Offer Day - Notification Letter sent to parents by Home LA
2 May 2017	Date by which parents accept or decline offers
9 May 2017	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

18 April 2017

Ref: «pupil_id»

To the Parent/Carer of

«pupil_firstname» «pupil_surname»

«gu_unit_no» «gu_unit_name»

«gu_house_no» «gu_street»

«gu_main_road»

«gu_district»

«gu_town»

«gu_county»

«gu_postcode»

Islington School Admissions Team

222 Upper Street, London N1 1XR

Tel: 020 7527 5515

Fax: 020 7527 5694

Email: admissions@islington.gov.uk

This matter is being dealt with by: **Alison Smith**

Dear Parent/Carer,

PRIMARY TRANSFER STARTING RECEPTION – 2017/18

I am writing to let you know the outcome of your application for a primary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by 2 May 2017. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the coordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them

directly. The contact details for other admissions authorities can be found in our Primary Transfer Admissions brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

Key Stage 1 Infant Class Size Legislation

You should be aware that by law infant classes (Reception, Year 1 and Year 2), where the majority of children will reach the age of 5, 6 or 7 during the school year, must not contain more than 30 pupils with a single school teacher.

Where a child has been refused admission to a school on "Infant Class Size Prejudice" grounds, an appeal panel can only offer a place to a child where it is satisfied that either:

- the child would have been offered a place if the admission arrangements had been properly implemented; and/or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act (SSFA) 1998; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

NB. The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2017.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by **2 MAY 2017**.

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

ACCEPTING A PLACE

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

**I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

.....

****Please complete this section if not accepting this school place.**

I do not wish to accept a place at the above school. My child will be educated as follows:

.....

.....

WAITING LISTS

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

Please remove my child from all waiting lists.

.....

Signature of Parent/Carer

...../...../.....

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Primary Schools Brochure available online at:

www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Primary Schools: 2017/18

Applicants with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the Statement or EHCP.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple Births

• Key Stage 1

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, schools will go over their published admission number to support the family as required by the School Admissions Code 2014 . These children will be deemed as 'excepted' pupils under KS1 class size legislation.

• Key Stage 2

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family.

Proposed Primary Admission Numbers 2017-18

SCHOOL	New Planning Area	Planning Area Network	Proposed Admission Number 2017/18	Notes
Ambler Primary School & Children's Centre	3	Highbury	60	
Ashmount Primary School	2	Hornsey	60	
Blessed Sacrament Catholic Primary School	4	Barnsbury	30	
Canonbury Primary School	5	Canonbury	60	
Christ The King Catholic Primary School	2	Hornsey	60	
Clerkenwell Parochial CofE Primary School	6	Finsbury	30	
Copenhagen Primary School	4	Barnsbury	60	
Drayton Park Primary School	3	Highbury	45	
Duncombe Primary School	2	Hornsey	60	
Gillespie Primary School	3	Highbury	30	
Grafton Primary School	2	Hornsey	60	
Hanover Primary School	5	Canonbury	45	
Hargrave Park Primary School	1	Holloway	45	
Highbury Quadrant Primary School	3	Highbury	60	
Hugh Myddelton Primary School	6	Finsbury	60	
Hungerford Primary School and Children's Centre	1	Holloway	60	
Laycock Primary School	4	Barnsbury	50	
Montem Primary School	2	Hornsey	60	
Moreland Primary School	6	Finsbury	60	
Newington Green Primary School	3	Highbury	60	
Pakeman Primary School	2	Hornsey	45	
Pooles Park Primary School	2	Hornsey	60	
Prior Weston Primary School	6	Finsbury	60	
Robert Blair Primary School	1	Holloway	30	
Rotherfield Primary School	5	Canonbury	60	
Sacred Heart Catholic Primary School	1	Holloway	60	
St Andrew's Barnsbury Church Of England Primary	4	Barnsbury	30	
St Joan of Arc Catholic Primary School	3	Highbury	60	
St John Evangelist Catholic Primary School	5	Canonbury	40	Feasibility study to assess possible expansion to 60 places
St John's Highbury Vale CofE Primary School	3	Highbury	30	Feasibility study to assess possible expansion to 60 places
St John's Upper Holloway CofE Primary School	1	Holloway	30	
St Joseph Roman Catholic Primary School	1	Holloway	60	
St Jude And St Paul's CofE Primary School	3	Highbury	30	
St Luke's CofE Primary School	6	Finsbury	30	
St Mark's CofE Primary School	2	Hornsey	30	
St Mary Magdalene Academy	1	Holloway	30	
St Mary's CofE Primary School	5	Canonbury	30	
SS Peter and Paul Catholic Primary School	6	Finsbury	30	
The New North Academy	5	Canonbury	60	
Thornhill Primary School	4	Barnsbury	60	
Tufnell Park Primary School	1	Holloway	45	Feasibility studies to assess possible expansion to 60 or 90 places
Vittoria Primary School	4	Barnsbury	30	
Whitehall Park Free School	2	Hornsey	60	
William Tyndale Primary School	5	Canonbury	60	
Winton Primary School	4	Barnsbury	30	Temporary reduction from 45
Yerbury Primary School	1	Holloway	60	
TOTAL			2205	
NB City of London Academy Primary is due to open in 2017 - PAN tbc				

Appendix 7

Proposed In-Year Admission Protocols For Islington Schools: 2017-18

GLOSSARY

Admission Authority: The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools the Funding Agreement states who is responsible for applying admission arrangements which can only be set or altered with the prior agreement of the Secretary of State.

