



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 **18 May 2017 at 7.00 pm.**

Lesley Seary
Chief Executive

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Despatched : 10 May 2017

Membership

Councillor Richard Watts
Councillor Janet Burgess MBE
Councillor Joe Caluori
Councillor Kaya Comer-Schwartz
Councillor Andy Hull

Councillor Asima Shaikh
Councillor Diarmaid Ward
Councillor Claudia Webbe

Portfolio

Leader of the Council
Executive Member Health and Social Care
Executive Member Children, Young People and Families
Executive Member for Community Development
Executive Member Finance, Performance and Community Safety
Executive Member for Economic Development
Executive Member for Housing and Development
Executive Member for Environment and Transport

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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E.	Urgent non-exempt matters	
	Any non-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.	
F.	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.	
G.	Confidential / exempt items for information	
12.	Mount Carmel proposed 125 year lease of Land to COLA Highgate Hill - exempt appendix	133 - 138
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H.	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.	

The next meeting of the Executive will be on 15 June 2017

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London Borough of Islington

Executive - 27 April 2017

Minutes of the meeting of the Executive held at Committee Room 4, Town Hall, Upper Street, N1 2UD on 27 April 2017 at 7.00 pm.

Present: **Councillors:** Watts, Burgess, Comer-Schwartz, Hull, Shaikh, Ward and Webbe

Councillor Richard Watts in the Chair

384 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Caluori.

385 DECLARATIONS OF INTEREST

None.

386 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting on 23 March 2017 be confirmed as a correct record and the Chair be authorised to sign them.

387 TAX AVOIDANCE SCRUTINY - EXECUTIVE MEMBERS RESPONSE

RESOLVED:

- 2.1 That changes to the procurement process introduced nationally replaced the Pre-Qualification Questionnaire (PQQ) with the Selection Questionnaire (SQ) be noted. The SQ cannot be amended in relation to tax questions although it does go some way to addressing the committee's recommendation 1.
- 2.2 That the changes to the Council's standard contract conditions as outlined in paragraph 4.2 be agreed.
- 2.3 That the actions undertaken by Strategic Procurement in response to the committee's recommendations 3 and 4 be noted.

Reasons for decision – to respond to the Policy and Performance Scrutiny Committee's recommendations.

Other options considered – none other than as specified in the report

Conflicts of interest / dispensations granted – none.

388 **HEALTH IMPLICATIONS OF DAMP PROPERTIES SCRUTINY - EXECUTIVE MEMBERS RESPONSE**

RESOLVED:

- 2.1 That the Executive response to the recommendations of the Health and Care Scrutiny Committee, as set out in section 4 of the report, be agreed.

Reasons for decision – to respond to the recommendations of the Health and Care Scrutiny Committee.

Other options considered – none other than as specified in the report

Conflicts of interest / dispensations granted – none.

389 **PROCUREMENT STRATEGY FOR LEARNING DISABILITIES ACCOMMODATION DYNAMIC PURCHASING SYSTEM**

RESOLVED:

- 2.1 That the procurement strategy for establishing a DPS for the procurement of learning disability accommodation and support services, as outlined in the report, be agreed.

- 2.2 That authority to award any subsequent call-offs from the DPS be delegated to the Corporate Director of Housing and Adult Social Services, be agreed.

Reasons for decision – to meet the needs of local people with appropriate services and the requirements of the Care Act.

Other options considered – none other than as specified in the report

Conflicts of interest / dispensations granted – none.

MEETING CLOSED AT 7.12 pm

CHAIR



Report of: **Corporate Director of Resources**

Meeting of:	Date	Ward(s)
Executive	18 May 2017	n/a

SUBJECT: APPOINTMENTS TO BE MADE BY THE EXECUTIVE

1. Synopsis

- 1.1 This report seeks approval of the appointment of members to the following Executive committee, joint committees and external organisations:
- Voluntary and Community Sector Committee
 - Associated Joint Committee - London Councils' Grants Committee
 - LHC (London Housing Consortium) Joint Committee
 - Pensions CIV Sectoral Joint Committee

2. Recommendations

- (a) To appoint Councillor Richard Watts (Chair), Councillor Kaya Comer-Schwartz and Councillor Diarmaid Ward as members of the Voluntary and Community Sector Committee and Councillors Burgess, Caluori, Hull, Shaikh and Councillor Webbe as substitutes, for the municipal year 2017/2018, or until successors are appointed.
- (b) To appoint Councillor Raphael Andrews, Councillor Mouna Hamitouche and Councillor Theresa Debono as observers of the Voluntary and Community Sector Committee, for the municipal year 2017/2018, or until successors are appointed.
- (d) To appoint Councillor Kaya Comer-Schwartz to the Associated Joint Committee – London Councils' Grants Committee and Councillors Burgess, Hull, Shaikh and Councillor Webbe as deputies, for the municipal year 2017/2018, or until successors are appointed.
- (e) To appoint Councillor Diarmaid Ward as member of the LHC (London Housing Consortium) for the municipal year 2017/2018, or until successors are appointed.
- (f) To appoint Councillor Richard Greening as the Council's representative on the London Council's Pensions CIV Sectoral Joint Committee and Councillor Andy Hull as substitute, for the municipal year 2017/2018, or until successors are appointed.

3. Background

3.1 VOLUNTARY AND COMMUNITY SECTOR COMMITTEE

The Voluntary and Community Sector Committee was established by the Executive in March 2011 to oversee the Council's engagement with the Islington community and voluntary sector and to ensure value for money and fairness in the allocation of council resources to the sector.. This enables Executive Members to steer funding towards those organisations and types of services they feel are of most value in tackling priorities around fairness, crime and housing and in enhancing the role of Ward Members in their local areas.

3.3 ASSOCIATED JOINT COMMITTEE - LONDON COUNCILS' GRANTS COMMITTEE

The Grants Committee of London Councils deals with the London Boroughs Grants Scheme for voluntary organisations under Section 48 of the Local Government Act 1985. Under the scheme, £28m a year is invested in voluntary organisations on behalf of all London councils. 400 organisations are funded, with individual grants ranging from between £5,000 and £500,000. All of the grants seek to improve the lives of people who live, work in and visit London.

These appointments are required to be made by the Executive because the exercise of functions under Section 48 of LGA 1985 is an executive function.

Membership

The Committee comprises 33 representative members, one from each of London's local councils. Under an agreement entered into by the London boroughs in respect of the Joint Committee, Islington Council is entitled to appoint an elected member representative and one or more deputies to the Joint Committee, who must also be members of the Executive.

3.4 JOINT COMMITTEE – LHC (LONDON HOUSING CONSORTIUM)

The LHC has existed since 1965 and was established as a Joint Committee in 2012 under section 105(1) of the Local Government Act 1972. The LHC is a self-financing organisation which provides specialist technical and procurement services for building programmes undertaken by its constituent local authorities and other public sector bodies.

These appointments are required to be made by the Executive because the exercise of functions under Section 48 of LGA 1985 is an executive function. The non-Executive member is appointed under section 102(3) of the Local Government Act 1972, which allows non-Executive Members to be members of Joint Committees which are comprised of five or more relevant authorities.

Membership

The LHC is governed by a Board of Elected Members which comprises two voting Councillor representatives from the eleven local authority members, one of which will be an Executive Member.

3.5 PENSIONS CIV SECTORAL JOINT COMMITTEE

The Pensions CIV Sectoral Joint Committee was established in December 2014 to act as a representative body for the London local authorities who are participating in the Local Government Pensions Scheme (LGPS) Collective Investment Vehicle in the form of a Authorised Contractual Scheme (an ACS Operator). Participation in the CIV enables the council to benefit from significant savings achieved through collective investment.

Oversight of the ACS Operator is an executive function. Accordingly the Executive appoint the members of the Pensions CIV Sectoral Joint Committee.

Membership

The Pensions CIV Sectoral Joint Committee is comprised of an elected councillor from each of the councils participating in the ACS. The committee deals with specialist investment matters and it is recommended that the Chair of each borough's pension committee is appointed, with a nominated deputy.

4. Implications

4.1 Financial implications

The Voluntary and Community Sector Committee approves allocation of the Islington Community Fund and the Islington proportion of the London Councils' Grants Committee budget.

4.2 Legal Implications

These are contained in the body of the report.

4.3 Environmental Implications

There are no environmental implications arising directly from this report.

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.

The initial screening for a Resident Impact Assessment was completed on 9 May 2017 and this did not identify any negative equality impacts for any protected characteristic or any human rights or safeguarding risks.

A significant proportion of the grants made by the Grants Committee are to organisations meeting the needs and priorities of a wide range of Islington's community and, in particular, are aimed at improving fairness and equality in the Borough.

5. Conclusion and reasons for recommendations

5.1 The Executive is responsible for making one member appointment and up to four deputies to the Grants Committee of London Councils, two member appointments to the board of the London Housing Consortium and one member and substitute to the Pensions CIV Sectoral Joint Committee, to enable the Council's representatives to participate in meetings.

5.2 The Voluntary and Community Sector Committee is a Committee of the Executive and therefore the Executive has responsibility for appointing its membership.

Background papers: None.

Final report clearance:

Signed by:



Corporate Director of Resources

10 May 2017

Date

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Report of: Executive Member for Finance, Performance and Community Safety

Meeting of:	Date	Ward(s)
Executive	18 May 2017	All

PROVISIONAL 2016-17 OUTTURN

1. SYNOPSIS

- 1.1 This report presents the provisional outturn position for 2016-17 as at 31st March 2017. Overall, there is a gross General Fund overspend of £1.5m and a net break-even position after a proposed clawback of £1.5m from departmental carry-forwards. This means that the Council does not need to use any of the £3m contingency reserve balance for 2016-17, leaving this for use towards any 2017-18 General Fund overspend. The Housing Revenue Account (HRA) is forecast to break-even over the year. The capital programme delivered £110.4m of capital investment, which represents 111% of the 2016-17 capital budget and means bringing forward £11.1m of capital resources from 2017-18. This is primarily due to the new homes programme progressing quicker than estimated before the start of the financial year.

2. RECOMMENDATIONS

- 2.1. To approve the overall provisional 2016-17 revenue outturn for the General Fund (**Table 1** and **Appendix 1**) of a gross overspend of £1.5m and a net break-even position after a proposed clawback of £1.5m from departmental carry-forwards. This means that the Council does not need to use any of the £3m contingency reserve balance for 2016-17, leaving this for use towards any 2017-18 General Fund overspend. (**Section 3**)
- 2.2. To agree the departmental carry-forwards and transfers to reserves, net of the proposed clawback of £1.5m, detailed in **Appendix 2**. (**Section 4, Paragraphs 4.23 to 4.24**)
- 2.3. To note that the HRA is forecast to break-even in 2016-17. (**Section 5, Table 1** and **Appendix 1**)

- 2.4. To note that the Council delivered £110.4m of capital investment in 2016-17 and to agree the provisional funding of the programme, re-profiling to/from approved future year budgets and related reserves movements. The capital investment of £110.4m represents 111% of the 2016-17 capital budget and means bringing forward £11.1m of capital resources from 2017-18. This is primarily due to the new homes programme progressing quicker than estimated before the start of the financial year. (**Section 6, Tables 2-3 and Appendix 3**)
- 2.5. To note the provisional outturn position for the Council's sundry income management (**Section 7**) and the council tax and business rates collection (**Section 8 and Table 4**).
- 2.6. To note the progress on the closing of the 2016-17 accounts and to delegate to the Corporate Director of Finance and Resources the authority to agree any final changes to the accounts (including capital financing and re-profiling of resources to/from future financial years) prior to their submission to the auditor by 30th June 2017. (**Section 9**)

3. 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**. This position is after the departmental carry-forwards and transfers to reserves for use in future financial years (detailed in **Appendix 2** for agreement) are taken into account.
- 3.2. It is proposed that the gross General Fund overspend of £1.5m is funded by a clawback of £1.5m from departmental carry-forwards (see paragraphs 4.23 to 4.24).

Table 1: 2016-17 General Fund and HRA Provisional Outturn

	Provisional Outturn (£000)
<u>GENERAL FUND</u>	
Finance and Resources	329
Chief Executive's	1,051
Core Children's Services (Excluding Schools)	5,605
Environment and Regeneration	1,997
Housing and Adult Social Services	(114)
Public Health	0
Net Departments	8,868
Corporate Items	(7,402)
TOTAL GROSS (UNDER)/OVERSPEND	1,466
Clawback from Carry-Forwards	(1,466)
NET (UNDER)/OVERSPEND	0
<u>HOUSING REVENUE ACCOUNT</u>	
	0
NET (SURPLUS) / DEFICIT	0

4. GENERAL FUND

Finance and Resources Department (+£0.3m)

- 4.1. The Finance and Resources Department is forecasting a provisional outturn overspend of (+£0.3m). This is due to the following variances:
- 4.1.1. (+£1.0m) shortfall against the commercial property income target due to savings materialising over a longer time frame.
 - 4.1.2. Re-phasing of the ICT shared service saving (+£0.5m) to allow the new service to get up and running.
 - 4.1.3. (-£0.4m) underspend covering various items including staffing budgets, banking fees, audit fees, pensions and additional legal income.
 - 4.1.4. (-£0.8m) managed underspend in Accommodation and Facilities using the building repair fund.

Chief Executive's Department (-£1.05m)

- 4.2. The Chief Executive's Department is forecasting a (+£1.05m) provisional outturn overspend. This is as a result of the legacy overspend position in the Strategy and Community Partnerships division prior to the Chief Executive Department restructure that took effect on 1st October 2016. The legacy overspend relates to the following:
- 4.2.1. New Homes Bonus (NHB) grant funding was received over the 2015-17 period and it was planned that this would replace council funding and other reducing funding streams within the Strategy and Community Partnerships division. However, this funding was committed against other expenditure in the division, meaning that the budgeted savings were no longer deliverable.

Children's Services (General Fund: +£5.6m, Schools: -£1.3m)

General Fund (+£5.6m)

- 4.3. A (+£5.605m) provisional outturn overspend is forecast for the General Fund (non-schools) Children's Services budget as a number of pressures against demand led specialist services have continued from 2015-16 into 2016-17; especially in relation to increasing numbers of personal budget packages, care proceedings, care leavers, unaccompanied asylum seeking children and looked after children. Further overspends have occurred against secure accommodation costs and from the late notice of a further cut in grant funding from the Youth Justice Board. An overspend also occurred against the universal free school meals budget as pupil numbers continue to increase and eligibility for statutory free school meals reduces. The key variances are as follows:
- 4.3.1. Increased demand for high level personal budgets to deliver community based packages. (+£0.3m)
 - 4.3.2. Increase in care proceedings. (+£0.06m)
 - 4.3.3. Leaving Care costs for 18+ year olds - significant increase in the number of care leavers that we are obliged to offer a service to. Includes rising 18's (Southwark judgement). (+£1.545m)

- 4.3.4. Unaccompanied Asylum Seeker Children (UASC) - the numbers of UASC have increased by 36 over the duration of the last financial year. The authority is allocated grant to cover the costs of an individual; however, this is not sufficient to meet the sums expended. The first 25 cases are not funded by the Home Office. (+£0.3m)
- 4.3.5. Children Looked After (CLA) staffing including Independent Futures and the associated increase on client (non-placement) costs (e.g. travel, interpreters, and rents). (+£0.2m)
- 4.3.6. CLA Placements – increase in the number and complexity of cases for the under-18 cohort of CLA. These are mainly regulated residential placements. (+£1.3m)
- 4.3.7. Increase in support for 16-17 years olds living in supported accommodation. (+£1.1m)
- 4.3.8. Youth Justice – late notification of £40k reduction of Youth Justice Board grant for 2016-17. (+£0.04m)
- 4.3.9. Disabled Children’s Services – re-phasing of savings from the service review and rationalisation. (+£0.34m)
- 4.3.10. Increased number of family group conferences. (+£0.12m)
- 4.3.11. Children in Need – temporary accommodation costs. (+£0.05m)
- 4.3.12. Universal Free School Meals - increased pupil numbers and reduced eligibility for statutory free school meals. The forecast will be updated after the October 2016 schools’ census. (+£0.5m)
- 4.3.13. Holloway Pool Subsidy – savings from the removal of subsidy will not be realised in full. (+£0.06m)
- 4.3.14. Special Educational Needs (SEN) Transport - Increasing numbers of pupils and complexity of need. (+£0.69m)
- 4.3.15. Children’s Centres - net overspend from bringing Westbourne Children’s Centre back in house (General Fund share). (+£0.02m)
- 4.3.16. Short Breaks - increased use of targeted short breaks services by families assessed as requiring a personal budget. (+£0.055m)
- 4.3.17. Cardfields - overspend against premises costs as business rates have not previously been levied against this facility. (+£0.115m)
- 4.3.18. Grant Aid - underspend due to a different profile in take up of subsidised childcare than budgeted for. (-£0.195m)
- 4.3.19. Community safety – delays in project implementation. (-£0.09m)
- 4.3.20. Children in Need – places in Early Years met through 2-year-old funding and staffing underspend in Early Years. (-£0.07)
- 4.3.21. Staffing underspends across the division. (-£0.1m)
- 4.3.22. Central staffing underspend in health commissioning. (-£0.24m).

4.3.23. Universal Youth - forecast short-term underspend as previously decommissioned services are re-commissioned. (-£0.495m)

Schools (-£1.265m)

- 4.4. A Dedicated Schools Grant (DSG) provisional outturn underspend of (-£1.265m) is forecast. All of the provisional DSG underspend consists of balances from previous years' underspends that are being managed to support specific areas of activity as previously agreed by Schools Forum.

Environment and Regeneration (+£1.997m)

- 4.5. The Environment and Regeneration Department is forecasting a (+£1.997m) provisional outturn overspend.
- 4.6. The main reasons for the overspend are set out below and are a combination of longstanding structural issues previously contained by managerial action across the department, shortfalls in income due to market conditions or decisions made by third parties impacting on earlier assumptions and delays in implementing earlier savings decisions.

Public Realm Division (+£2.164m)

- 4.7. The Public Realm division is forecast to be £2.445m overspent. This is as a result of:

Delays in realising savings around waste collection and recycling services and not implementing the Village Principle and consequential operational costs (+£3.747m)

- 4.7.1. A communally based Food and Garden Waste service was proposed as part of the 2014-15 budget setting process. A pilot was agreed to start in June 2015 for three months (+£0.03m). The establishment of the basic elements of the waste and recycling collection services provides the platform for the delivery of the Village Principle. A much longer period of time was taken than anticipated to assess the Food and Garden pilot; to consider alternative options and for the necessary consultative and decision making processes to be completed. This has led to the non-delivery of the savings as originally predicted (+£1.9m). It has also led to additional operational costs to support an ageing fleet as decisions on fleet replacement have also been delayed (+£0.76m). Further to this, extra staffing costs have been incurred to ensure vital frontline services are maintained as a result of vehicle breakdowns (+£0.867m) and additional door-to-door recycling containers are required for the new schedule launch in February 2017 (+£0.04m). Revised forecast income for the Co-Mingled Income Payment Scheme (CIPS) as a result of move to menu pricing (+£0.15m).

Shortfall in Trade Waste Income (+£0.507m)

- 4.7.2. The proposal was to progressively increase trade waste income by £1m over three years. Income is now growing at around £0.25m per annum and following a re-profiling exercise, income targets are expected to be reached in 2017-18.

Shortfall in Income from Advertising Concession contract (+£0.5m)

4.7.3. A survey of the whole borough had identified 60 premium advertising sites which could have generated income of around £9k/10k each, totalling between £0.54m and £0.6m. These, however, were not granted planning permission by the Planning Committee. The current position is that planning permission has been granted for only 16 sites, the realisable market value of which are currently being negotiated.

Utilisation of Street Lighting Columns for Wi-Fi (+£0.164m)

4.7.4. There is a shortfall of (+£0.164m) against the original income target of £0.2m.

Parking Account (-£2.052m)

4.7.5. All income streams within the Parking Account performed above the levels expected in the financial model and has resulted in a significant underspend against budget which can be utilised against Highways and Transport related spend that would otherwise need to be funded from Council revenue and/or capital resources.

4.7.6. Improvements to the accuracy of Penalty Charge Notice (PCN) issues and debt recovery has increased the average value of a PCN, and parking bay suspension income remains high as a consequence of the high levels of economic activity in the borough. Pay and display levels are above target and permit sales have increased.

Other (-£0.702m)

4.7.7. Income from the North London Waste Authority for depot space. (-£0.234m)

4.7.8. Additional HRA income for Parks equipment. (-£0.172m)

4.7.9. Additional sports income. (-£0.15m)

4.7.10. Reduction in street lighting PFI service charges. (-£0.097m)

4.7.11. Small underspends throughout the rest of the division of (-£0.049m).

Public Protection Division (+£0.245m)

4.8. There are a number of longstanding structural budget issues within the Public Protection Division that have materialised over recent years and were subject to extensive reporting during the 2015-16 monitoring cycle. These pressures are detailed below:

4.8.1. (+£0.18m) pressure within business support mainly around cost pressures relating to staff budgets and non-staffing budgets around IT / licensing costs.

4.8.2. (+£0.14m) pressure in Houses in Multiple Occupation (HMO licensing) income with licenses lasting 5 years and income budgets remaining unachievable.

4.8.3. (+£0.14m) pressure relating to staff costs that were part funded by 'Smoke-free' grant that is no longer received.

4.8.4. (+£0.09m) pressure within the library service mainly around deteriorating income streams on DVD / music rentals and hall lettings.

- 4.8.5. (+£0.05m) pressure relating to a saving relating to loss of Public Health grant.
- 4.9. For 2016-17, budgets have been subject to a re-basing exercise and consequently all areas are around the breakeven position, with the identified budget shortfall described above, of around (+£0.6m), labelled as management action. The division has held a number of vacancies across all service areas to mitigate against this. This, combined with improved income streams, has reduced the overall overspend position to (+£0.245m).

Planning and Development Division (-£0.03m)

- 4.10. Development Management has cost pressures around the use of agency staff (used for vacancy and temporary cover) which is offset by an underspend on salaries due to vacant posts, community infrastructure levy income and strong pre-application/application income performance. (-£0.056m)
- 4.11. The Building Control service has a provisional outturn overspend of (+£0.155m) as a result of underachievement of income, offset by holding vacant posts.
- 4.12. The Spatial Planning and Transport (SPAT) service has a provisional outturn underspend of (-£0.068m) due to additional s106 income.
- 4.13. The remaining service areas within the division are showing an underspend of (-£0.061m) as a result of additional Design Review Panel income.

Waste Recycling Centre Adjudication Income (-£0.382m)

- 4.14. The Council was awarded (-£0.382m) adjudication income following an ongoing dispute with third parties in relation to defects at the Waste Recycling Centre. This covers additional costs that the Council had incurred as a direct result of the site not being compliant with the Thames Water Authority Discharge Consent obligations.

Housing and Adult Social Services (-£0.1m)

• **Adult Social Care (Break-even Position)**

- 4.15. Adult Social Care is forecasting a break-even provisional outturn position over the financial year.

• **Housing General Fund (-£0.1m)**

- 4.16. The Housing General Fund is forecast to underspend by (-£0.1m) over the financial year. There is a (-£0.1m) underspend across Housing Administration, Housing Strategy and Development.

Public Health (Break-even Position)

- 4.17. Public Health is funded via a ring-fenced grant of £27.3m for 2016-17. There is a forecast net break-even provisional outturn position for the financial year.

Corporate Items (-£7.4m)

- 4.18. By integrating Strategic Community Infrastructure Levy (CIL) funding with the capital medium term financial strategy (MTFS), previously unbudgeted Strategic CIL funding available for funding infrastructure in the 2016-17 capital programme has delivered a saving of (-£3.5m) of the previously budgeted corporate revenue contribution to the capital programme in 2016-17.
- 4.19. The Council has continued to follow a successful Treasury Management Strategy of shorter-term borrowing at low interest rates. This has saved the General Fund (-£3.7m) in interest charges in 2016-17. The Treasury Management Strategy is kept under constant review to ensure that available resources are optimised and the longer-term interest rate position reviewed within an effective risk management framework and in line with the approved strategy.
- 4.20. There is an underspend of (-£0.3m) on the corporate levies budget compared to the estimate before the start of the financial year.
- 4.21. The corporate position reflects the allocation of (-£1.6m) of HRA resources to the General Fund towards the digital services infrastructure projects/improvements that were agreed in the month 4 monitoring report.
- 4.22. These savings are partially offset by:
- 4.22.1. Corporate savings of (+£1.0m) being applied to the Environment and Regeneration pressure on the cross-cutting Wi-Fi concession saving due to a lack of suitable General Fund sites (this is a net-nil impact overall as the Environment and Regeneration overspend is reduced, in respect of this applied funding, by the same amount).
- 4.22.2. (+£0.7m) 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).

Carry-Forwards (-£1.5m)

- 4.23. Requested carry-forwards from departments are included at **Appendix 2** and total £15.7m. **Appendix 2** proposes a clawback of £1.5m, which would fully fund the gross overspend of £1.5m without needing to use any of the £3m contingency reserve balance for 2016-17, leaving this for use towards any 2017-18 General Fund overspend.
- 4.24. The methodology assumes a 0% clawback for anything that is funded by ring-fenced grant, schools related, shared funding with other bodies or linked to committed expenditure priorities in the 2017-18 budget (e.g. voluntary sector and youth violence), a 14% clawback for the transfer to the Housing Benefit reserve and a 10% clawback for everything else with the two following exceptions where a 100% clawback is proposed:
- 4.24.1. Finance and Resources carry-forward for business rates appeals on our own properties (£423k). The Council budgets for business rates on our own properties corporately as part of the budget process so this additional one-off provision can be covered within the overall corporate provision.

4.24.2. Environment and Regeneration carry-forward for additional street lighting columns on new developments (£338k). This balance has been carried forward every year since 2010-11 and has increased year-on-year. It has been set aside for potential future increases in the street lighting PFI charge as a result of additional street lighting columns. Given the number of years it has been carried forward and not spent, it would be good practice to clawback in full and incorporate any future budget pressure in relation to street lighting within the relevant future budget setting process.

5. HOUSING REVENUE ACCOUNT

- 5.1. The forecast provisional outturn position for the HRA is a gross surplus of (-£2.9m) to be transferred into the HRA risk equalisation reserve, leaving a break-even position overall.
- 5.2. The key reasons for the forecast gross (-£2.9m) surplus are:
- 5.2.1. An increase in rental income of (-£3.0m) due to the post budget setting Government confirmation that PFI properties were to be excluded from the 1% rent reduction.
 - 5.2.2. A review of annual leaseholder service charges leading to an underlying increase in income in both 2015-16 actuals and 2016-17 estimates of (-£2.0m) overall.
 - 5.2.3. Increased income from parking, tenant service charges and commercials (-£1.0m).
 - 5.2.4. Offsetting this is a charge in respect of new digital services projects/improvements to IT infrastructure of (+£1.6m) and an increase in depreciation of (+£1.5m).

6. CAPITAL PROGRAMME

- 6.1. The capital programme delivered £110.4m of capital investment in 2016-17, which represents 111% of the 2016-17 capital budget and means bringing forward £11.1m of capital resources from 2017-18. This is primarily due to the new homes programme progressing quicker than estimated before the start of the financial year. The capital investment is summarised by department in **Table 2** below and detailed at **Appendix 3**.

Table 2: 2016-17 Capital Programme Provisional Outturn

Department	2016-17 Capital Budget	2016-17 Capital Expenditure	Re-profiling (to)/from Approved Future Year Budgets
	(£m)	(£m)	(£m)
Children's Services	18.4	16.5	(1.9)
Environment and Regeneration	19.6	16.7	(2.9)
Housing and Adult Social Services	61.2	77.2	16.0
Finance and Resources	0.1	0.0	(0.1)
Total	99.3	110.4	11.1

6.2. The provisional funding of the 2016-17 capital programme is shown in **Table 3** below.

Table 3: Provisional Funding of 2016-17 Capital Programme

Funding Source	(£m)
Capital Receipts	30.3
Major Repairs Reserve	42.3
Government Grants and Other External Contributions	23.7
Earmarked Reserves	14.1
Total	110.4

6.3. As part of the funding of the capital programme, the following earmarked revenue reserves movements over £500k require Executive approval under the Council's financial regulations:

6.3.1. Drawdown from capital reserve towards funding the 2016-17 capital programme (£8,990,697.62).

6.3.2. Drawdown from capital reserve in respect of the previously budgeted corporate revenue contribution to the 2016-17 capital programme that is no longer required (£3,500,000.00).

6.3.3. Transfer from capital reserve to Invest to Save reserve towards funding budgeted Invest to Save commitments in 2017-18 (£3,246,000.00).

6.3.4. Transfer from Section 106 reserve to capital reserve towards funding the 2016-17 capital programme (£866,353.40).

6.3.5. Transfer of Community Infrastructure Levy (CIL) income received in 2016-17 (strategic share) to CIL strategic reserve (£3,404,035.10) and subsequent drawdown from CIL strategic reserve (£4,924,719.57) towards funding the following infrastructure in the 2016-17 capital programme:

6.3.5..1. Expansion of Bunhill Heat and Power Network (£2,000,667.12).

6.3.5..2. Improvements across the Council's leisure estate (2,924,052.45).

6.3.6. Transfer of Community Infrastructure Levy (CIL) income received in 2016-17 (local share) to CIL local reserve (£3,404,035.10).

6.3.7. Drawdown from services specific reserve for release of previously carried forward NHS funding (£2,600,000.00).

Treasury Management

6.4. The Council has £100.7m of temporary investments as at 31st March 2017. These investments were for periods from overnight to 20 months at an average rate of 0.55%. £14m of temporary debt is also outstanding at 31st March 2017 for periods of one month to six months at an average rate of 0.44%.

6.5. The Council's total long term debt is £267.8m as at 31st March 2017 (£217.7m Public Works Loan Board, £46.5m from other local authorities and a £3.6m commercial loan) compared to £268.8m as at 31st March 2016. The average rate of interest on debt has increased slightly from 4.46% to 4.48% over the course of the year, which is mainly due to the capital repayment in the year.

6.6. During the financial year the Council complied within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and Annual Treasury Strategy Statement.

7. SUNDRY INCOME MANAGEMENT

7.1. In 2016-17 £61.56m sundry income was collected for various council services and debts owed to the Council (e.g. licences, building control, planning fees), which represents 90.7% of the net collectable debit. The total outstanding at year-end was £6.297m.

7.2. The net sum of £35k was written off, under delegated authority, during the financial year 2016-17 and has been funded from provisions already made.

8. COUNCIL TAX AND NNDR COLLECTION RATES

8.1. Council tax in-year collection of 96.8% is just above the target (96.6%) set for 2016-17 and matches the Council's collection rate just prior to the introduction of the council tax support scheme in 2013-14.

8.2. National non-domestic rates (NNDR) in-year collection of 99.2% is just above the target (99%) set for 2016-17 and is the highest level achieved to date.

8.3. Collection rates for 2016-17 and the previous two financial years are shown in **Table 4** below.

Table 4: Collection Rates 2016-17

	2014-15	2015-16	2016-17 (Provisional)
Council Tax	96.1%	96.5%	96.8%
NNDR	99.0%	99.1%	99.2%

9. CLOSING OF ACCOUNTS PROGRESS 2016-17

9.1. The Council has a comprehensive timetable for the closing of its accounts. Progress against this timetable is currently on track, with departmental work mainly completed and the accounts now being consolidated corporately and supporting documentation being prepared.

9.2. In view of the fact that there is still work to be completed before the accounts are finalised, the Executive is asked to delegate to the Corporate Director of Finance and Resources the authority to agree any final changes to the accounts (including capital financing and re-profiling of resources to/from future financial years) prior to their submission to the auditor by 30th June 2017.

10. IMPLICATIONS

Financial Implications

10.1. These are included in the main body of the report.

Legal Implications

10.2. 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

10.3. This report does not have any direct environmental implications.

Resident Impact Assessment

10.4. A resident impact assessment (RIA) was carried out for the 2016-17 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.