Home Local Authority (HLA): The authority area in which the child lives.

Maintaining Local Authority (MLA): The authority area in which the school is located.

➤ PRINCIPLES

1. The aim of these protocols is to establish a fair, clear and simple process for Islington parents wishing to apply for a place at an Islington school.
2. The protocols have also been designed to safeguard children from 'slipping through the net' and being left without a school place.
3. To this end there will be a single process for admission to any school in Islington, including community, academy and voluntary-aided schools.
4. The administrative responsibility for processing in-year applications has been delegated to schools. For community schools however, the local authority remains the admission authority and retains overall responsibility for the allocation of school places.
5. Schools will work in partnership with Islington LA both in its capacity as HLA and MLA to safeguard children and to ensure a fair, clear and simple process for Islington parents.

➤ APPLICATIONS

6. Applications for all Islington schools, from children resident in Islington will be made on Islington's online In-Year School Admissions Application Form. This will include all the fields and information specified in Schedule E which has been previously agreed by all PAN London Authorities and is compliant with the School Admissions Code.
7. The In-Year School Admissions Application Form will be available as an online application form at: www.islington.gov.uk/admissions. Alternatively, a paper form can be requested from the Islington School Admissions Team by telephone on 020 7527 5515 or in person at the Council Offices at 222 Upper St, N1 1XR.
8. As Islington schools will be responsible for making offers and holding waiting lists, an individual application must be made to each preferred school so that preference order is not disclosed.
9. Parents can apply to any school in Islington and there is no limit on the number of preferences.
10. Islington schools will forward applications for children living elsewhere in England to Islington MLA who will liaise with the child's HLA and share the outcome of the application.
11. Islington LA will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.
12. Own admission authorities within Islington will only use supplementary forms where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.
13. Supplementary forms will be available from the Islington school concerned, on Islington's website and from the Islington School Admissions Team.

14. Any supplementary forms must advise parents that they must also complete their HLA's School Admissions Application Form. Islington's online composite admission brochures and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.
15. Where an admission authority in Islington receives a supplementary form, it will consider it to be a valid application, and the parent will also be asked to complete their HLA's School Admissions Application Form.
16. Where there is no waiting list and only the HLA's Application Form is received, Islington schools MUST admit the child. If there is a waiting list, a supplementary form should be completed where relevant in order for the application to be ranked correctly.
17. Any Islington school that operates a banding system that requires testing to take place must ensure appropriate arrangements are made for this to happen in a timely manner.
18. Islington MLA will accept any preference received from a HLA for a maintained school or Academy in Islington.
19. On request from an Islington school, Islington LA will undertake to carry out address verification and measuring of home to school distances. This service will be provided at no additional cost to Islington community and voluntary-aided schools. However, there will be a charge to Academies.
20. Where Islington HLA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA as soon as it becomes apparent.
21. On request, Islington HLA will check the status of any applicant who is a 'Looked After' child or who has been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, and provide evidence to the MLA in respect of a preference for a school not in Islington MLA as soon as it is received.

➤ **PROCESSING**

22. Applicants with children resident in Islington must complete and return Islington's online In-Year School Admissions Application Form, a copy of which is sent directly to the preferred Islington school and School Admissions Team.
23. Islington schools will be responsible for ranking and decision-making in relation to which child is to be offered a place in accordance with their published admission criteria.
24. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order.
25. Continuity in a child's education is of significant importance. Islington's head teachers are committed to working in partnership with each other and Islington LA to minimise disruption to a child's education through changing schools mid-year, unless it is in the child's best interest to do so.
26. Where an application is received from a child who attends another Islington school, the head teacher of the preferred Islington school will inform the current Islington school of the application. This will provide the current Islington school with the opportunity to discuss with the parent their reasons for wishing to change schools.
27. Schools must notify the MLA of any completed In-Year School Admissions Application Form, and inform the HLA of which children are to be offered a school place and similarly which children are not to be offered a school place. This is an important safeguarding process to ensure no child is left without a school place. Islington schools will provide Islington LA with a copy of the application form to enable the HLA to verify the address and calculate distances where requested as detailed above.
28. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
29. Where an Islington school informs Islington LA that they are unable to offer a place, parents will be informed of their right of appeal and which Islington schools have suitable vacancies.