Appendices:

Appendix 1: Revenue Provisional Outturn 2016-17
Appendix 2: Carry Forward Provisional Outturn 2016-17
Appendix 3: Capital Provisional Outturn 2016-17

Background papers: None

Responsible Officer:

Mike Curtis
Corporate Director of Finance and Resources

Report Authors:

Martin Houston,
Strategic Financial Advisor
Tony Watts
Head of Financial Planning

Signed by



Executive Member for Finance, Performance and
Community Safety

10 May 2017

Date

Appendix 1 - Revenue Monitoring 2016-17 Provisional Outturn by Service Area

GENERAL FUND					
Department / Service Area	Original Budget	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 12	Forecast Over/(Under) Spend Month 10
	£'000	£'000	£'000	£'000	£'000
FINANCE AND RESOURCES					
Corporate Director of Finance and Resources	915	2,178	2,174	(4)	0
Digital Services and Transformation	1,345	15,967	16,466	499	500
Financial Management	(3,072)	(1,634)	(1,013)	621	1,219
Financial Operations	2,359	21,356	20,532	(824)	(1,006)
Internal Audit	551	545	545	0	0
Human Resources	0	1,862	1,988	126	0
Legal and Governance	0	2,730	2,641	(89)	0
Total Finance and Resources	2,098	43,004	43,333	329	713
CHIEF EXECUTIVE'S DEPARTMENT					
Chief Executive (including legacy of old department)	2,584	(639)	397	1,036	965
Communications and Change	651	1,151	1,136	(15)	0
Strategy and Change	175	872	902	30	16
Total Chief Executive's Department	3,410	1,384	2,435	1,051	981
CHILDREN'S SERVICES					
Learning and Schools	21,927	24,196	23,891	(305)	815
Partnerships and Support Services	15,273	8,081	7,461	(620)	(530)
Targeted and Specialist Children and Families	38,482	42,072	47,387	5,315	3,140
Employment, Adult Learning and Culture	0	5,428	5,428	0	0
Youth and Communities	0	1,748	1,698	(50)	0
Less Projected Ring-Fenced Schools Related Underspend	0	0	1,265	1,265	425
Total Children's Services	75,682	81,525	87,130	5,605	3,850
ENVIRONMENT AND REGENERATION					
Directorate	(2,458)	0	(382)	(382)	0
Planning and Development	1,796	(5,027)	(5,057)	(30)	293
Public Protection	10,609	4,959	5,204	245	697
Public Realm	24,694	14,757	16,921	2,164	2,338
Total Environment and Regeneration	34,641	14,689	16,686	1,997	3,328
HOUSING AND ADULT SOCIAL SERVICES (HASS)					
Temporary Accommodation (Homelessness Direct)	2,176	2,555	2,547	(8)	2
Housing Needs (Homelessness Indirect)	1,819	1,632	1,707	75	104
Housing Benefit	880	880	880	0	0
Housing Strategy and Development	217	182	146	(36)	(31)
Housing Administration	1,850	9,735	9,608	(127)	(73)
Voluntary and Community Services (VCS)	0	3,426	3,426	0	0
North London Housing Partnership	0	30	30	0	0
Total Housing General Fund	6,942	18,440	18,344	(96)	2
Adult Social Care	31,030	25,715	25,720	5	(10)
Integrated Community Services	15,772	16,476	16,280	(196)	(181)
Strategy and Commissioning	31,774	30,116	30,289	173	172
Total Adult Social Services	78,576	72,307	72,289	(18)	(19)
Total Housing and Adult Social Services	85,518	90,747	90,633	(114)	(17)
PUBLIC HEALTH					
Children 0-5 Public Health	2,132	4,094	3,856	(238)	(269)
Children and Young People	1,906	1,726	1,669	(57)	(78)
NHS Health Checks	342	364	450	86	62
Obesity and Physical Activity	731	731	619	(112)	0
Other Public Health	(21,496)	(22,824)	(22,764)	60	(222)
Sexual Health	8,268	7,984	7,616	(368)	62
Smoking and Tobacco	673	601	656	55	(83)
Substance Misuse	7,444	7,444	7,469	25	(22)
Less Projected Ring-Fenced Public Health Grant Underspend	0	0	549	549	550
Total Public Health	0	120	120	0	0
DEPARTMENTAL TOTAL	201,349	231,469	240,337	8,868	8,855
CORPORATE ITEMS					
Corporate and Democratic Core / Non Distributed Costs	15,129	0	0	0	0
Other Corporate Items	291	17,834	13,923	(3,911)	(4,535)
Corporate Financing Account	(22,475)	3,352	(366)	(3,718)	(2,247)
Levies	22,005	21,988	21,725	(263)	0
Transfer to/(from) Reserves	12,555	(19,847)	(19,847)	0	0
Specific Grants	(17,960)	(34,487)	(34,743)	(256)	0
Core Government Funding / Council Tax	(211,162)	(211,147)	(211,147)	0	0
No Recourse to Public Funds	268	426	1,172	746	808
Appropriations and Technical Accounting Entries	0	(9,588)	(9,588)	0	0
Total Corporate Items	(201,349)	(231,469)	(238,871)	(7,402)	(5,974)
GROSS TOTAL	0	0	1,466	1,466	2,881

Appendix 1 - Revenue Monitoring 2016-17 Provisional Outturn

HOUSING REVENUE ACCOUNT(HRA)					
Department / Service Area	Original Budget	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 12	Forecast Over/(Under) Spend Month 10
	£'000	£'000	£'000	£'000	£'000
Dwelling Rents	(160,331)	(160,506)	(163,520)	(3,014)	(2,000)
Non Dwelling Rents	(1,750)	(1,350)	(1,823)	(473)	0
Heating Charges	(2,000)	(2,000)	(2,042)	(42)	0
Leaseholders Charges	(9,748)	(11,748)	(14,157)	(2,409)	(2,050)
Other Charges for Services and Facilities	(4,377)	(4,377)	(5,068)	(691)	(300)
PFI Credits	(22,854)	(22,854)	(22,854)	0	0
Interest Receivable	(500)	(500)	(577)	(77)	0
Contribution from General Fund	(816)	(816)	(816)	0	0
Gross Income	(202,376)	(204,151)	(210,857)	(6,706)	(4,350)
Repairs and Maintenance	31,930	31,610	31,711	101	0
General Management	49,155	50,755	51,809	1,054	1,665
PFI Payments	39,714	38,414	38,377	(37)	500
Special Services	16,817	16,951	17,055	104	0
Rents, Rates, Taxes and Other Charges	739	850	827	(23)	0
Capital Financing Costs	46,387	16,703	17,559	856	0
Bad Debt Provisions	750	30,434	32,000	1,566	0
HRA Contingency	2,500	750	935	185	(450)
Transfer to HRA Reserves	14,384	17,684	20,584	2,900	2,635
Gross Expenditure	202,376	204,151	210,857	6,706	4,350
Net (Surplus)/Deficit	0	0	0	0	0

Appendix 2: Provisional Outturn 2016-17 Revenue Carry-Forwards and Clawback

Directorate	Service Area	Explanation	Carry forward or hold in reserves?	Requested Carry Forward (£)	Proposed Clawback (%)	Proposed Clawback (£)	Net Carry Forward (£)
Finance and Resources	Resources	Data Protection funding.	Carry Forward	46,100.00	10%	4,610.00	41,490.00
Finance and Resources	Accommodation and Facilities	Archway Library public area refurbishment.	Carry Forward	59,471.00	10%	5,947.10	53,523.90
Finance and Resources	Accommodation and Facilities	Central Library CCTV.	Carry Forward	35,944.00	10%	3,594.40	32,349.60
Finance and Resources	Accommodation and Facilities	NBW toilets completion.	Carry Forward	61,500.00	10%	6,150.00	55,350.00
Finance and Resources	Accommodation and Facilities	Elwood entrance.	Carry Forward	69,000.00	10%	6,900.00	62,100.00
Finance and Resources	Accommodation and Facilities	Finsbury Library - Lift works.	Carry Forward	80,000.00	10%	8,000.00	72,000.00
Finance and Resources	Human Resources	Corporate Appraisal System implementation.	Carry Forward	80,000.00	10%	8,000.00	72,000.00
Finance and Resources	Contact Islington	Self Service scanning hardware.	Carry Forward	107,780.00	10%	10,778.00	97,002.00
Finance and Resources	Contact Islington	Self-service scanning software, license and support etc.	Carry Forward	19,500.00	10%	1,950.00	17,550.00
Finance and Resources	Law and Governance	Mayors Allowance - Contributions/donations/fundraising for Mayor to spend. Term runs to each May and must be spent in full. Carry forward reflects the amount not yet spent as at 31st March.	Carry Forward	10,677.00	0%	0.00	10,677.00
Finance and Resources	Law and Governance	Deputy Mayors Allowance - Contributions/donations/fundraising for Deputy Mayor to spend. Term runs to each May and must be spent in full. Carry forward reflects the amount not yet spent as at 31st March.	Carry Forward	3,000.00	0%	0.00	3,000.00
Finance and Resources	Digital Services	Agreed digital services projects spanning across financial years.	Carry Forward	3,805,395.00	10%	380,539.50	3,424,855.50
Finance and Resources	ICT Shared Service	Balance of project funding as at 31st March 2017.	Carry Forward	446,386.00	0%	0.00	446,386.00
Finance and Resources	Legal Services	Case management.	Carry Forward	100,000.00	10%	10,000.00	90,000.00
Finance and Resources	Accommodation and Facilities	Boiler Highbury Terrace/Swipe system/Keyfobs.	Carry Forward	400,000.00	10%	40,000.00	360,000.00
Finance and Resources	Business Rates	To mitigate potential future business rates increases on the Council's own properties.	Carry Forward	423,143.00	100%	423,143.00	0.00
Finance and Resources	Financial Operations	To mitigate future pressures related to benefits reform.	Housing Benefit Reserve	813,000.00	14%	112,101.97	700,898.03
Chief Executive's Department	Town Centres	This funding is being used to support the Council's digital inclusion agenda. It will fund the mobile device pilot scheme, providing devices to those most at risk of exclusion, and fund improvements in the offer available at libraries. The project ultimately aims to increase the number of residents transacting with the council online, as well as providing further benefits to residents who are now able to use other digital tools in their day to day lives.	Carry Forward	195,596.77	10%	19,559.68	176,037.09
Children's Services	Learning and Schools	Healthy Schools: Third party funding for the healthy schools and sports teams.	Carry Forward	60,000.00	0%	0.00	60,000.00
Children's Services	Learning and Schools	Over 5's childcare: Projected balance on New Homes Bonus and London Childcare funding allocations that end in 2016-17 and are being held to maintain the offer during the summer term (£190k). A further £80k of forecast underspends in Early Years are also required to secure the offer for the summer term.	Carry Forward	270,000.00	0%	0.00	270,000.00
Children's Services	Learning and Schools	Post 16 Bursary: Projected balance on New Homes Bonus funding allocation that ends in 2016-17 and are being held to maintain the offer for up to 3 years.	Carry Forward	320,000.00	0%	0.00	320,000.00
Children's Services	Learning and Schools	Upward Bound: Third party contribution from Dame Alice Owen Foundation for the Upward Bound Programme.	Carry Forward	15,000.00	0%	0.00	15,000.00
Children's Services	Targeted and Specialist Children and Families	Community Based Budgets: This is a multiyear Community Based Budget (CBB) project including the Families First, Exemplar and Troubled Families services. Carry forward will be used to support the CBB agenda and the services deliverables that are essential in the effective delivery of the CBB programme.	Carry Forward	1,200,000.00	0%	0.00	1,200,000.00
Children's Services	Learning and Schools	Funding received from schools and early years providers for service provision in 2017-18 (Education Psychology, Asset Management and repairs and maintenance).	Carry Forward	200,000.00	0%	0.00	200,000.00
Children's Services	Learning and Schools	Balance from Andover Bright Start playgroup provision that is owed to Montem Primary School following the transfer of provision.	Carry Forward	50,000.00	0%	0.00	50,000.00
Children's Services	Learning and Schools	Balance on the schools pooled catering budget, which belongs to schools and is managed on their behalf by the Council.	Carry Forward	165,000.00	0%	0.00	165,000.00

Appendix 2: Provisional Outturn 2016-17 Revenue Carry-Forwards and Clawback

Directorate	Service Area	Explanation	Carry forward or hold in reserves?	Requested Carry Forward (£)	Proposed Clawback (%)	Proposed Clawback (£)	Net Carry Forward (£)
Children's Services	Learning and Schools	SEN Reform Grant - Grant funding from the DfE to enable implementation of SEN reforms. The Council has 820 statements to convert to the new Education, Health and Care Plans over a 3 year period. Good progress is being made but the work is challenging and requires additional management, keyworker and system support capacity.	Carry Forward	55,000.00	0%	0.00	55,000.00
Children's Services	Learning and Schools	Grant funding from the DfE for the new 3 & 4 year old entitlement pilot project. The project spans 2016-17 and 2017-18.	Carry Forward	135,000.00	0%	0.00	135,000.00
Children's Services	Learning and Schools	Excess pension fund contribution received from schools that is being used to top-up their contribution in 2017-18	Carry Forward	665,000.00	0%	0.00	665,000.00
Children's Services	Learning and Schools	Funding for the Youth Council election in 2017-18.	Carry Forward	25,000.00	0%	0.00	25,000.00
Children's Services	Targeted and Specialist Children and Families	DFE grant funding towards the Partners in Practice programme part of the Innovations project (phase 2) in Children's Social Care, plus slippage from phase 1 of the Doing What Counts Measuring What Matters project. Fully committed to enable project deliverables to be maintained.	Carry Forward	1,966,000.00	0%	0.00	1,966,000.00
Children's Services	Targeted and Specialist Children and Families	Preventing Youth Violence - This carry forward is part of a 4-year programme supporting work in preventing youth violence.	Carry Forward	111,000.00	0%	0.00	111,000.00
Children's Services	Targeted and Specialist Children and Families	Underspend on North London Adoption Consortium (6 borough funded project, hosted by Islington) earmarked for 2017-18 project funding.	Carry Forward	42,000.00	0%	0.00	42,000.00
Children's Services	Targeted and Specialist Children and Families	Islington Safeguarding Children Board - Multi-agency funded budget with formal agreement that underspends are carried forward to meet future project commitments.	Carry Forward	3,000.00	0%	0.00	3,000.00
Children's Services	Youth and Communities	Targeted Youth Support Vice Weed Proposal - funded via Public Health, a documentary on drug use and mental health, which has been delayed and will now start in Summer 2017.	Carry Forward	10,000.00	0%	0.00	10,000.00
Children's Services	Employment, Adult Learning and Culture	Schools Library Service - This is to cover any potential rent following a possible move and/or investment in equipment required as a result of curriculum change within schools.	Carry Forward	24,000.00	0%	0.00	24,000.00
Children's Services	Employment, Adult Learning and Culture	Business support of improvement projects.	Carry Forward	2,000.00	0%	0.00	2,000.00
Children's Services	Employment, Adult Learning and Culture	A Million Minutes arts project.	Carry Forward	23,000.00	0%	0.00	23,000.00
Children's Services	Employment, Adult Learning and Culture	Kogan Academy of Dramatic Arts theatre project.	Carry Forward	44,000.00	0%	0.00	44,000.00
Children's Services	Employment, Adult Learning and Culture	Finsbury Park railway bridges improvement works.	Carry Forward	244,000.00	0%	0.00	244,000.00
Children's Services	Employment, Adult Learning and Culture	Finsbury Park Creative Hub.	Carry Forward	21,000.00	0%	0.00	21,000.00
Children's Services	Employment, Adult Learning and Culture	Childcare Bursaries.	Carry Forward	136,000.00	0%	0.00	136,000.00
Children's Services	Employment, Adult Learning and Culture	Careers Cluster & 18-24 Not in Education, Employment or Training (NEET) - This is a contract between LBI and City & Islington College, in conjunction with ESF funding, from 20/12/16 to 31/03/18. Due to a delayed start, the previously budgeted 2016-17 expenditure has slipped from 2016-17 to 2017-18.	Carry Forward	32,000.00	0%	0.00	32,000.00
Children's Services	Employment, Adult Learning and Culture	NHS Individual Placement and Support (IPS) Employment Trial - This is a Section 76 contract with NHS England and other partners. The project is to assist unemployed residents of Islington with health issues to return to employment and enhance their overall wellbeing.	Carry Forward	471,000.00	0%	0.00	471,000.00
Children's Services	Employment, Adult Learning and Culture	Funding received from Dame Alice Owen Foundation towards Islington Music Education Strategy.	Carry Forward	2,000.00	0%	0.00	2,000.00
Environment and Regeneration	Town Centres	Finsbury Park improvements.	Carry Forward	81,188.74	0%	0.00	81,188.74
Environment and Regeneration	Town Centres	Former George Robey project funding reallocated for the broader regeneration of the Finsbury Park area, overseen by Finsbury Park Regeneration Board.	Carry Forward	40,000.00	0%	0.00	40,000.00
Environment and Regeneration	Town Centres	Finsbury Park Creative Hub.	Carry Forward	42,386.57	0%	0.00	42,386.57

Appendix 2: Provisional Outturn 2016-17 Revenue Carry-Forwards and Clawback

Directorate	Service Area	Explanation	Carry forward or hold in reserves?	Requested Carry Forward (£)	Proposed Clawback (%)	Proposed Clawback (£)	Net Carry Forward (£)
Environment and Regeneration	Town Centres	Archway shop improvements.	Carry Forward	74,373.00	0%	0.00	74,373.00
Environment and Regeneration	Spatial Planning and Transport	Funding towards the regeneration of Archway, in particular to reanimate Archway Square. Invitations to quote for the work have been sent, but no expenditure relating to the project has been incurred to date.	Carry Forward	50,000.00	0%	0.00	50,000.00
Environment and Regeneration	Pollution Projects Team	Installation of rapid electrical vehicles charging points.	Carry Forward	137,955.28	10%	13,795.53	124,159.75
Environment and Regeneration	Pollution Projects Team	Installation of rapid electrical vehicles charging points specifically for canal boats.	Carry Forward	30,000.00	10%	3,000.00	27,000.00
Environment and Regeneration	Private Sector Housing	Continuation of the additional HMO licensing scheme from 1st September 2015 to run for 5 years.	Carry Forward	61,006.53	10%	6,100.65	54,905.88
Environment and Regeneration	Fleet and Depots	Building a new generator at Upper Street.	Carry Forward	298,457.50	10%	29,845.75	268,611.75
Environment and Regeneration	Fleet and Depots	Replacing the current generator at the Waste Recycling Centre for a larger model due to additional needs.	Carry Forward	285,000.00	10%	28,500.00	256,500.00
Environment and Regeneration	Traffic and Engineering	Funding for additional street lighting for new developments.	Carry Forward	338,484.42	100%	338,484.42	0.00
Environment and Regeneration	Highways	This grant is for flood and coastal erosion assessments within the borough.	Carry Forward	50,000.00	10%	5,000.00	45,000.00
Environment and Regeneration	Cemetery Service	Ring-fenced trading Account.	Cemeteries Reserve	345,158.79	0%	0.00	345,158.79
Environment and Regeneration	Street Trading	Ring-fenced trading Account.	Street Markets Reserve	25,091.88	0%	0.00	25,091.88
Housing and Adult Social Services	Voluntary and Community Sector (VCS)	VCS contingency pot to run parallel with the VCS funding allocations. This contingency funding has been fully allocated to certain VCS programmes during that period.	Carry Forward	266,215.00	0%	0.00	266,215.00
Housing and Adult Social Services	Voluntary and Community Sector (VCS)	VCS contingency pot to run parallel with the VCS funding allocations. This contingency funding has been fully allocated to certain VCS programmes during that period.	Carry Forward	14,842.00	0%	0.00	14,842.00
Housing and Adult Social Services	Voluntary and Community Sector (VCS)	VCS contingency pot to run parallel with the VCS funding allocations. This contingency funding has been fully allocated to certain VCS programmes during that period.	Carry Forward	49,330.00	0%	0.00	49,330.00
Housing and Adult Social Services	Voluntary and Community Sector (VCS)	VCS contingency pot to run parallel with the VCS funding allocations. This contingency funding has been fully allocated to certain VCS programmes during that period.	Carry Forward	23,901.00	0%	0.00	23,901.00
Housing and Adult Social Services	Voluntary and Community Sector (VCS)	VCS contingency pot to run parallel with the VCS funding allocations. This contingency funding has been fully allocated to certain VCS programmes during that period.	Carry Forward	22,938.00	0%	0.00	22,938.00
Public Health	Other Public Health	Ring-fenced Public Health grant carried forward to 2017-18 to deliver agreed one-off saving in 2017-18.	Carry Forward	589,380.00	0%	0.00	589,380.00
TOTAL				15,873,201.48		1,466,000.00	14,407,201.48

Summary			
Finance and Resources	6,560,896.00	1,021,713.97	5,539,182.03
Chief Executive's Department	195,596.77	19,559.68	176,037.09
Children's Services	6,291,000.00	-	6,291,000.00
Environment and Regeneration	1,859,102.71	424,726.35	1,434,376.36
Housing and Adult Social Services	377,226.00	-	377,226.00
Public Health	589,380.00	-	589,380.00
TOTAL	15,873,201.48	1,466,000.00	14,407,201.48

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Appendix 3: Capital Monitoring 2016-17 Provisional Outturn

	2016-17 Budget Monitoring					
	Original Budget	Budget Changes During the Year	Revised Budget	Provisional Outturn	Forecast Re-profiling (to)/from Future Years	% Budget Spent
	£m	£m	£m	£m	£m	£m
CHILDREN'S SERVICES						
Moreland Primary School	8.4	0.0	8.4	8.0	(0.5)	95%
Dowery Street Pupil Referral Unit	4.3	(1.9)	2.4	1.8	(0.6)	73%
The Bridge Free School	4.7	0.0	4.7	4.7	0.0	101%
Primary School Expansions	6.4	(6.4)	0.0	0.0	0.0	0%
Primary Capital Scheme	0.3	(0.3)	0.0	0.0	(0.0)	0%
Windows Scheme	0.4	0.0	0.4	0.4	(0.0)	95%
Primary Bulge Classes	0.1	0.1	0.2	0.2	0.0	100%
Primary Electrical Schemes	0.9	(0.3)	0.7	0.6	(0.1)	91%
Mechanical Schemes	0.4	0.3	0.7	0.5	(0.2)	76%
Early Years Two Year Old Places	0.9	(0.8)	0.1	0.0	(0.1)	40%
Other	3.0	(2.2)	0.9	0.4	(0.5)	30%
Total Children's Services	29.8	(11.4)	18.4	16.5	(1.9)	89%
ENVIRONMENT AND REGENERATION						
Other Environment and Regeneration	0.0	0.7	0.7	(0.1)	(0.8)	0%
Planning and Development	2.0	(1.9)	0.1	0.1	0.0	100%
Cemetaries	0.5	(0.5)	0.0	0.0	(0.0)	0%
Disabled Facilities	0.7	(0.6)	0.1	0.0	(0.1)	0%
Libraries	0.0	0.0	0.0	0.0	(0.0)	0%
Private Sector Housing	1.6	(1.5)	0.1	0.0	(0.1)	0%
Combined Heat and Power	4.0	(0.2)	3.8	2.8	(1.0)	74%
Energy Saving Council Buildings	0.2	(0.0)	0.1	0.0	(0.1)	30%
Vehicles	3.7	(2.6)	1.1	1.0	(0.0)	96%
Greenspace	0.4	(0.0)	0.4	0.0	(0.4)	3%
Highways	4.4	(0.1)	4.3	4.3	(0.0)	100%
Ironmonger Row Bath	0.0	0.0	0.0	0.0	0.0	0%
Leisure	4.5	0.6	5.1	5.2	0.1	102%
Other Energy Efficiency	0.7	(0.6)	0.0	0.0	(0.0)	0%
Recycling Improvements	0.9	(0.3)	0.6	0.5	(0.1)	82%
Special Projects	0.0	0.3	0.3	0.3	0.0	100%
Traffic and Engineering	3.3	(0.4)	2.9	2.6	(0.3)	89%
Total Environment and Regeneration	26.9	(7.3)	19.6	16.7	(2.9)	86%
HOUSING AND ADULT SOCIAL SERVICES						
HOUSING						
Major Works and Improvements	31.1	0.0	31.1	35.7	4.6	115%
New Build	29.4	0.0	29.4	41.5	12.1	141%
Total Housing	60.5	0.0	60.5	77.2	16.7	128%
ADULT SOCIAL SERVICES						
Care Services	0.0	0.7	0.7	0.0	(0.7)	0%
Total Adult Social Services	0.0	0.7	0.7	0.0	(0.7)	0%
Total Housing and Adult Social Services	60.5	0.7	61.2	77.2	16.0	126%
FINANCE AND RESOURCES						
Finance	0.0	0.1	0.1	0.0	(0.1)	0%
Digital Services	1.5	(1.5)	0.0	0.0	0.0	0%
Total Finance and Resources	1.5	(1.5)	0.0	0.0	0.0	0%
TOTAL CAPITAL PROGRAMME	118.7	(19.3)	99.3	110.4	11.1	111%

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

Executive	Date: 18.5.17	Ward(s): All
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SUBJECT: Adoption of Revised Statement of Community Involvement

1. Synopsis

- 1.1 Each Local Planning Authority is required to produce a Statement of Community Involvement (SCI). The purpose of the SCI is to set out how stakeholders with an interest in development in the borough can be involved in developing planning policies and in planning applications.
- 1.2 The current SCI was adopted in 2006. Since then there have been a number of changes to the planning system, planning legislation and local government finance. The purpose of the Revised SCI is to update the approach to community involvement in planning in the borough as a result of these changes. The Council has commenced its Local Plan review and it is important that the SCI is up-to-date.
- 1.3 The purpose of this report is to outline the content of the revised SCI, summarise the consultation responses and highlight changes to the document to be adopted by the Council's Executive.

2. Recommendations

- 2.1 To note the results of the public consultation on the draft Revised SCI that took place between Friday 30 September and Monday 28 November 2016 (attached at Appendix 2).
- 2.2 To agree to adopt the revised Statement of Community Involvement (attached at Appendix 1).
- 2.3 To note that further updates to the processes of community involvement in planning may be required in future as a result of future additional planning reforms following the Housing and Planning Act (2016) as well as those proposed as part of the Neighbourhood Planning Bill (2017) that is currently going through Parliament.
- 2.4 To agree to delegate authority the Corporate Director of Environment and Regeneration to make further minor changes to the SCI, in consultation with the Executive Member for Housing and Development.

3. Background

- 3.1 The requirement for a Statement of Community Involvement was introduced by the 2004 Planning and Compulsory Purchase Act (Section 18). This defines a Local Planning Authorities' SCI as "*a statement of their policy for involving interested parties in matters relating to development in their area*" applicable to both the preparation of planning policy documents (Supplementary Planning Documents and Development Plan Documents) as well as Development Management functions.
- 3.2 Islington's current SCI was adopted in 2006 at which time it was required to go through Independent Examination by a Planning Inspector. This requirement was removed by the 2008 Planning Act, along with the requirement for the SCI to be specified in the Local Development Scheme (the timetable for the production of planning policy documents). Whilst the requirement for an SCI still exists the process for its adoption is no longer set out in legislation, rather it is at the discretion of the Local Planning Authority.
- 3.3 Since the 2006 SCI was produced there have been a number of changes to the planning system and planning legislation which means it is increasingly out of date. These include:
- The Planning Act (2008) which introduced the Community Infrastructure Levy.
 - The Localism Act (2011) which introduced a number of changes to the process for making planning policies, the Duty-to-Cooperate, Neighbourhood Planning as well as additional requirements for consultation on planning applications.
 - The Local Planning (England) Regulations (2012) which set out in further detail the requirements for consultation on planning policy documents.
 - The Development Management Procedure Order (as amended) which includes changes to consultation on planning applications.
 - Changes to permitted development rights (through the General Permitted Development Order) which have increased the scope for development without the need for planning permission and increased the use of the Prior Approval process.
- 3.4 In addition to changes to planning legislation, there have also been changes to methods of community engagement, in particular the greater use of electronic communications and social media. The revised SCI provides the opportunity to reflect these changes and opportunities they present.
- 3.5 The approach to community involvement in planning also needs to be viewed within the changing context of local government funding. The Council's funding from central government has been halved since 2010. With further funding cuts planned it is important to consider both how community involvement can be effective as well as making the most efficient use of resources.
- 3.6 The Revised SCI (2017) retains key elements of the 2006 original, albeit in an amended form. This includes providing context on Islington's communities and their diversity, setting out general principles for involvement and trying to make this inclusive. However, the sections on how communities can be involved in planning policies and planning applications are subject to greater changes, as outlined below.
- 3.7 For planning policies, Figure Two of the 2006 SCI sets out opportunities for involvement at different stages of the process for creating Supplementary Planning Documents (SPDs) and Development Plan Documents (DPDs). This needed to be updated to reflect the changes to the plan making process and consultation requirements set out in the regulations. The 2006 SCI set out suggested methods for community involvement in plan-making at Figure 3 and Appendix 2. The plan making system has changed from a focus on producing a number of specified separate policy documents (known as the Local Development Framework) to producing a Local Plan which can be several documents or just one.
- 3.8 The Revised SCI (2017) provides an update of suggested involvement methods and the general approach to consultation on plan making to reflect the latest regulations, without being specific to a number of individual documents and allowing for some flexibility in case of future changes in regulations. The Council commenced the review of its local planning policies (known as the Local Plan) in autumn 2016. It is important to have an updated SCI in place which accurately reflects the current plan making process and opportunities for involvement in this.

- 3.9 The approach to planning applications in the Revised SCI (2017) is generally consistent with the 2006 SCI. For planning applications, the 2006 SCI set out a general summary of the approach to consultation in Section 3.2, with the approach taken to each type of planning application specified in appendix 5. The Revised SCI (2017) also contains a section on the general approach to planning applications, however additional information has been provided on the approach to pre-application consultation and the expectations of applicants. Further information has also been provided on how to comment on planning applications (detailed in Appendix 3 of the Revised SCI) as well as Prior Approval applications as a result of changes to permitted development rights.
- 3.10 The Revised SCI (2017) no longer sets out a specific approach to multiple types of planning applications; rather it sets out a simplified general approach across all types of applications, mainly differentiating between major and minor applications.
- 3.11 The legislation no longer requires that statutory notices be placed in the local papers at specific formal stages of the plan making process. Therefore the Revised SCI offers greater flexibility about if and when to use local papers to raise awareness of local consultations. The Revised SCI also offers greater flexibility about making paper copies of all documents available for inspection at all local libraries. Past experience over many years shows that this method was not widely utilised, despite significant resource implications. Therefore the Revised SCI (2017) no longer makes commitment to providing paper copies of documents at all libraries.
- 3.12 The Revised SCI (2017) contains new sections on neighbourhood planning as well as involvement in infrastructure delivery through the Community Infrastructure Levy and Planning Obligations. With regard to Neighbourhood Planning, the Revised SCI (2017) provides a summary of the council's general approach to consulting stakeholders at different stages of the neighbourhood planning process. The Revised SCI (2017) also cross refers to separate guidance which sets out the council's role in supporting neighbourhood planning.
- 3.13 The Revised SCI (2017) promotes an inclusive approach to consultation including consultation with equalities target groups. Being inclusive is set out as a key engagement principle in Table 1. Section 4 of the document provides a paragraph and case study about making involvement in the production of planning policies and guidance inclusive. Appendix 1 of the document provides examples of how communication and engagement methods can be targeted to reach different audiences, while Appendix 2 of the document provides some good practice guidance for providing clear and accessible information and making events inclusive and accessible.
- 3.14 Officers consider that the Revised draft strikes an appropriate balance between:
- maintaining a commitment to the key principles of involvement;
 - meeting and, where appropriate, exceeding the minimum regulatory requirements;
 - providing flexibility for changing circumstances; and
 - achieving an appropriate and proportional approach to involvement which takes into account the constraints on resources.
- 3.15 The Revised SCI was consulted on for over eight weeks, from 30 September to 28 November 2016. Eight responses were received from a mixture of community organisations, individuals and statutory consultees. These are summarised below.
- The Better Archway Forum made a number of suggestions including: suggesting other stakeholders that could be mentioned in specific parts of the document; suggesting clarification about how people can get involved in planning at different stages; the importance of pre-application consultation; resident involvement in design review; clarifying when certain communication methods are used; and providing feedback on how planning information is presenting to the public.
 - The Canonbury Society stated their support for the document.
 - A resident suggested a change around the guidance for material planning considerations listed in appendix 3 of the document.
 - The Canal and River Trust suggested a more detailed list of stakeholders for engagement at pre-application stage could be provided.
 - Four organisations (Health and Safety Executive (HSE), Highways England, Historic England, and

Natural England) made no specific comment.

- 3.15 A summary of responses and the Council response to them can be found in the Consultation Statement attached at Appendix 2.
- 3.16 The planning system is currently going through a period of significant change and reform, not least through Housing and Planning Act 2016 and the Neighbourhood Planning Bill (2017) (which is currently going through Parliament) which will introduce fundamental changes to both the plan making and planning application process. The Neighbourhood Planning Bill as currently drafted has specific legislation around SCIs, including how they should set out policies for advice or assistance for Neighbourhood Planning. An early review of the SCI may be required to reflect these changes and their implications for the involvement of stakeholders. There may also be further scope to change existing community involvement practices through the introduction of new technologies which can be considered as part of a future review.

4. Implications

Financial implications:

- 4.1 Some of the changes proposed as a result of the revised SCI (2017) have the potential to make better use of resources and make savings. For example, no longer placing copies of public notices in local newspapers for planning policy documents has the potential to save several thousand pounds per year, depending on the number of consultations. Reducing the availability of documents for inspection at libraries also has the potential to save in print costs. There will also be savings for officer time as a result of greater flexibility.

Legal Implications:

- 4.2 The changes to the SCI meet the minimum legal requirements for the production of planning policy documents and consultation on planning applications as set out in the Town and Country Planning Act (1990) (as amended), the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Development Management Procedure Order (2015). Other legal comments are contained within the body of the report. The SCI has also been prepared in line with statutory requirements.

Environmental Implications

- 4.3 There are not deemed to be any significant environmental implications as a result of the revised SCI, however increased flexibility in the printing of documents for inspection, which can often be substantial in size for policy documents, will help to reduce the amount of paper used and energy costs associated with printing.

Resident Impact Assessment:

- 4.4 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.

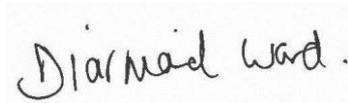
A Resident Impact Assessment (RIA) has been completed and this did not identify any negative equality impacts for any protected characteristic or any human rights or safeguarding risks.

By setting out clearly and transparently how the council will involve the local community in planning in the borough, including general principles for involvement and inclusivity, the SCI will enable residents to engage with and give their views on future planning applications, development proposals and planning policies.

5. Reasons for the recommendations / decision:

- 5.1 The current Statement of Community Involvement (2006) is increasingly out of date as a result of a number of changes to planning legislation. A Revised Statement of Community Involvement (2017) provides an opportunity to make a number of updates in light of the changes to legislation, reflect changes to technology, and provide greater flexibility to help make the most efficient use of resources. Adoption of the revised SCI by the Executive will provide a clear and up-to-date framework for stakeholders who have an interest in planning in the borough to get involved, setting out the Council's expectations from third parties and promoting good practice.