30. Islington schools must keep SIMS up to date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers. This will ensure Islington MLA maintains an overview of pupil numbers and vacancies across the borough so that any unplaced children can be allocated a suitable school place quickly.
31. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide vacancy information as requested by Islington MLA.
32. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
33. Similarly, Islington residents wishing to apply for a school in another MLA will be advised of how to do so. Islington HLA will work with other London authorities to ensure these pupils are tracked from receipt of the application to the offer of a school place.
34. Where it is not possible to offer an Islington resident one of their preferred schools, Islington LA will allocate a suitable Islington school place within 20 school days of being notified of the 'no offer'. Applicants will also be advised of their right of appeal.

➤ **OFFERS**

35. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) using the templates provided as a guide and provide Islington LA with a copy.
36. Islington MLA will aim to share the outcome of an application for one of its schools with the HLA within 10 school days of receiving the data. Where it is clear to Islington that no vacancy exists for the child, Islington MLA will inform the HLA as soon as possible after receipt of the application data. If it has not been possible to make a decision within 10 school days, Islington MLA will undertake to send details of the outcome of an application for one of its schools to the HLA as soon as a decision is made, but within 20 school days of receiving the application data.
37. Where it has not been possible to share the outcome of an application for an Islington school within 10 working days of receiving the data, Islington MLA understands that the HLA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Islington school.
38. Where Islington HLA has not received an outcome for a school within another MLA, Islington as HLA, will case manage that application to ensure that no unplaced child is left without a school place.
39. Where a parent moves from one HLA to another after submitting an application, the previous HLA will pass responsibility to the new HLA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

➤ **POST OFFER**

40. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.
41. Where a parent does not respond within this timeframe and the application is for an out of borough school, schools (or Islington HLA) will make every reasonable effort to contact the parent directly or via the MLA.
42. Only where the parent fails to respond and schools (or Islington HLA) can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
43. Where a parent resident in Islington accepts or declines a place in a school maintained by another LA, Islington HLA will forward the information to the MLA as soon as it is received.
44. For school to school transfers between Islington schools that do not require a house move, or where there is no need for an immediate move, Islington schools will be able to defer admission to the next half term if both head teachers agree that this is in the child's best interest.

45. Islington MLA will aim to inform the HLA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.
46. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

47. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.
48. Where a place is available to be offered from the waiting list to a child resident in another LA, schools will make the offer and inform Islington MLA who will liaise with the HLA.
49. Where Islington HLA is informed that another MLA is able to offer a place from the waiting list to one of its residents, it will track the pupil from offer to admission.
50. Children will remain on the waiting list of Islington schools for the academic year in which the application is made unless parents contact the school to extend this further.

➤ **TIMING OF ADMISSION**

51. For school to school transfers from one Islington school to another that do not necessitate a house move or an immediate start at a new school (as agreed by both head teachers), admission can be deferred to the start of the next half term as follows:

SCHOOL TO SCHOOL TRANSFERS BETWEEN ISLINGTON SCHOOLS NOT REQUIRING A HOUSE MOVE OR IMMEDIATE START

Application date	Admission date
June-August	Start of the Autumn Term
September-October	First week after October Half Term
November-December	Start of the Spring Term
January-February	First week after February Half Term
March-April	Start of Summer Term
May	First week after May Half Term

52. When a child leaves an Islington school, schools should ensure they follow Islington's procedures for removing pupils safely from roll, including updating SIMS with the named destination and completing the LA Off-rolling Notification or Missing Pupil alert as appropriate. For further information please email in-year@admissions.gov.uk.

➤ **FAIR ACCESS ADMISSIONS**

53. Islington residents deemed to have challenging behaviour will be admitted to an Islington school under Islington's Fair Access Protocol by the Primary and Secondary Securing Education Boards which meet approximately once a month.
54. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
55. All schools and academies must take part.
56. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.
57. Where possible parental preference is accorded but cannot always be guaranteed.
58. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.

59. Admissions will be scrutinised by the Islington School Admissions Forum to ensure the Fair Access Protocol is being applied equitably.
60. Where schools are approached for a place and believe the application should be considered under Islington's Fair Access arrangements, the case should be referred to the Senior Officer, Children Out of School without delay to ensure the child does not go missing from the system.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

61. For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
 - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
 - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
62. Applications will be processed in line with Islington's school admissions procedures as described above.
63. Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
64. Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal.
65. The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
66. The child will be placed on the waiting list for any higher preference school than the one offered as described above

Proposed fields for inclusion in Islington's Online In-Year Application Form: 2017/18

CHILD'S DETAILS:

Surname
Forename(s)
Middle Name(s)
Home Address
Date of Birth
Gender
Name, address and dates of attendance of current/previous school
If currently in school, reason for transfer
Permanent exclusions
Does the applicant have a statement of SEN?
Is the child looked after?