Signed by:



10 May 2017

Executive Member for Housing and Development

Date

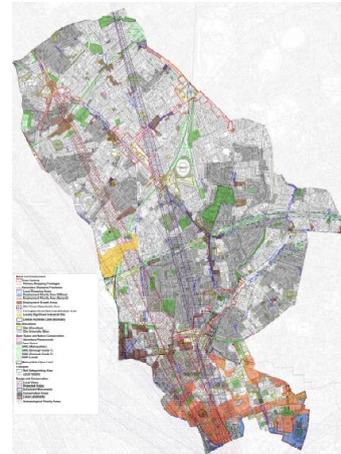
Appendices

- Appendix 1: Revised Statement of Community Involvement for Adoption (2017).
- Appendix 2: Consultation Statement

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Getting involved in planning



Islington's Revised Statement of Community Involvement

May 2017

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1. Introduction

- 1.1.** Planning decisions have an important role in shaping Islington, including:
- Where buildings are built, what they will look like and what they will be used for;
 - How our streets and other public spaces will look and how we use them; and
 - How we can protect and enhance the borough's historic and natural environments.
- 1.2.** There are two main ways in which Islington's communities can get involved in influencing planning decisions:
- Through involvement in the development of policies and guidance which are used to make decisions on planning applications.
 - Through getting involved in planning applications – where it is decided if planning permission should be granted or refused.
- 1.3.** The purpose of this document is to explain how Islington's communities can get involved in planning¹.

2. Islington's communities

- 2.1.** There are a number of different people and organisations who will have an interest in planning decisions - known as stakeholders. When trying to encourage the involvement of Islington's communities it is important to understand who they are.
- 2.2.** In 2014 it was estimated Islington's resident population was 221,000. Islington has a very diverse resident population:
- less than half (48%) of residents are White British and a quarter of residents are from black and minority ethnic communities.
 - 16% of residents define themselves as disabled.
 - Islington is also estimated to have one of the most concentrated Lesbian, Gay and Bisexual populations in the country².
- 2.3.** Islington is also a borough of contrasts. It is important to recognise that as well as being home to some of the wealthiest people in the country, Islington also has high levels of poverty. Almost half of all children in Islington live in poverty and fuel poverty affects half of all pensioners in the borough. Creating a fairer borough and reducing inequality is therefore a council priority³.
- 2.4.** As well as local residents, there are a number of other stakeholders who will have an interest in planning decisions, these include:
- People who work in the borough: it is estimated around 175,000 people work in the borough, with a large proportion of this workforce commuting into Islington each day from across London and beyond.
 - People who visit the borough: Islington is a popular place to visit and spend leisure time including visiting shops, theatres, cinemas, restaurants, cafes, pubs and bars.

¹ The council is required by law to have a Statement of Community Involvement (Planning and Compulsory Purchase Act 2004).

² Islington State of Equalities Report 2015.

³ Islington Corporate Plan 2015-2019.

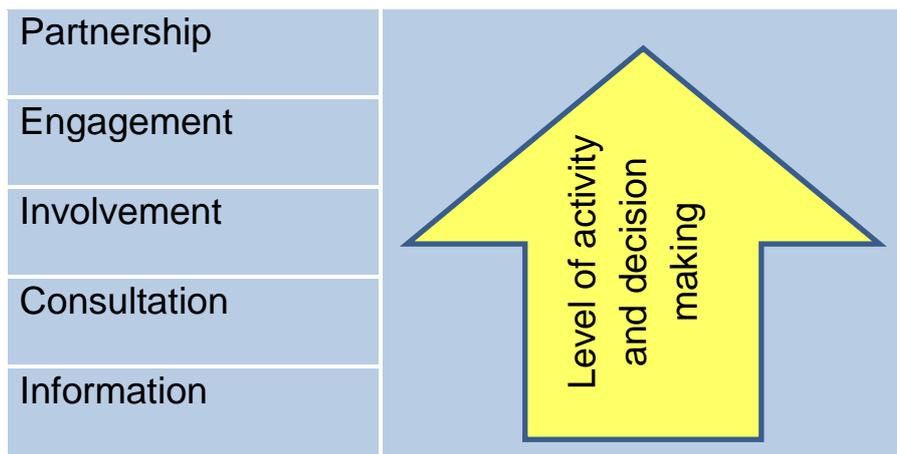
- Community and interest groups: Islington is home to a strong voluntary and community sector and there are a number of groups who have an interest in planning.
- Landowners/developers: the borough is an attractive place to develop and there is a very active development industry.
- Statutory consultees: there are a number of organisations who, by law, we are required to consult. These can include government organisations such as the Environment Agency or Historic England as well as the Mayor of London.

2.5. This Statement of Community Involvement applies to all stakeholders.

3. Islington's commitment

3.1. As a council we recognise the importance of engaging with and listening to the views of our communities; this helps us to make better decisions about our services and priorities.

3.2. The terms consultation, participation, involvement and engagement are often used interchangeably. It is sometimes best to think of a scale where there are different levels of involvement and decision making, as highlighted below.



3.3. At the lower end we use more traditional consultation techniques to find out what people think. Towards the middle stakeholders are more active, for example by attending meetings or taking part in discussions. At the top, participants actively contribute to or share decision-making⁴.

3.4. As the Local Planning Authority we (the council), have the legal responsibility for making planning decisions. Effective involvement enables decisions on planning policies and applications to be approved in the knowledge that stakeholders have had a full opportunity to express their views and engage in a genuine and transparent dialogue⁵.

3.5. Community involvement plays an important role in the planning policy process in helping to identify local needs and issues and how they can be addressed, as illustrated in figure 1 below.

⁴ Islington Consultation, Involvement and Engagement Strategy (2008)

⁵ Guidelines on effective community involvement and consultation, The Royal Town Planning Institute and Consultation Institute.

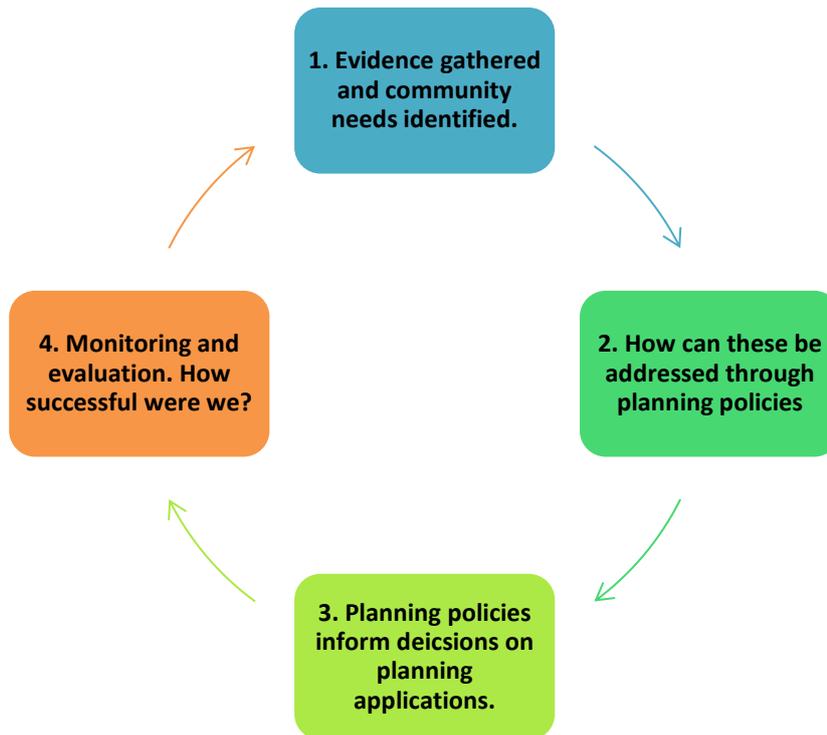


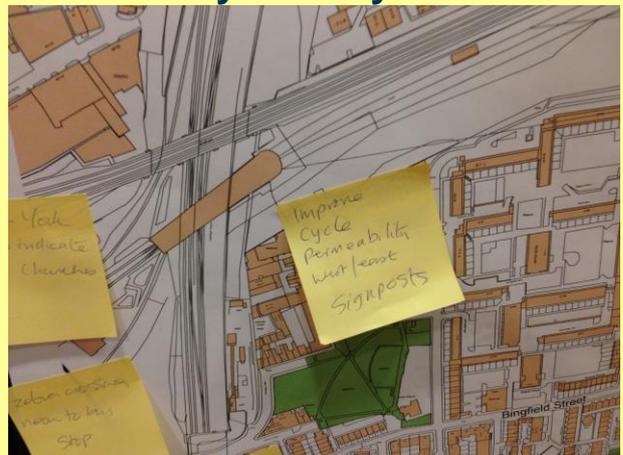
Figure 1: Illustration of how community involvement informs planning policy and decisions.

Planning policies in turn play a key role in making decisions on planning applications. Planning applications are determined in accordance with local policies (known as the Local Plan), the Mayor's London Plan, as well as taking into account other factors – known as material considerations – this is explained further in section 5.

- 3.6.** Community involvement plays a valuable role in helping us to make decisions by increasing our understanding of the demands on land and buildings and how to manage these as well as providing invaluable local insight, as highlighted in Case Study 1.

The Cally Plan was produced to address challenges and identify improvement opportunities in the Caledonian Road area. Early consultation included public meetings where a number of valuable suggestions were made. This included creating better cycle and pedestrian routes from York Way and improving the way people can move through the area. These projects were included in the final version of the document and have been used to inform decisions.

Case Study 1: Cally Plan



Picture of feedback at a public meeting.

- 3.7.** Whilst planning decisions may not meet everyone's wishes entirely, when communities are part of the process this can increase their understanding of the final decision and the reasons for it.

- 3.8. This document is consistent with the council's Community Involvement and Engagement Strategy. The key principles for involvement in planning are summarised below.

Table 1: Key Principles of Involvement

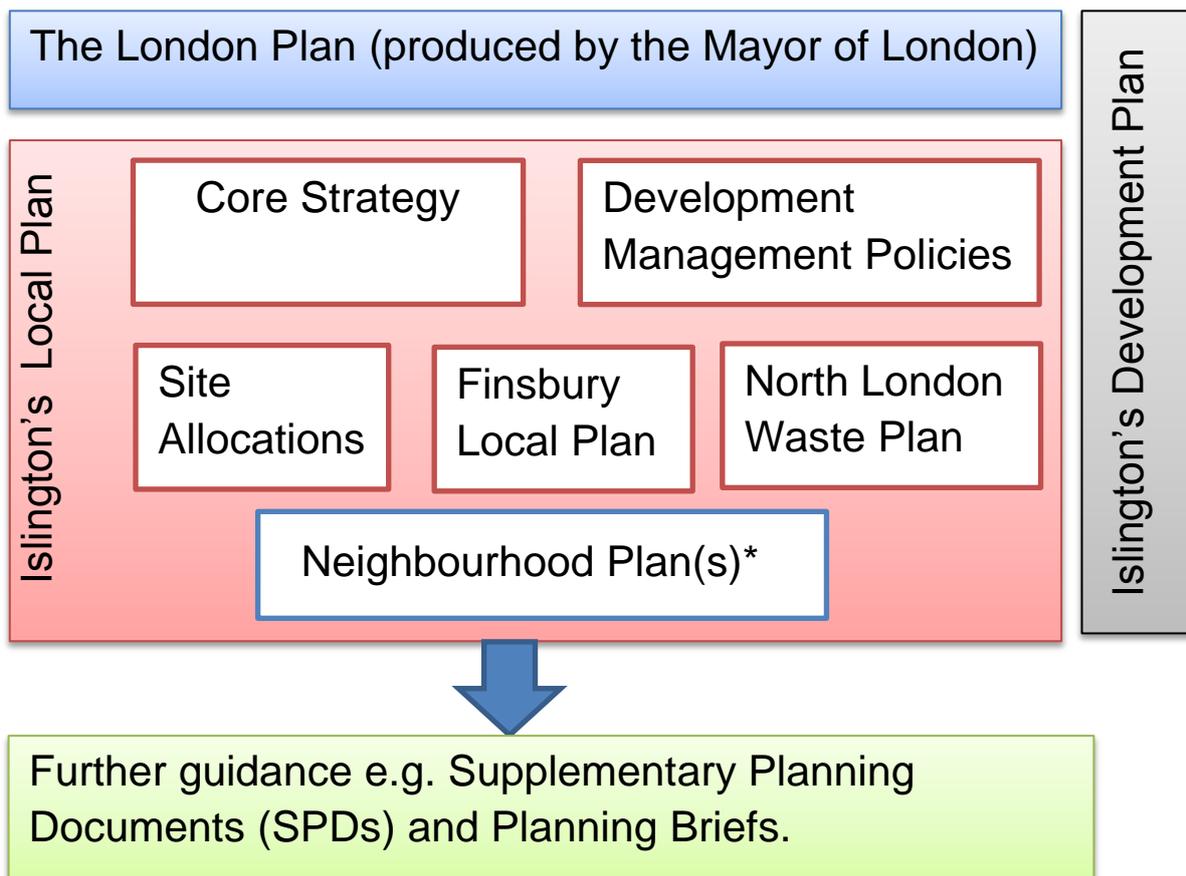
Key principles for involvement	
Clear	<ul style="list-style-type: none"> • Clear information will be given about the purpose of involvement. • We will be transparent about the process for decision making and the scope for influence. • We will explain how we have taken account of different views and how the final decision was reached. • People can find the planning system difficult - we can help by explaining things as clearly as possible and tailoring information to make it relevant.
Timely	<ul style="list-style-type: none"> • Early involvement is important as this is often when there is the greatest scope for influence. We will encourage effective early engagement and allow reasonable timescales for people to respond.
Inclusive	<ul style="list-style-type: none"> • We are committed to engaging our diverse communities so that everyone can have the opportunity to express their views about how their neighbourhood should develop. This can be achieved through having inclusive involvement and communication methods.
Appropriate and proportional	<ul style="list-style-type: none"> • The type of involvement required will vary. In some cases simple notification will be appropriate, whereas for bigger more controversial issues it will be necessary to use a variety of methods to inform people and get their views. This will enable the efficient and effective use of resources. In all cases it will be important to analyse the context, the different communities who may be affected and how they can best be engaged.

Adapted from Planning Aid for London, Principles for engagement

- 3.9. Minimum requirements for community involvement in planning are set out in law. However, we will often go beyond these. Our approach to community involvement in planning is explained in sections 4 and 5 in more detail, starting with Planning Policy.

4. Getting involved in the preparation of planning policy and guidance

- 4.1. Our local planning policies play an important role in making decisions on planning applications. We also produce guidance to help deliver our policies and provide further detail about what is expected from future development.
- 4.2. Our policies, together known as the Development Plan, are made up of the Mayor's London Plan (which sets out the priorities for how London will develop) and Islington's Local Plan (which responds to local needs as well as those of London). Planning applications are determined in line with the Development Plan unless there are other factors, called material considerations, which indicate otherwise. Our Development Plan is summarised in the diagram below.



**There are no Neighbourhood Plans in place to date in Islington.*

4.3. We produce a document called the Local Development Scheme (LDS) which includes a timetable for the production of local policies. This includes details of when the main stages of involvement will be. This timetable and details of all our documents can be found online at www.islington.gov.uk/localplan.

4.4. Local planning decisions are also influenced by national policy and legislation. The National Planning Policy Framework (NPPF), for example, sets out what local councils should consider when creating their policies and making decisions. Changes to national planning legislation can also affect how we make decisions, for example, changing what does not need planning permission (known as permitted development).

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and set of agreed priorities...”

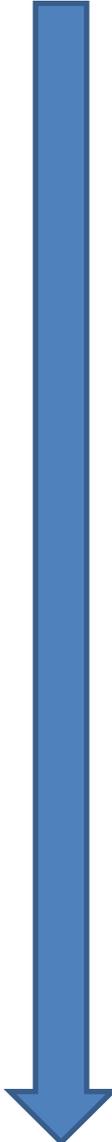
National Planning Policy Framework (2012)

4.5. Involving local communities and key stakeholders is an important part of the local policy making process. The greatest scope for influence is early in the process.

Islington's Local Plan

- 4.6. The creation of our Local Plan is a long process. It can take around 3 years to produce each document which are required, by law, to go through certain stages, summarised below⁶. There is a different process for neighbourhood plans which is explained later.

Table 1: Stages of production for local planning policy documents (legally known as Development Plan Documents (DPDs)).



1: Preparation	<p>This is the longest and most important stage and where there is the greatest scope for influence. The aim is to resolve as many issues as early as possible.</p> <p>We produce and collect evidence about key issues. This includes technical studies (for example housing need), as well as evidence from stakeholders, including the local community, about the issues identified and possible responses to them.</p> <p>We will consult widely and ask for feedback on the proposed content of the document.</p> <p>At the end of this stage we will set out who we have involved and how, the main issues raised and how we have responded to them.</p>
2: Publication	<p>This is where we ask for feedback on a final draft.</p> <p>Comments received will be forwarded to the planning inspector when the document is examined.</p> <p>There is limited scope to make significant changes. However, it may be necessary to make further changes in light of the feedback we receive. If this is the case we will consult on these changes.</p> <p>At the end of this stage we will set out who we have involved and how, the main issues raised and they have been taken into account.</p>
3. Submission	<p>The plan and supporting documents, including all formal responses at stage 2, are sent to an independent Planning Inspector appointed by the Secretary of State.</p>
4. Examination	<p>The Planning Inspector will examine the document and the outstanding issues. This can involve written responses from the council and stakeholders as well as hearings to discuss the issues further. If you made a formal representation you may be able to appear at the examination hearings in person, however the final decision on this will be down to the planning inspector.</p> <p>The planning inspector will assess if the plan meets all the legal requirements, can be considered "Sound" and therefore adopted. Once the Inspector has issued their report there is no scope for further changes.</p>
5: Adoption	<p>If the plan is approved (found sound*) by the Planning Inspector it can then be adopted by the council.</p>

Source: Town and Country Planning (Local Planning) (England) Regulations 2012

*Soundness is defined in the NPPF. This means the plan has been positively prepared; it is justified and effective; and is consistent with national policy.

- 4.7. When making these policy documents we are required to consider environmental, economic and social needs. This is done through a Sustainability Appraisal which

⁶ The plan making process is set out in The Town and Country Planning (Local Planning) (England) Regulations 2012

evaluates each policy document and makes recommendations to inform policies⁷. This provides evidence for the plan, including an assessment of its likely impact. Whenever we invite comments on a policy document we also welcome any comments on the Sustainability Appraisal. We also consider the impacts on our residents, including equalities groups, through conducting a Residents Impact Assessment. Where appropriate, we might produce an Integrated Impact Assessment that will consider all of these issues together in one document.

- 4.8.** We maintain a policy database where we have the contact details of those we are required to involve, for example the Mayor of London and the Environment Agency⁸, as well as other people and organisations that may have an interest. This includes individual residents, community groups, local businesses, landowners and developers. We have around 1600 contacts on this list, which is updated on an ongoing basis. Anyone may request to be added to the consultation database.

How we will involve people

- 4.9.** As a minimum, during steps 1 (preparation) and 2 (publication) we will consult for at least 6 weeks including:
- Notifying and inviting comments from everyone on the policy database – this will be sent by email only where we have an email address.
 - Advertising the consultation on the council's website.
 - Having copies of the consultation documents available online, with paper copies for inspection at the council offices⁹.
- 4.10.** It is important to encourage as much involvement as possible during the first stage of the process as this is when there is the greatest scope for influence. We will look to consult widely as well as engaging more deeply on specific topics with specific stakeholders. We will therefore utilise other awareness raising, consultation and involvement methods where these are appropriate. These are summarised in appendix 1. The methods used will depend on the document. At the beginning of the process we will consider what the best involvement strategy will be, who the key stakeholders are and how they will be engaged, following the guidance in appendix 2.
- 4.11.** In addition to formal consultation stages there will also usually be on-going informal involvement with stakeholders during the early stages to discuss specific issues and possible policy solutions. There is also a legal requirement, called the Duty to Co-operate, to engage constructively and actively on an on-going basis with neighbouring boroughs, certain statutory bodies¹⁰ and other boroughs depending on the nature of the proposed policy.

⁷ Source: The Handy Guide to Planning 2012 (Urban Forum, RTPI and Planning Aid).

⁸ Specific and general consultation bodies are identified in legislation including The Town and Country Planning (Local Planning) (England) Regulations) 2012.

⁹ If there are changes to the plan making process through legislation we will follow a similar procedure during the early stages

¹⁰ The duty to cooperate was introduced by the Localism Act (2011). Organisations to which this applies includes neighbouring boroughs (City, Hackney, Haringey and Camden), the Mayor of London, the Environment Agency, English Heritage, Natural England, Homes and Communities Agency (via the Mayor of London), the Health Authority (now the Islington Clinical Commissioning Group and relevant trusts), Transport for

- 4.12.** We will be clear about the scope for influence – setting out where there are genuine options in response to issues, but also being transparent about where the agenda is already set. It is important to note that many of the approaches to big issues, such as housing and employment growth, are set out by the Government and Mayor of London in the London Plan. Our local policies, in turn, have to be consistent with those of the Mayor.
- 4.13.** When you become involved it is important to realise that the council will take into account a wide range of views alongside other planning policy considerations. You may not always end up with the decision that you wanted but we will explain how we have taken account of different views and how the final decision was reached.
- 4.14.** During the later stages of policy production, steps 3 (submission) and 4 (examination) we will keep our website up to date with relevant documents and keep those stakeholders who have submitted comments to these stages informed. We will also let these stakeholders know when documents have been adopted (step 5).

Neighbourhood Planning

- 4.15.** Local communities now have the chance to create their own policies to shape their local area through a Neighbourhood Plan. Whilst the responsibility for involvement in Neighbourhood Plans rests with the local community we will provide feedback and advice about this. Neighbourhood Plans do not need to comply with this Statement of Community Involvement; however they do have a requirement to consult and this document may provide a useful starting point. Further information about Neighbourhood Planning, including a guide, can be found online at www.islington.gov.uk/neighbourhoodplanning.
- 4.16.** The council are required to publicise and invite comments at key stages of the Neighbourhood Planning process, including the creation of neighbourhood areas and forums. Generally for consultations on neighbourhood planning issues we will publicise key documents and details of how to comment on our website, place site notices and contact our policy database. Publicity will be determined on a case by case basis and within the context of resources. Further detail on the council's role is out in separate neighbourhood planning guidance¹¹.

Preparing Supplementary Planning Documents (SPDs) and other guidance

- 4.17.** We also produce other guidance which provides further detail on our approach to certain areas, sites or issues:
- **Supplementary Planning Documents (SPDs):** add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design.
 - **Masterplans:** provide a detailed design framework for an area of development or regeneration. This is not a formal policy document but can be used in helping to guide development.

- **Planning Briefs:** provide further detail and guidance to guide development on specific sites.

4.18. All of these guidance documents can be a consideration in planning decisions although Supplementary Planning Documents SPDs have greater legal status and are required to go through a set legal process¹². Guidance documents will however generally go through a similar process, summarised below:

Preparation

- As well as gathering evidence, where appropriate, we will ask for ideas, views and information from relevant stakeholders.

Consultation

- We will consult on a draft of the document for at least 4 weeks, although this will often be longer.
- After considering the responses and depending on the number of changes proposed we may ask for further feedback.
- SPDs have a requirement to consult statutory consultees and produce specific documents including a consultation statement.

Adoption

- Following appropriate consultation the council will adopt the document, usually via the Council's Executive.
- We will publish a consultation report setting out the main issues raised and how we have responded to them.

4.19. Involvement during the preparation stage can be very useful in identifying issues and solutions early on. This involvement will be proportionate to the document – it may be a case of asking certain stakeholders for feedback on some ideas, or it could involve events with specific stakeholders to get detailed feedback.

4.20. The consultation stage is about wider awareness raising and involvement. We will:

- Make the document available online and for inspection at the Municipal Offices.
- Invite comments from relevant stakeholders on the policy database.
- Send communications to properties which may be affected, where relevant.
- Use other communications methods and events, such as those in appendix 1, where appropriate.

4.21. When documents are adopted, we will publish the adoption notice on our website and notify those who have previously made comments on documents.

¹² Set out in The Town and Country Planning (Local Planning) (England) Regulations 2012.

Making involvement inclusive

- 4.22.** Planning policy and guidance can involve a number of complex and technical issues. We will aim to set out the key issues and our responses to them as clearly as possible and make communications and any events inclusive consistent with guidance in appendix 2. This could involve producing short summaries, more tailored communications and events which respond specifically to the interests of specific stakeholders and which help to build-up the capacity of different stakeholders to respond where needed. Case Study 2 provides an example of targeted and inclusive engagement.

Case Study 2: Islington's Streetbook

Islington has planning policies that require that the environment is well designed, respects its historic surroundings, is inclusive, sustainable and safe, and provides value for money. Planners worked with colleagues from a number of disciplines to produce expert guidance.

However we needed to better understand how older people, children and families, visually impaired people, wheelchair users, ambulant disabled people and cyclists use and experience the pedestrian environment. Disability Action in Islington (DAII) was commissioned to recruit a representative group, and to provide an initial briefing on key issues.

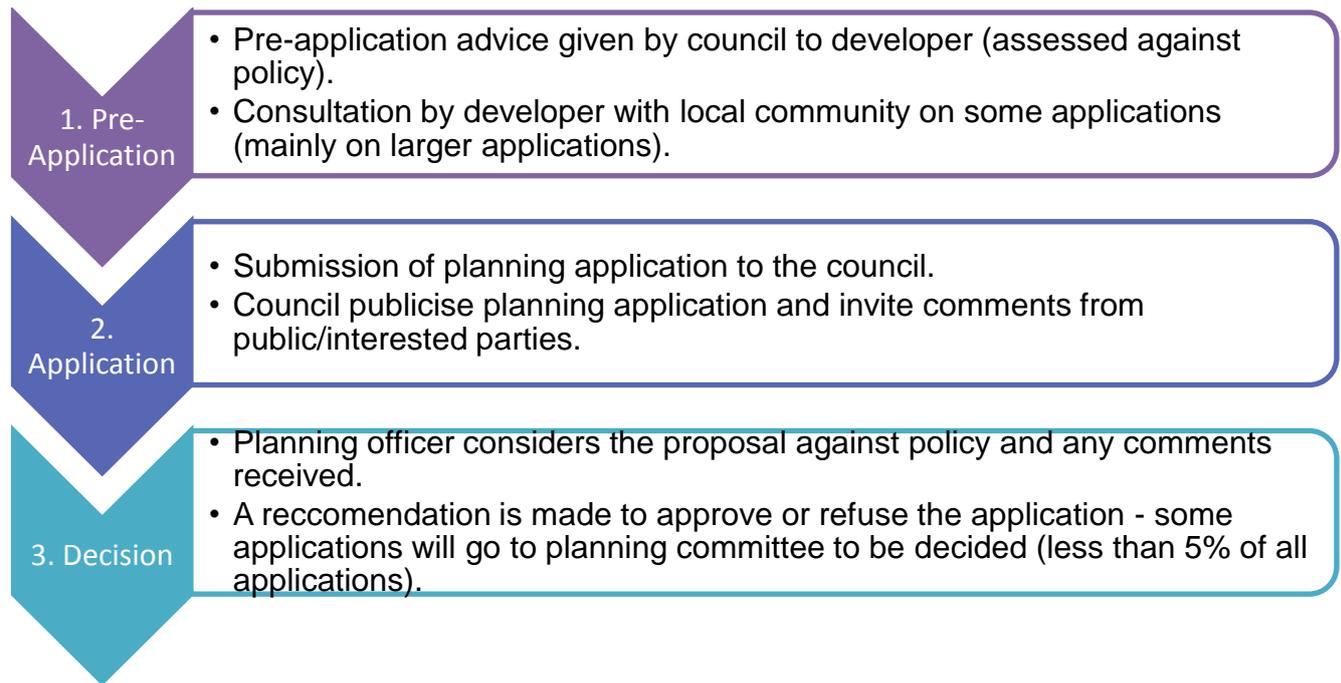
We took the group on a field trip to experience, first hand, some innovative street treatments in London. Members of the group navigated a route and recorded their experiences - good, bad and indifferent. The group met afterwards to bring together and discuss their experiences. Interestingly people's views of design approaches changed based on their experience of different approaches from the field trip. The group's highly constructive opinions directly informed the advice in the Streetbook.

Data protection

- 4.23.** We will keep all personal details secure and will only use them for relevant planning purposes. Please note that comments received in response to documents will be made publicly available. We will remove personal contact information however your name will normally still be displayed. Where Local Plan documents are examined by the Planning Inspectorate we will disclose names associated with comments about particular stages of production. We will also need to provide the contact details of those who have made comments at relevant stages of document production to the programme officer (who is responsible for organising and managing the examination and are independent of the council) so that they can be kept informed of the examination process and opportunities to be involved.

5. Having your say on planning applications

- 5.1.** By considering planning applications the council decides if planning permission should be granted or refused. The council receives thousands of planning applications each year. Planning applications can vary greatly in their nature from minor household extensions, a change of use, works to a historic building, or a large-scale redevelopment. The planning application process is summarised below:



Adapted from the Handy Guide to Planning, Planning Aid (2012)

Pre-application consultation

- 5.2.** Pre-application is where early discussions take place about a proposed development. Key issues to be resolved are identified before a planning application is submitted. Pre-application consultation is generally optional¹³ but encouraged and usually involves details about proposals being submitted to the council and Planning Officers providing feedback. This is the stage at which the Council works with the applicant to advise on a proposal prior to the application being submitted formally.
- 5.3.** Consistent with national guidance¹⁴, the council will encourage developer/applicant consultation with the local community on relevant pre-applications – usually only on major applications and those where there are sensitive and/or controversial issues to help add value and improve the outcome. Community involvement at this early stage is particularly

¹³ Although some applications are required by law to do so such as those for major infrastructure – for example for new power stations or electricity lines.

¹⁴ National Planning Practice Guidance

important as there is greater scope to influence proposals than once an application is submitted.

- 5.4.** Potential applicants are encouraged to consult people likely to be affected and consider their views before finalising the proposal. For small applications, such as an extension, this can be as simple as talking over plans with a neighbour. Before making a major planning application¹⁵ applicants are encouraged to:
- Speak to the council and get advice.
 - Liaise with relevant statutory consultees (Historic England etc).
 - Consult the local community (see table below).
- 5.5.** Consistent with best practice guidance¹⁶ prospective applicants should:
- Select the level of pre-engagement necessary to deal with the issues raised by the scale and complexity of the proposed development.
 - Facilitate early engagement proportionate to the impact on the wider community and enable the community to inform and influence the proposals.
 - Maintain an agreed record of information submitted, advice given and, where appropriate, consensus reached.
- 5.6.** On relevant applications the council will agree with the applicant the extent and nature of pre-application consultation at the beginning of the pre-application process to ensure that it is suitable, this will include agreement about attendance of the Design Review Panel as well as engagement with Councillors. Where applicants are undertaking pre-application public consultation they should ensure that any communications and events are accessible and take into account the council's good practice guidance.
- 5.7.** The type of stakeholder involvement will depend on the nature of the application. Methods used at pre-application stage include:

Method	Description	When will this be used
Design Review Panel (Professional)	<p>The panel consists of built environment professionals and provides independent design advice.</p> <p>The panel is an independent advisory body whose purpose is to help achieve high quality design. It does not have decision making powers</p> <p>Meetings are not open to residents.</p>	Usually used on major applications where there are a number of complicated design issues. It is an optional, paid for service most often used at pre-application stage.

¹⁵ 10 or more dwellings or 1000m2 of development

¹⁶ 10 commitments for effective pre-application engagement: Local Government Association and British Property Federation (2014)

Exhibition/Meeting/ workshops (Public)	Organised by the applicant, this will provide information about proposals and the opportunity for feedback. This can be an effective way of providing information to the local community.	This will normally take place for large-scale developments or developments which are particularly sensitive/controversial.
Letters/leaflets /questionnaires (Public)	Organised by the applicant, this involves sending a summary of the proposals and how to respond to properties which may be affected. This will focus on informing and getting the views of the properties most affected – this could be just a few streets, or whole neighbourhoods.	
Members' pre- application Forum (Political)	Schemes presented to councillors for informal feedback. These meetings are not publicly available.	

How will my views be taken into account?

- 5.8.** When pre-application consultation is carried out, the council will expect the applicant to prepare a report summarising the type of consultation carried out, the key issues raised and how the proposal addresses those issues. This statement should be submitted as part of the planning application.

How can I find out more about pre-application proposals?

- 5.9.** Further information about the pre-application process can be found at: <http://www.islington.gov.uk/planning>.
- 5.10.** Pre application proposals will be treated as confidential at pre-application stage, subject to the need to consult internally, including informally with councillors where appropriate. However, once a planning application for a proposal is submitted any pre-application correspondence, from the same applicant, will be treated as no longer confidential and will be made publicly available (on request). The purpose of this is to increase transparency and allow those with an interest in the application to view the documentation that may have led to the current proposal.

Personal information

- 5.11.** When advising developers about who to consult we will not disclose personal information - we will only recommend streets and addresses that should be contacted. The council holds records of community/amenity groups who are interested in planning matters. If we are of the view that these groups may have an interest and their contact details are not publicly available, we will check with the group or individual concerned that they are

prepared to be contacted. Personal information associated with pre-application documentation made publicly available will also be redacted.