PARENT'S/CARER'S DETAILS:

Title
Forename
Surname
Address (if different to child's address)
Telephone Number(s)
Relationship to Child
Parental Responsibility

PREFERENCE DETAILS:

Name and DfE number of school
Local Authority in which the school is based
Sibling Details
Reasons for Preference (including any medical or social needs)

OTHER:

Declaration including consequences of providing false information
Signature of parent or carer
Date of signature
Data Protection notice
Checklist including advice about completing supplementary forms

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear **[Parent's name]**

OFFER LETTER

Thank you for your application for a place at **[School Name]**. I am pleased to inform you that we are able to offer **[Child's Name]** a place at our school.

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept a place at our school. Please complete the reply slip below and return it by **[Deadline Date]**. If you do not accept the place by this deadline, we may withdraw the offer.

Once your acceptance is received, we will contact you to provide further information about our joining arrangements.

Sibling applications

If you have any other children applying for a place at this school, please inform us immediately so we can prioritise their application as a sibling.

I look forward to receiving your acceptance.

Yours sincerely

Head teacher / Principal

Cc. Islington School Admissions Team

.....

REPLY SLIP

Please return this form by [deadline date] to:

**CONTACT NAME
SCHOOL NAME AND ADDRESS
CHILD'S FULL NAME**

Please choose as appropriate:

I wish to accept a place for my child at your school

I do not wish to accept a place for my child at your school

Parent signature

Date

Daytime contact number

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear [Parent's name]

NO OFFER

Thank you for your application for a place at [School Name]. I am sorry to inform you that it was not possible to offer [Child's Name] a place at our school as the relevant year group [Year X] is currently full. If you would like further information about this, please do feel free to contact me.

Waiting list

[Child's Name] has been placed on our waiting list. Children on the waiting list will be ranked in the following order, in line with our published admission criteria: *(applies to community schools only)*

1. **Looked after children and children who have been adopted** (or made subject to a child arrangement order or special guardianship order) **immediately after being looked after**
2. **Siblings**
3. **Exceptional medical, social or special educational needs**
4. **Distance**

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

For full details of our admissions policy, please see www.islington.gov.uk and click on the relevant **determined admission arrangements**.

Please note that all offers will be made in strict accordance to our published admission criteria, and that your child's waiting list position can go down as well as up. Should a place become available for your child at our school then we will contact you immediately.

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any school for which you have applied. If you wish to appeal, you can download an appeal form from www.islington.gov.uk/admissions *[for own admission authority schools state where an appeal form can be obtained]*. Alternatively, please ring the Islington School Admissions team on 020 7527 5515.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

If you have any further queries, then please do not hesitate to contact me.

Yours sincerely

Head teacher / Principal

Cc. Islington School Admissions Team

Proposed In-Year Admission Criteria to Islington Community Schools: 2017/18

Applicants with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the statement or EHCP.

In the event of over-subscription to a community primary or secondary school, the following criteria will be applied in the order listed below:

- 1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
- 2) **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11) at the time of proposed admission in the new academic year.
- 3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional medical, social or special educational needs*. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight line distance measurement**. Routes will be calculated from the home address, including flats (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple Births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family. For KS1 children, schools will admit the siblings and go over their published admission number to support the family as required by the School Admissions Code 2014¹. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

Tie Break

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

¹ 2.15 Infant class size -excepted children are: g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

Proposed Islington Sixth Form Consortium Admissions Policy and Criteria: 2017/18

All applicants must register their interest to attend the consortium in the Spring Term. Students who apply before the published deadline will be contacted to attend a meeting at one of the Consortium schools to provide advice on options and entry requirements for particular courses. This information is also available from the Islington Sixth Form Consortium Prospectus.

In the event that there are more applications than places available, the following oversubscription criteria will apply:

1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
2. **Students in Year 11 who attend one of the following four feeder schools** (Central Foundation School, Highbury Fields School, Highbury Grove School and St Aloysius) who meet the entry requirements for their chosen course.
3. **External applicants who meet the entry requirements for their chosen course.**

In the event of more applications than places available within any criterion, the tiebreaker will be distance.

Final offers of a place on a specific course for all students will be conditional on attendance at Enrolment Day in August, induction in September (or prior notification of justifiable absence) and actual GCSE results. Students who are not offered a place will be offered the right of appeal.

The Consortium maintains the right to withdraw a publicised course if the number of students is insufficient.

The Consortium maintains the right to review and change the admissions policy.

**Proposed Islington Sixth Form Consortium Proposed Admission Numbers
(External Applicants) 2017/18**

School	2016/17 PAN (Year 12 external applicants)	2017/18 Proposed PAN (Year 12 external applicants)
Central Foundation	25	25
Highbury Fields	25	25
Highbury Grove	25	25
St Aloysius	25	25
TOTALS	100	100

Admissions Consultation 2017/18: Summary of Responses

Respondents

A. Arts and Media Secondary School, Islington
B. St Luke's Primary
C. Parent
D. Trader
E. Parent/application consultant
F. Architect
G. Islington resident
H. Lecturer
I. Parent
J. Parent
K. Doctor
L. Media Manager

Question 1: Do you agree the proposed Secondary scheme and timetable as set out in Appendix 1?

YES	NO
7	0
Comments None	

Question 2: Do you agree the proposed Secondary criteria as set out in Appendix 2?

YES	NO
6	1
Comments E: Why do siblings get priority over distance?	

Question 3: Do you agree the Secondary published admission numbers as set out in Appendix 3?

YES	NO
7	0
Comments A: We have written a letter to accept the 180 PAN. E: If a surplus exists, it is because the school is doing well in its job.	

Question 4: Do you agree the proposed Primary scheme and timetable as set out in Appendix 4?

YES	NO
7	0
Comments E: Seems like a sensible approach.	

Question 5: Do you agree the proposed Primary criteria as set out in Appendix 5?

YES	NO
2	10
Comments • C: No: New admissions should be prioritised by distance and only given to siblings if parents do not live further than 800m of current catchment area to give a fairer admissions process.	

Admissions Consultation 2017/18: Summary of Responses

- D: Not fair that most school places are given to siblings even if they live much further away.
- E: Again this is flawed. Why should local residents have to travel further away to drop off young kids. If a sibling cannot get to the school farthest away, then the other sibling should come to the school closest to them. You should not penalise families that do not have a stay at home parent who can spend time travelling long distances. Given the amount of pollution in London, this proposal is damaging to the environment as well as being incredibly inconvenient to those local residents.
- F: The criteria should be revised to ensure that any sibling admitted lives within walking distance.
- G: I believe that it would be fairer for siblings to take precedence over new families to the school only if the family have not moved away from the catchment area. It is my understanding that some local authorities have a cap on the distance that a family can live for a second sibling to be given priority and I think that this is something that Islington should consider.
- H: The criteria should be revised to ensure that any sibling admitted lives in close proximity to the school, and not further than 1000m away. This is to ensure that the admission interests of local children are protected. It would also limit emissions from lengthy car journeys to school.
- I:
 1. There have been reports that Haringey is considering introducing a maximum distance for the sibling preference criterion. Islington needs to consider the impact on Islington Primary admissions if this happens.
 2. Islington should consider also adding this criterion. The administrator of a very popular primary school proudly told me that people drive their children back to the school even when they have moved a considerable distance away. If those people are still getting siblings into the school at the expense of local first children this is unfair. Please can you consider this, and in any case publish the number of children getting in under sibling criteria that live further away than recent years' maximum distance criteria distances.
 3. The same school administrator also advised us to rent a flat closer to the school to get in, breaking the admissions rules. I note what you say about trying to prevent admissions fraud, and strongly support anything you can do to reduce it, including making sure that schools themselves understand what the rules are.
 4. The school place planning report shows a projected shortage of primary places in planning area 2. Point 6.6 of the consultation says that as a fallback position places could be made available at Poole's Park and St Mark's. I understood that bulge classes could only be added to schools that were good or outstanding, but Poole's Park was rated 'requires improvement' at its last Ofsted report. St Marks has recently been rated good, having previously been rated requires improvement, and is in the middle of a change in leadership. Parents need confidence that if places are added then they will be in schools that are performing well with the current number of pupils, and so will cope with the bulge class.
- J: I have lived in Cornwallis Road N19 for almost 6 years. When we bought the house, we were in the catchment area for Grafton School. Since then Grafton has doubled its intake (from 30 to 60). However my home is no longer within the catchment area! My research suggests that this is because there are parents renting temporary addresses closer to the school to get their child admitted to Grafton. Once their first child becomes a pupil, they move back to their proper home safe in the knowledge that the sibling policy will ensure a place for child no. 2. To deter this cheating, I believe the admissions criteria should be changed to ensure that any sibling admitted lives in close proximity to the school, and not further than say 1000m away. This is to ensure that the admission interests of local children are protected. It would also limit emissions from lengthy

Admissions Consultation 2017/18: Summary of Responses

car journeys to school. It should be noted that this change would be in accordance with recent changes made to the siblings admission criteria in the London Boroughs of Wandsworth and Hackney.

- 11: There needs to be a distance cap for siblings.
- L: Revise sibling criteria so that siblings live within walking distance to the school.

Question 6: Do you agree the Primary admission numbers as set out in **Appendix 6**?

YES	NO
4	1
Comments	
<ul style="list-style-type: none"> • E: I don't see a better option. • J: I think admissions numbers should be increased where possible. 	

Question 7: Do you agree the proposed arrangements for in-year admissions in 2017/18 set out in Appendix 7?