Planning Applications

- 5.12.** Once a formal application is received, how widely the council consults depends on the nature of the application. In general we will:
- Publish all applications on our website (www.islington.gov.uk/planning), including a weekly list of all valid applications for each week.
 - Notify properties that may be affected, for example neighbouring properties. Where appropriate we will send letters to a wider area for larger applications.
 - Notify local amenity groups and appropriate statutory bodies, where relevant.
 - If the site is in a conservation area, affects a listed building, or the proposal constitutes a major development, place a site notice or notices on or close to the site and publish details of applications in the local newspaper.
- 5.13.** If significant amendments are made to an application, neighbours will be re-notified and allowed at least a further 14 days to comment.

Prior Approvals

- 5.14.** Recent changes to planning legislation have resulted in an increase of permitted development rights; this is where there is no need to apply for planning permission for some changes of use or alterations to buildings in certain circumstances. However, for some permitted development rights some issues are still required to be considered by the council through a Prior Approval application. Where a proposal is subject to Prior Approval, depending on the type of application, we will put up site notices and/or consult neighbouring properties. Further information about permitted development rights can be found at www.islington.gov.uk/permitteddevelopment.

How to comment on Planning Applications

- 5.15.** There is a legal requirement for the council to give people 21 days to comment on planning applications from the date the letter is sent out. However we frequently give longer than this by, as far as reasonable, considering all comments received up until the time a decision is made on the application. Comments can be made :
- [Online](#) by searching for the relevant application and clicking “add comment”.
 - By email to: planning@islington.gov.uk.
 - In writing to: Development Management Service, Planning and Development, Islington Town Hall, Upper Street, N1 2UD.
- 5.16.** Your comments (known as representations) can be in support of or object to the proposals, or may be just general observations. If you are objecting to a proposal the council can only consider those comments that relate to relevant planning reasons, for example:
- The design of a building e.g. height, appearance or size.
 - The impacts on daylight, sunlight, privacy.
 - Noise or pollution.

- Traffic impacts.
- The uses proposed.
- Conflicts with policies, for example, the proposal is not sufficiently accessible, inclusive, affordable or sustainable.

5.17. We cannot take into account issues such as the impact on the value of a property, the loss of a private view or increased business competition. Further guidance on how to comment on planning applications can be found in **appendix 3**. If you are unsure about how to respond then the case officer for the application can help to advise you.

How will your views be considered?

5.18. We will consider all the comments received alongside relevant planning policies. After this the following decisions can be made:

- It can be approved.
- It can be approved subject to conditions and / or a legal agreement.
- It can be refused.
- Amendments to the proposal can be requested – if these are significant only then will additional consultation take place and the consultation period may be shortened where this is the case.

5.19. A Planning Officer will write a report setting out their recommendation. The final decision is then taken in one of two ways:

- By a Senior Officer¹⁷: this will happen if it complies with policies, objections have been resolved or overcome by the imposition of conditions, or if it is recommended that the application should be refused.
- By Planning Committee (or sub Committee) made up of elected Councillors: this generally happens for major and/or controversial applications, because of the type and nature of the objections, where there are outstanding policy issues or a legal agreement is required. Two councillors or a senior officer can also request an application is considered by the Planning Committee. It should also be noted that if the application is recommended for refusal this can often be determined under delegated powers. The Terms of Reference for Planning and Sub-committees sets out their decision making powers and can be viewed on [online](#).

5.20. Decisions are normally made within 8 weeks for minor/other applications or 13 weeks. Often the applicant and council can agree to a longer bespoke timescale under a Planning Performance Agreement (PPA) for larger more complex applications. There are however situations where the council does not decide planning applications:

- People who submit an application can appeal against a refusal, or against non-determination if the 8 or 13 week timescale for a decision is not met. Appeals are considered by the Secretary of State through the Planning Inspectorate who will decide if planning permission should be granted.
- The Mayor of London has the right to intervene and make a decision on some large applications the details of which can be found on the Greater London Authority website.

¹⁷ By the Director of Planning and Development or the Head or Deputy Head of Development Management under delegated authority or any future delegation agreement.

How will you find out what has happened to the application?

- 5.21.** If an application is going to the Planning Committee you will be sent details of when and where that Committee is going to be held provided you have submitted written comments (representations) to the council and your details are recorded on the system. We will provide you with notice of this – usually 5 working days. There are opportunities to speak at Committee subject to the Chair's discretion and if we write to you advising you of a committee date and time this will also include details about registering a request to speak. For other applications you can monitor the progress of the case and view any decision on our website.
- 5.22.** If an appeal is submitted and you have made comments, you will be notified and invited to make comments directly to the Planning Inspector, unless it is a small householder, small scale commercial/shopfront or advertisement application, for example, when no further comments can be submitted. The appeal notification letter will confirm if further comments will be accepted.

Planning Enforcement

- 5.23.** We investigate unlawful developments including unauthorised building works, advertisements, satellite dishes and changes of use. Where harm is caused and it is expedient and in the public interest to do so, we may take formal action. Enforcement matters are not generally subject to wider consultation however if you make a report we will notify you about the outcome and place a copy of any enforcement notices on our website. Details of complainants are kept on a strictly confidential basis and our policy is not to disclose these unless required to do so by the courts or the Information Commissioner.

Personal information

- 5.24.** Comments on planning applications will be placed on a file which is publicly available on request and cannot be treated as confidential. If you submit comments electronically we will not publish telephone numbers, email addresses and signatures (except at appeal where copies will be sent to the Planning Inspectorate and the Appellant); however names will be made available.
- 5.25.** We currently do not upload letters of representation from the public online, with the exception of statutory bodies, as we are unable to redact personal information at this time so these will not be available to view online. However, all letters of representation can be viewed at the council offices by arrangement.
- 5.26.** Please note that for appeals we do not redact personal information that is sent to the Planning Inspectorate and appellants. In addition any representations you submit to the Planning Inspectorate will be copied to the appellant and Islington as a local planning authority and will be considered by the Inspector when determining the appeal.

6. Having your say on infrastructure priorities

- 6.1.** We secure funding towards infrastructure necessary to support development as part of the planning application process by, for example, improving a park, creating a play space, addressing transport issues, or helping to provide or improve community facilities. This is secured through Community Infrastructure Levy (CIL). Our CIL Charging Schedule, introduced in summer 2014, replaces many existing, but not all, types of planning obligations which previously were secured in S106 agreements¹⁸. This allows us to collect funds from development to pay for local infrastructure that is needed in the borough.
- 6.2.** Consultations on area strategies, specific projects to improve facilities such as streets and open spaces, and other borough wide strategies are also used to help inform what is needed. Some initial priorities have been identified through Ward Improvement Plans (WIPs) which set out local investment priorities in advance. WIPs create a more inclusive process for identifying and prioritising schemes, with ward councillors and Ward Partnerships able to participate in their ongoing review. You can submit your ideas to your local ward partnership or via our [online form](#).
- 6.3.** Any future review of the CIL charging schedule, or the list setting out the infrastructure improvements on which CIL funds may be spent (known as the CIL Regulation 123 list) will be subject to community involvement. The minimum requirements are set out in the CIL regulations. For the CIL charging schedule consultations are currently required on an early draft of a new charging schedule (called a preliminary draft) and when a final draft is published. The revision of the CIL list of infrastructure improvements to be funded through CIL would be subject to a one-stage public consultation. The approach to consultation will be consistent with that for planning policy documents identified in paragraph 4.9. Further information about CIL can be found at www.islington.gov.uk/CIL.
- 6.4.** Other measures to address the specific issues and impacts from a development and to make sure that it complies with planning policies are secured through planning obligations (also referred to as a Section 106 agreement): these are commitments made by the developer in a legal agreement. The council has set out guidance on the measures that it normally requires in its Planning Obligations Supplementary Planning Document, which includes managing construction impacts and employment and training opportunities for local residents. Other requirements, which must be directly related to the development and necessary to make it acceptable in planning terms, may arise depending on the specific circumstances of the development. We will listen to views submitted through the pre-application and planning application process. Further information can be found at www.islington.gov.uk/S106.

¹⁸ Legal planning agreements between the council, land owners and developers to address specific planning issues. They may require affordable housing, a financial contribution towards local improvements employment and training schemes or other measures to address the impacts of a development and to help to ensure that it is acceptable in planning terms.

7. Further information and advice

- 7.1. If you need assistance in understanding any aspect of planning, would like any advice or have any questions please contact us and we will try to help.

Planning Applications	<p>If your enquiry is about a specific planning application then please contact the Case Officer.</p> <p>If you are thinking of submitting a planning application and would like pre-application advice please visit www.islington.gov.uk/planning. This is a paid for service.</p> <p>We provide free advice to those that may be affected by a development proposal. This is done through the Case Officer or our duty officer system that operates 9am- 1pm – please email planning@islington.gov.uk or call 020 7527 6743.</p>
Planning Policy	<p>We are happy to answer any questions you may have about our planning policies. Please call 020 7527 2000 or email LDF@islington.gov.uk</p>
Planning Enforcement	<p>If you would like the enforcement team to investigate something you can make a report in the following ways:</p> <ul style="list-style-type: none"> • In writing to the Enforcement Manager, Planning and Development, Islington Town Hall, Upper Street, N1 2UD. • By email to planning@islington.gov.uk • By calling 020 7527 2000.
Your feedback	<p>We would welcome any general comments about the planning service and suggestions for improvements. We will also use feedback to review the effectiveness of our involvement methods. Please contact us by email at planning@islington.gov.uk.</p>

- 7.2. If you would like would like further information about the planning system and how it works, useful information can be found at the following links:
- [Planning Portal](#) – this is the Government's online resource for information about planning.
 - [Planning Aid](#) - have a useful website including resources which help to explain the planning system. This includes a jargon buster and a useful summary of how to comment on planning applications, including a summary of planning issues (material considerations) that can and cannot be taken into account.
 - [Planning Aid for London](#) – a charity who offer independent advice and training to local communities about planning issues in certain circumstances.

8. Future updates

- 8.1** The planning system is currently going through a period of significant change and reform, the Housing and Planning Act 2016 and other legislation that is being introduced will result in fundamental changes to both the plan making and planning application process. It is likely that an early review of the SCI will be required to reflect these changes and their implications for the involvement of stakeholders. There may also be further scope to change existing community involvement practices through the introduction of new technologies which can be considered as part of a future review.

Appendix 1: Communication and engagement methods

The communication and engagement methods listed below are most likely to be of use for the production of planning policies and guidance. The methods used will depend on the nature of the document, its geographical coverage, the need for specialist input, their inclusiveness and the level of resources available/required. This is not an exhaustive list and other methods will be considered. We will keep this list under review to take into account new and innovative methods.

Type	Method	Explanation
Page 54 General awareness raising (information and consultation).	<u>Islington Life</u> (residents' magazine)	A local online council magazine, with printed copies available 4 times a year. Can be an effective way of communicating to a wide audience and for borough-wide.
	<u>Council events diary</u>	Lists all council meetings and events. Useful for events that are open to and targeted at the general public.
	<u>Islington Consultations webpage</u> , and relevant Planning webpage	All consultations will be publicised on the council website to inform those who have an interest and general and/or planning specific consultations.
	Local newspapers – Islington Gazette and Islington Tribune	Useful to inform a wider audience including businesses, depending on the type of document and where considered appropriate.
	Social media e.g. via <u>Islington's Twitter page</u> .	This can be useful in raising awareness to a wider audience in conjunction with other methods. Over 16000 people follow the council on Twitter.
	Residents' ebulletin	This monthly email newsletter goes out to around 35,000 people informing them about news and consultations.
	Leaflets and letters	Can be effective in targeting specific properties/areas. Depending on the number of properties targeted this can be a resource intensive method.
	Exhibitions	Can be used to provide information. If staffed they can be useful in helping to explain issues and collect feedback. This would normally only be used in relation to documents focusing on individual sites or small geographical areas.
Specific awareness raising – using more tailored communications	Community noticeboards (e.g. at community centres, libraries and doctor's surgeries).	Allows tailored information to be provided – this can be targeted to matters of interest to the local community.

Appendix 2: good practice guidance

(information, capacity building and consultation)	Youth website: www.izzy-info.com	Useful to engage with young people on issues which may be of specific interest or to engage on issues with wider relevance.
	Islington Signpost British Sign Language newsletter (via Youtube)	Useful to provide information to Islington's deaf population.
	Talking News Islington (external website and organisation).	Provides information to over 100 blind or partially sighted people locally.
	Through relevant community and voluntary Groups.	Community organisations can help with passing on information to key groups, including those who may not normally be included.
	Islington Chamber of Commerce	Can help with engagement with hundreds of businesses across the borough.
Involvement and Engagement	Workshops/focus groups	Allow the in-depth discussion of issues. Require time to organise and sometimes specialist expertise, for example facilitation.
	Questionnaires/surveys	We will usually invite any comments people have but may also ask structured questions to get focused feedback on certain issues. Online response methods can be useful and require less resources than sending out and collating paper copies. Although paper copies are useful where people do not have access to the internet.
	Drop-in sessions	Allow people to ask questions and provide feedback on an individual basis. Primarily useful in providing information and building the capacity of stakeholders to respond should they wish to.
	Meetings	This can involve attending meetings which are held by existing groups to discuss and explain issues, or we may hold public meetings to get people's opinions. This can be important as part of an inclusive approach where the need to engage specific stakeholders has been identified. It is sometimes useful for these events to be developed with and facilitated by an individual/organisation that have experience of engaging with the target audience. This can be more resource intensive.
	Joint consultation - "Piggy backing" or joint commissioning.	Where appropriate opportunities for joint consultation with other council departments or organisations allows resources to be shared and reduces the potential for "consultation fatigue" of those who are being consulted. Attending events that are already planned can be a useful way of promoting awareness and an opportunity to provide feedback.
	Modelling	This can be a useful for helping communities to visualise and feedback on proposals for specific sites or areas. The cost of physical models is high however the use of virtual and interactive modelling is growing and could be explored more in the future.

Appendix 2: good practice guidance

This guidance will primarily be used by those preparing planning policy and guidance documents. We would also encourage its use by third parties conducting consultations, such as those undertaking pre-application consultation or those creating neighbourhood plans.

Involvement is a vital part of the planning process – providing valuable information, helping to make better, more informed decisions and that the future development of the borough takes into account a range of needs and interests. This guidance sets out some key things to consider when planning for involvement. It is not only about providing information and using traditional methods such as questionnaires to gauge opinion, it's about understanding who the stakeholders are and using a variety of methods to meaningfully inform and engage them.

It is important to think about how to make involvement inclusive at the beginning of the process. In addition to inclusivity being a key principle of this SCI, the Equalities Act (2010) requires us to ensure that we consider the needs of all individuals in our day to day work such as shaping policy and delivering services¹⁹.

Planning for involvement

It is important to establish who should be involved and how. A key way of doing this is to have a plan which sets this out – this can be included and made available as part of an involvement statement which also sets out the key issues and how this was responded to. These are some of the things to consider²⁰.

Objectives	What do you want to achieve? What feedback are you hoping to receive and from who; will it be adequate and sufficient to your purpose?
Key messages	What are the key issues and basic principles that need to be considered? Are there any links with other strategies/policies?
Target audience	List the important stakeholders. A basic understanding of the make-up of the local community is important - what do you already know about your audience (the Islington Evidence Hub can be a useful resource). The audience is usually defined by who is going to have an interest in, or be affected by the proposals. This could include local residents (possibly defined by a geographic area), users or would-be users of a service/facility, local councillors, community groups, local businesses, or landowners/developers. Consider how relationships can be built-up, training and/or support provided to ensure that involvement is meaningful – this will improve the quality and usefulness of contributions to the debate.

¹⁹ The Equality Act 2010 protects people from discrimination based on nine protected characteristics: age, disability, religion, gender, race, sexual orientation, marriage and civil partnership, gender reassignment, and maternity and pregnancy.