YES	NO
6	0
Comments	
A: In-year admissions need to be specifically asked on the form if they have taken any GCSE exams or BTECs at any time (some schools enter pupils early etc). The first grade obtained on the first sitting is the one that counts. We had a situation where we took pupils in from New River who had already taken GCSEs and got grade E. There was no point us then putting them through that subject again as the grade 'E' counts.	

Question 8: Do you agree the proposed oversubscription criteria for in-year admissions in 2017/18 set out in **Appendix 8**?

YES	NO
6	0
Comments	
None	

Question 9: Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium 2015/16 as set out in **Appendix 9**?

YES	NO
3	0
Comments	
None	

Question 10: Do you agree the proposed admission numbers to Islington Sixth Form Consortium for 2017/18 as set out in **Appendix 10**?

YES	NO
4	0
Comments	
None	



Report of: **Executive Member for Housing and Development**

Meeting of:	Date	Ward(s)
Executive	4 February 2016	All

Delete as appropriate	Exempt	Non-exempt	
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SUBJECT: Procurement Strategy for Fire Regulations Assessment (FRA) works to Street Properties

1 Synopsis

- 1.1 This report seeks pre-tender approval for the procurement strategy in respect of fire protection work to street properties in accordance with Rule 2.5 of the Council's Procurement Rules.
- 1.2 Following the Lakanal fire tragedy and the resultant advisory document issued by the Fire and Civil Defence Authority all of Islington's housing stock has been risk assessed. The Council's street properties have been found to require the installation of heat and smoke detectors and emergency lighting along with upgrading flat entrance doors to achieve 30 minutes fire protection. This work is not included in the current long term partnering agreements and thus needs to be procured separately.

2 Recommendations

- 2.1 To approve the procurement strategy for fire protection work to street properties including mansion blocks as outlined in this report.
- 2.2 To delegate authority to award the contract to the Corporate Director of Housing and Adult Social Services in consultation with the Executive Member for Housing and Development.

3 Background

3.1.1 Islington Council's street properties have been risk assessed to ascertain the level of danger to occupants and the fire brigade in the event of a fire. Their risk rating is generally quite high as a result of their design and construction (timber floors and staircases, some 4 and 5 storey in height).

3.1.2 The Council currently owns approximately 7400 street properties made up of approximately 6450 flats managed by Partners and 950 flats directly managed by Islington Council and also mansion blocks of a similar construction. It is necessary to procure suitable contractors to work in partnership with us to deliver a package of fire protection to these properties. The majority of the street properties are managed by Partners, however, it was not envisaged that fire protection work of this extent and nature would be required to be carried out when the contract with Partners was let, and thus there is no provision for it within that contract.

3.1.3 With regards the street properties that have remained under the Council's management, fire protection of this nature falls outside of any pre-existing contractual arrangements with existing contractors, hence the need to procure this now. About one third of the properties have been surveyed to date and two blocks were selected as pilots where work is currently underway.

3.1.4 The nature of the work can be broken down into the following elements:

- Smoke detectors: to be fitted within communal staircase areas at ceiling height, one on each level within each building and radio interlinked with all other detectors within the building to give an early warning system for fire or smoke.
- Heat detectors: to be fitted at ceiling height within each property and radio interlinked with all other detectors within the building all to give an early warning system for fire or smoke.
- Emergency Lighting: to be fitted within communal areas of most buildings (dependent upon risk assessment).
- Flat front doors: all will be surveyed to ascertain if the existing door will provide 30 minutes fire protection. If not, the necessary work will be specified. This may be limited to simply providing a self-closing device but could be as extensive as requiring a new door and frame to be fitted.
- Landlords supply: some street properties have no landlord's electricity supply to the common parts. This will be installed as part of this project in order to install the early warning alarm systems and emergency lights.

3.2 Estimated Value

3.2.1 This work will be funded from the Housing Revenue Account as capital expenditure. The estimated value of work is £5 million made up of the following:

- Smoke and heat detectors are estimated at £2m
- Landlords supply is estimated at £500K
- Emergency lighting is estimated at £500K
- FRA upgrade to front entrance doors is estimated at £2m.

3.2.2 The contract period is estimated at 36 months. There will be a 12 month defects liability period and a 5% retention applied. Therefore the overall time in which the money will be spent is around 48 months.

3.2.3 The work is mandatory and considered a threat to lives if not carried out. Any shortfall in the housing revenue account will be addressed through a reduction in the nature and scope of other cyclical works currently under discussion.

- 3.2.4 The tendering exercise coupled with careful assessment of shortlisted candidates at ITT stage is intended to ensure that value for money is achieved.
- 3.3 Timetable
- It is anticipated that works will start on site 1st September 2016. There is no current contract therefore no statutory deadlines apply, however, the nature of the work is fire protection and therefore of some priority. Estimated programme is as follows: advert: Mid February 2016. Shortlisting: Mid March 2016. ITT: to end of April 2016, Assessment and scrutiny of submissions: end of May 2016.
- 3.3.1 Consultation has taken place with the fire brigade with regard to the nature of the proposed work, with Partners and with the Council's procurement team. Consultation will also be carried out with Leaseholders, the law requires that leaseholders and any recognised tenants' associations (RTAs) must be consulted before the Council (as landlord) carries out any qualifying works. If the consultation does not take place, the council is unable to recover costs above the level of the statutory minimum amounts, and any additional costs would need to be met by the Council.
- 3.4 Options appraisal
- 3.4.1 A number of different options were considered namely: procuring electrical and carpentry work separately; procuring one contractor; procuring 2 or more contractors; procuring numerous separate contracts in a more traditional method.
- 3.4.2 The preferred procurement route is to use a two-stage competitive tender dividing work into two lots (geographically dividing the borough in half). A bespoke schedule of rates is proposed, and tenderers will be invited to indicate their % uplift or discount. A Term Partnering Contract is the preferred contract for reasons of flexibility and practicality. This is a discrete and rather specialist package of work which needs to be completed as soon as possible therefore collaboration with another borough is not appropriate.
- 3.4.3 By appointing two contractors it is hoped that associated risks will be reduced, in addition to providing a comparator. The work involves two specialist trades, (electrical, and building/ carpentry). In order to reduce site conflict and programming problems it is proposed that the specialist work is let together with the anticipation that either a general build company will bid and sub contract the electrical work or vice versa. To avoid the need to undertake numerous tendering and procurement a long term contract was seen as favourable. The Term Partnering Contract means having only one contract and all work thereafter is awarded by orders which means it is easier to manage and more flexible.
- 3.5 Key Considerations
- 3.5.1 The contract will require the successful bidder to pay the London Living Wage and to use local labour as far as is practically possible. Furthermore we would to require the successful bidders to organise a minimum of one event per annum that will embrace corporate social responsibility.
- 3.5.2 Best value is being considered in terms of balancing the need to deliver this project quickly with the need to deliver it at a competitive price.
- 3.5.3 A clause requiring the recycling of 90% of all waste generated on site will be included in the contract. Emergency lighting will be required to meet current energy efficient standards.
- 3.5.4 There is no TUPE, pension or staffing implications.
- 3.6 Evaluation
- 3.6.1 This tender will be conducted in two stages, known as the Restricted Procedure as the tender is 'restricted' to a limited number of organisations. The first stage is Selection Criteria through a Pre-

Qualification Questionnaire (PQQ) which establishes whether an organisation meets the financial requirements, is competent and capable and has the necessary resources to carry out the contract. The PQQ is backwards looking and explores how the organisation has performed to date, its financial standing, information about their history and experience.

- 3.6.2 A limited or 'restricted' number of these organisations meeting the PQQ requirements as specified in the advertisement are then invited to tender (ITT). The second stage is the ITT is now forwards-looking using Award Criteria. Tenders are evaluated on the basis of the tenderers' price and ability to deliver the contract works or services as set out in the evaluation criteria in order to determine the most economically advantageous offer.
- 3.6.3 With regards price, Tenderers will be required to state their percentage uplift or discount against the bespoke schedule of rates. Comparison of these will be quite straight forward.
- 3.6.4 It is proposed that cost/quality will be assessed on a percentage split of 70/30. The award criteria will be further broken down into: proposed approach to resident engagement (10%), proposed approach to programme of works (10%), proposed approach, as to Corporate Social Responsibility (10%). It is anticipated that works onsite will take approximately 2 years; this length of duration does not lend its self to apprenticeship schemes.
- 3.7 Business Risks
- 3.7.1 Costs of the project could exceed the current budget of £5M. If this were to happen the associated short fall in the budget would be dealt with by delaying lower risk cyclical projects elsewhere in the borough. Access difficulties could delay the project from completing and are more likely to be noticed in the latter stages of the project. Failure to complete this work in a timely fashion could result in the Council being prosecuted in the event of a serious fire.
- 3.7.2 The Employment Relations Act 1999 (Blacklist) Regulations 2010 explicitly prohibit the compilation, use, sale or supply of blacklists containing details of trade union members and their activities. Following a motion to full Council on 26 March 2013, all tenderers will be required to complete an anti-blacklisting declaration. Where an organisation is unable to declare that they have never blacklisted, they will be required to evidence that they have 'self-cleansed'. The Council will not award a contract to organisations found guilty of blacklisting unless they have demonstrated 'self-cleansing' and taken adequate measures to remedy past actions and prevent re-occurrences.
- 3.8 The following relevant information is required to be specifically approved by the Executive in accordance with rule 2.6 of the Procurement Rules:

Relevant information	Information/section in report
1 Nature of the service	The undertaking of fire protection work to the Council's street properties. See paragraph 3.1
2 Estimated value and volume	Each contract has an estimated value of £2.5m, on the basis that there will be two contracts. The agreement is proposed to run for a period of 4 years. See paragraph 3.2
3 Timetable	The timetable is outlined within this report. Estimated contract start date is: See paragraph 3.3

4 Options appraisal for tender procedure including consideration of collaboration opportunities	Outcome of options appraisal are described within this report. See paragraph 3.4
5 Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications	Outcomes are described within this report. See paragraph 3.5
6 Award criteria	The cost and or price/quality breakdown is: 70% cost 30% quality The award criteria price/quality breakdown is more particularly described within the report. See paragraph 3.6
7 Any business risks associated with entering the contract	Business risks are described within this report. See paragraph 3.7
8 Any other relevant financial, legal or other considerations.	See paragraph 4

4 Implications

4.1 Financial implications

The 30 year stock condition survey includes £27m for the replacement/upgrade of external doors and £3m for smoke detectors. To the extent that the Business Plan reflects both the stock condition survey and other growth items (such as K&Bs price increases) it is anticipated that there will be sufficient resources, certainly in the short/medium term to fund the expenditure referred to in this report.

Over the short/medium term these costs can be accommodated within the HRA by swapping resources available in the earlier years, attributable to schemes that have slipped, for future resources associated with the external door & smoke detector programmes.

However, it should be noted that in the long term it is felt that there remains a Business Plan resourcing pressure in respect of the overall investment need.

4.2 Legal Implications

The council has various statutory obligations in relation to fire protection within residential properties (Regulatory Reform (Fire Safety) Order 2005/1541; Smoke and Carbon Monoxide Alarm (England) Regulations 2015/1693). The Council has power to enter into contracts with providers of fire protection services under section 1 of the Local Government (Contracts) Act 1997.

This contract is to be funded from the Housing Revenue Account as capital expenditure and the total estimated value of work is £5 million. The Executive may provide Corporate Directors with responsibility to award contracts with a value over £2 million using revenue money and over £5 million using capital money (council's Procurement Rule 16.2).

The proposed contract is a contract for supply and installation. The threshold for application of the Public Contracts Regulations 2015 (the Regulations) is currently £172,514.00 for supply contracts. Contracts above this threshold must be procured with advertisement in the Official Journal of the European Union and with full compliance of the Regulations. The council's Procurement Rules also require contracts over the value of £172,514.00 to be subject to competitive tender. The proposed procurement strategy, to advertise a call for competition and procure the service using a competitive tender process, is in compliance with the principles underpinning the Regulations and the council's Procurement Rules.

On completion of the procurement process the contract may be awarded to the highest scoring tenderer subject to the tender providing value for money for the council.

The contract is for a period in excess of 12 months and therefore will be qualifying long term agreements under section 20 of the Landlord and Tenant Act 1985. Accordingly the council will need to comply with the leaseholder consultation requirements applicable to long term qualifying agreements set out in the Service Charges (Consultation Requirements) (England) Regulations 2003 (as amended).

4.3 Environmental Implications

It is anticipated that the majority of the flat front entrance doors will not need to be replaced but merely upgraded. This means there will be minimum waste or need for recycling. Where doors need to be replaced, the contractor will be responsible for recycling the old doors, and there is a target in the contract to recycle at least 90% of all waste generated on site. The new doors and frames should be made of sustainable materials where possible, for example FSC or PEFC-certified timber.

The installation of heat and smoke detectors and emergency lighting will involve works to buildings, potentially including areas that protected species may be using (e.g. nesting birds and bats in lofts). The contractor should take all necessary precautions to avoid disturbing these species when carrying out works. Any waste generated during the installations will also need to be disposed of legally and in accordance with the waste hierarchy.

The heat detectors are battery operated with a 10-year life span. Therefore there is no need for annual replacement of standard alkaline batteries. Smoke detectors also have a battery backup with a 10-year life span. Although the emergency lighting will use energy, it will be low energy to minimise this impact.

A number of these properties are grade 2 listed and/or in conservation areas. With the advance of technology of the smoke and heat detectors, no visible cable containment will be required, thus making minimal impact to the original features of the building.

4.4 Resident Impact Assessment

4.4.1 The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

4.4.2 A Resident Impact Assessment has been carried out and as a result a duty will be placed on the Fire Protection team to be aware of any resident in any affected property who has hearing impairment. The staff will work with such individuals on a case by case basis to ensure the alarm system installed will meet their needs or will install adapted/modified sounders and/or additional equipment.

5 Conclusion and reasons for recommendations

- 5.1 The procurement exercise outlined in this report is to allow the council to appoint contractors to undertake essential fire safety works to the Council's street properties.

Appendices

- There are no appendices to this report.

Background papers:

- There are no background papers to this report

Final report clearance:

Signed by:



18 January 2016

Executive Member for Housing and Development Date

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