²⁰ Sources: London Borough of Islington and Planning Advisory Service and Royal Town Planning Institute

Appendix 2: good practice guidance

Research	Avoid duplication. What do we know already, has similar research/consultation already taken place? Can some of this be used?
Communication channels	<p>What are the ways and means of making people aware, informed and stimulating their interest? Will targeted communication be required to engage with certain stakeholders? Do certain stakeholders have specific communication needs? What organisations and individuals can help to spread the message? It might be useful to identify and focus on issues which are likely to be of particular concern to different stakeholders – this can help to engage, raise awareness and understanding. Alternatively you can ask stakeholders about key issues with which they wish to engage.</p> <p>Remember, this all takes time, particularly, if materials are to be translated into other languages or interpreted via, for instance easy-read or BSL. (These costs should be factored in from the outset).</p>
Resources	<p>How can the use of resources be optimised? Is there scope to link in with other consultations/events?</p> <p>On the other hand, it is worth considering whether a series of smaller events might be more effective in addressing specific points and enabling all voices to be heard. Or, rather than attempting to gather all stakeholders together at the same time and place, there can be benefits in meeting them on their own territory e.g. by attending and facilitating a session at a residents' association or other community group meeting.</p> <p>Effective engagement needn't be costly, what are the easiest and best ways of engaging the audience you are trying to reach? Estimate indicative costs for consultation materials and events. Factor in sums for accessibility such as British Sign Language (BSL) interpreters. Is extra support needed for example for facilitation or with analysis? Does any other capacity building need to take place with stakeholders to facilitate their engagement?</p>
Timetable	Set out different tasks and deadlines, what needs to be achieved, by when and by whom? Give stakeholders a reasonable timescale to respond. Are there any major cultural events/holidays that are likely to make it more difficult for people to respond to the consultation?
Materials	Get input from different people to sense check and refine the materials. For large consultations piloting the materials on the intended audience can help. Materials normally go through several drafts to help refine them. Maps and images can be useful. Large amounts of text should be avoided. Enable people to understand the key issues as well as the broader context e.g. national policy. Be clear about the choices and scope for influence. It can be useful for people to understand the implications of their views.
Feedback	Make clear the different ways people can provide feedback. What methods are likely to be most appropriate? Is specialist help needed e.g. facilitation/mediation. Is there a balance between qualitative and quantitative techniques? Participative methods can be more inclusive than written methods. Stick to questions that are relevant to the key issues and where there is genuine scope for influence (but be prepared to listen/ do not dismiss wider concerns/grievances). Set out how responses will be dealt with and taken into account.

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Decisions	It is important to explain, following involvement, how decisions will be made. What other factors are taken into account, for example policies and other evidence. Set out a summary which accurately represents the responses and how they were taken into account. Have a clear audit trail so that the influence of consultations on decisions can be followed.
Confidentiality	Remind people if their responses (either in full or in summary) will be in the public domain, names will normally still be displayed, however personal contact information will be redacted.

Providing clear and accessible Information

Ensuring that residents have the information they need, in a way which they can understand, is a priority for Islington – this can be a different language or a different format such as large print, audio or easy read.

As a general rule (and in line with Council guidelines) for public notices and letters announcing events or consultation opportunities, alternative formats will be offered on request. These include:

Other languages	The most commonly spoken languages in Islington include Turkish, Bengali, Somali, Arabic, Spanish, Albanian, Tigrinya, French, Chinese, Greek, Italian, Polish, Yoruba, Urdu, Gujarati, Punjabi and Portuguese.
Blind people	Audio tape/CD Braille DAISY (Digital Accessible Information System)
Deaf people	SMS text messaging Minicom Easy read English Lip speaking Palantype Makaton
Deaf people who are British Sign Language (BSL) users	BSL interpreter BSL videos/DVDs or web links
Learning difficulties	Easy read English
Partially sighted people	Large print

Many of the documents produced by the Planning Department are necessarily technical and lengthy – for example evidence studies, technical guidance and officer's reports. For such documents we will offer different formats, or a layperson's summary, where possible. However,

Appendix 2: good practice guidance

experience shows that in such circumstances personal engagement (through an advocate or interpreting service) via telephone, email, text or one-to-one meeting is effective. This can be used to communicate relevant information, answer questions and record comments.

In addition to the above it is recognised that not everyone will have access to the internet to view documents or electronic communication to send and receive email. For planning applications, letters are still sent to neighbouring properties on relevant planning applications, whilst for planning policy consultations paper copies of correspondence are sent to those who have requested it. Where people are unable to view documents online at home, there is free access to computers and the internet at all Islington libraries. Islington's libraries also have free Wi-Fi where members of the public can bring their own device and connect to the internet for free. Help and advice about using the internet is also available at our libraries. For those that wish to view paper copies of documents, contact should be made with the relevant part of the planning department and we will try and accommodate those requests.

The following can also help to make information clear and accessible²¹:

- Using clear and simple language and graphics: planning involves many legal requirements and the language that is used often needs to reflect this. However we will aim to be as clear as possible about the purpose of our communication, using plain English where possible and minimising the use of planning jargon.
- Having clear, meaningful title or heading on documents or letters, making it clear that you can respond and when a response is needed.
- Being really clear about the purpose of the consultation, what scope there is for the consultation to change things (or not), and whether the feedback (either anonymously or not) will be made public.
- Using a minimum text of size 12 font should be the council's minimum unless there is a reason why this cannot be done. Wherever possible using size 14 point font as recommended by the RNIB.
- Avoiding too many changes of type, print size or formats and from lower case to capital letters as this is confusing. Sans serif fonts such as Arial are best. Block capitals should not be used, upper case lettering should only be used to capitalise headings, at the start of sentences or for proper nouns.
- Ensuring good contrast between text and background. The better the contrast between the background and text the more legible the text will be.
- Avoiding glossy paper because glare/reflection makes it difficult to read.
- Avoiding text over photographs, graphics or patterns.
- Aligning text to the left.

²¹ Sources: LBI & Disability Action in Islington

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- Keeping the layout simple so people can follow the text.
- Using no more than two columns on a page.
- Highlighting headings to make it easier for people to search for the information they want.
- Targeting communications to the audience is important. Where information is aimed at specific groups, such as Children, the language used will need to be different.
- Avoiding complex visual imagery; where illustration is required, the production of tactile, interactive diagrams or models should be explored.
- It is possible to check whether web based text is compatible with screen readers that are commonly used by visually impaired people See: <http://www.w3.org/WAI/eval/Overview.html>

Where consultants undertake research or studies on behalf of the council we will emphasise the importance of accessible report formats and presentation techniques.

Accessible events

The aim in organizing an event should be to ensure that everyone can participate on an equal basis and have the same quality of experience. We will therefore follow accessible event guidance, which includes taking into account the following²²:

- Allowing enough time to plan the event properly, including giving people enough notice to plan their participation, taking into account specific communication and or transport needs they may have (it is usually necessary to book BSL interpreters at least a month in advance).
- Assessing access to the site and building, and specific provision - for example parking for blue badge holders, bus routes, access into and on the site, accessible toilets, fire escape, baby change facilities, lighting, seating, other equipment, etc.
- If an Induction Loop is available and working.
- Avoid an early start so as not exclude people who have to take their children to school, or have to wait for community transport or for a care worker to get them up.
- If possible, don't make events too long – some people get tired easily. Schedule in breaks and provide suitable refreshments.
- Advertise start and finish times of events and as much as possible, stick to the times advertised.
- Take account of cultural and religious customs and feast days.
- If organising a night-time event give people information that allows them to get there safely.

²² Sources: LBI and Disability Action in Islington

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- Identify permanent or temporary barriers for disabled people using the site.
- Provide clear signage.
- Consider also the time of the day and of the week, bearing in mind school holidays, employment and caring responsibilities.
- Presentation and facilitation techniques – remember not everyone will be confident to speak up in a lively meeting and not all will be comfortable expressing themselves in writing – dividing into smaller discussion groups and the use of models and audio visual equipment can be helpful.
- Think about furniture, tables to rest on and seats with back and arm rests.

When planning events, it is good practice to provide the following information:

1. Title and brief description of the Event
 2. Date, and time the Event starts and ends
 3. Name and address of venue – a map
 4. Contact details of organiser including name, email and text phone
 5. Nearest transport links
 6. A statement about access e.g. let us know if you have any specific access or communication needs, please contact xx [or other relevant person] on [phone/sms text number]. We will do our best to meet your needs.
7. Contact phone, SMS text number and email address to book or ask for more details about access or communication support.

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List of Statutory Consultees

This will change over time alongside legislation. The statutory consultees are currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 include:

- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England (known as Historic England)
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- the Highways Agency
- neighbouring local authorities – Hackney, Haringey, Camden and the City of London.
- Electronic communication systems operators
- Health Authorities/Clinical Commissioning Groups
- Electricity providers;
- Gas providers;

- Sewerage undertakers;
- Water undertakers;
- Homes and Communities Agency (devolved to the Mayor of London)
- Mayor of London

Appendix 3: Planning Aid guidance on commenting on planning applications²³.

Participating in the planning process is about more than just objecting. **Supporting** a proposal or **suggesting amendments** or **conditions** that will alleviate your concerns are just as important.

All comments should be based on fact and it is important to understand precisely what is being proposed and the potential impact this may have. Before making any comments make sure you have viewed the plans and discussed any queries with the planning/case officer. Plans can be viewed at the council offices or electronically on the website.

It is important to be precise and to the point when commenting. It can be tempting to cover a variety of matters, but including irrelevant or factually questionable points may mean that relevant issues are lost. All comments **must be submitted in writing**, either by hand or electronically, and may be made public as part of the planning application. Verbal comments are not accepted.

When a decision is made on a planning application, only certain issues can be taken into account. Hence, comments must be based on planning matters; these issues are often referred to as '**material planning considerations**'. These include:

- Local, strategic, national planning policies and policies in the local plan
- Emerging new plans which have already been through at least one stage of public consultation
- Pre-application planning consultation carried out by, or on behalf of, the applicant
- Government and Planning Inspectorate requirements - circulars, orders, statutory instruments, guidance and advice
- Previous appeal decisions and planning Inquiry reports
- Principles of Case Law held through the Courts
- Loss of sunlight (based on Building Research Establishment guidance)
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such)
- Overlooking and loss of privacy
- Highway issues: traffic generation, vehicular access, highway safety
- Noise or disturbance resulting from use, including proposed hours of operation
- Smells and fumes
- Capacity of physical infrastructure, e.g. in the public drainage or water systems
- Deficiencies in social facilities, e.g. spaces in schools
- Storage & handling of hazardous materials and development of contaminated land

²³ The Planning Pack, 2012, Development Management: consultation and commenting on planning applications, Planning Aid and RTPi: http://www.rtpi.org.uk/media/1645169/sheet_7_final.pdf,

Appendix 2: good practice guidance

- Loss or effect on trees
- Adverse impact on nature conservation interests & biodiversity opportunities
- Effect on listed buildings and conservation areas
- Incompatible or unacceptable uses
- Local financial considerations offered as a contribution or grant
- Layout and density of building design, visual appearance and finishing materials
- Inadequate or inappropriate landscaping or means of enclosure

The importance attached to material considerations in reaching a decision is a matter of judgement for the decision-taker; however the decision-taker is required to demonstrate that in reaching the decision that they have considered all relevant matters. Generally greater weight is attached to issues raised which are supported by evidence rather than solely by assertion or opinion.

If an identified issue can be dealt with by means of a suitable condition then the Local Planning Authority is required to consider this rather than by issuing a refusal.

Non-Material Planning Considerations - issues that are not relevant to the decision include:

- Matters controlled under building regulations or other non-planning legislation e.g. structural stability, drainage details, fire precautions, matters covered by licences etc.
- Private issues between neighbours e.g. land/boundary disputes, damage to property, private rights of access, covenants, ancient and other rights to light etc.
- Problems arising from the construction period of any works, e.g. noise, dust, construction vehicles, hours of working (covered by Control of Pollution Acts).
- Opposition to the principle of development when this has been settled by an outline planning permission or appeal
- Applicant's personal circumstances (unless exceptionally and clearly relevant, e.g. provision of facilities for someone with a physical disability)
- Previously made objections/representations regarding another site or application
- Factual misrepresentation of the proposal
- Opposition to business competition
- Loss of property value
- Loss of view

Consultation Statement



Revised Statement of Community Involvement

February 2017

Revised Statement of Community Involvement – consultation statement

The council consulted for over 8 weeks on the draft document, from 30 September to 28 November 2016.

In addition to public notices in the local newspapers, all individuals and organisations of the planning policy consultation database (around 1700) were notified about the consultation.

Eight responses were received in total. All the issues raised have been taken into account in the final draft of the document. These comments, and the council's response to them, are collated in the table below.

The responses were from a mixture of community organisations, individuals and statutory consultees. These are summarised below.

- The Better Archway Forum made a number of suggestions about other stakeholders that could be mentioned, clarifying how people can get involved at different stages, the importance of pre-application consultation, getting involved in design review and providing feedback on the website.
- The Canonbury Society stated their support for the document.
- A resident suggested a change around the guidance for material planning considerations listed in appendix 3.
- The Canal and River Trust suggested a more detailed listed of stakeholders for engagement at pre-application stage could be provided.
- Four organisations (Health and Safety Executive (HSE), Highways England, Historic England, and Natural England) made no specific comment.

Respondent no.	Respondent	Summary of comments	Islington Council response
1	Better Archway Forum	<p>We would like to make the following recommendations to this Statement.</p> <ol style="list-style-type: none"> 1. Included within the definition of Stakeholders should be the Emergency Services and Bus Operating Companies as they can often offer essential insight into some of the effects of Planning from a different perspective from that of the other stakeholders you identify. 2. Principle of Timeliness. It would be useful to include somewhere within the Paper a timetable of the planning stages, mapping out the stages where individuals can become involved. 3. Related to this is the confidentiality requirement at the pre-application stage (5:10) which means that comments can only be made when it is sometimes too late to have the most beneficial effect. To involve a wider forum at the earliest stage to improve transparency and give the opportunity for input before proposals become fixed. Within this we do of course appreciate the requirement to keep personal details confidential. 4. Design Review Panel. Currently this is not open to residents. We feel strongly that even if it would be too unwieldy to make the Panel open to the wider resident community it should be possible for local groups to be involved at the Design Review's early but critical stage of planning. The level of input from local knowledge can be invaluable in raising points not appreciated by independent professionals unfamiliar with the specific site concerned. Ideally face-to-face input would be optimal, allowing for queries to be raised, but failing that a written submission to the Panel would certainly be helpful. 5. Appendix 1 - Communication and engagement methods. This is a useful summary of the Council's avenues of communication. We would recommend further research and analysis of the recipients' experience of consultation; what could a resident typically expect to see or receive for minor or major works? We recommend including a column indicating at what stage each communication method is intended to be used. More detail on which method should be used for which kind of development would also be useful. 6. We would welcome the opportunity to provide feedback in a workshop or similar to discuss how planning is currently presented to residents, including navigating round the website and some improvements we feel could be made here. 	<p>The emergency services and bus operating companies can be important stakeholders on relevant planning applications however this will be determined on a case-by-case basis. The relevant agencies responsible for emergency services and transport will also be consulted as part of the policy development process. Section 2.4 provides examples of some of the main categories of stakeholders, rather than being an exhaustive or comprehensive list; it is therefore not considered necessary to cite further examples.</p> <p>The main stages of policy development are set out in table 1 of the document; this highlights the different opportunities for involvement. The timetable for the production of different policy documents and supplementary planning documents is set out in the Local Development Scheme as set out in paragraph 4.3. For planning applications the main opportunities for involvement are set out in chapter 5.</p> <p>The document strongly encourages pre-application consultation, as highlighted in paragraphs 5.2 – 5.7; however this cannot be required under current legislation.</p> <p>The Design Review Panel is a way for applicants to get professional design critique in preparing their proposal. There are separate mechanisms for community groups to get involved and influence design, such as through the pre-application/application process as well as through the development of site specific, spatial and strategic policies. The comments of the Design Review Panel can be made available when an application is submitted to allow review of their main comments and inform responses. Local knowledge is valuable and comments in response to proposals are very much welcomed to help inform decisions made by officers and/or the planning committee.</p> <p>The communication and engagement methods listed in appendix 1 are generally to help guide the development of planning policies, as mentioned in paragraph 4.10. Further text has been added to appendix 1 to clarify this. The proposed approach to planning applications is set out in section 5. Feedback on recipients' experiences of consultation is always welcome and can play a valuable role in assessing the effectiveness of particular methods.</p> <p>Please see response above. Any feedback is always welcome. There has recently been a shift to a new website. There is now a feedback mechanism about how helpful individual pages/sections are, or we would be happy to receive feedback about what could work better – either in written form or through</p>

Revised Statement of Community Involvement – consultation statement

Respondent no.	Respondent	Summary of comments	Islington Council response
			meeting.
2	Canonbury Society	<p>We think the report and its appendices is informative and helpful. It encourages residents to think in broader terms about town planning and its impact on the built environment. The Statement quite rightly provides a lot of detail of how to go about making an objection to a planning application or influencing infrastructure priorities. Facilitating greater resident participation in the democratic process is a laudable objective.</p> <p>Accordingly, we are supportive of the Revised Statement of Community Involvement and do not have any detailed comments.</p>	Support noted.
3	Individual (resident)	<p>This form appears to contain blatant contradictions.</p> <p>On the one hand in 5.16 the council says it will be bound to consider: "the impacts on daylight, sunlight, privacy" while buried in "Non material Planning Considerations" it says that issues not relevant to the council's decisions include: "ancient and other rights to light" The council is bound by UK law to consider rights to light in its planning projects and therefore this error in the "Non material Planning Considerations" needs to be corrected.</p> <p>I am still at a loss as to how the responsibility of planning in Islington can wash its hands of what is enshrined in UK law. Certainly the impact of a development on a property's value lies outside the law - but rights to light do not. No amount of sophistry changes that. Planning can not simply plough through what are recognised legal considerations whether the council arbitrarily believes its agenda is in the public interest or not. By the same measure planning can not, for the sake of argument, suddenly decide that a building's Noise/Light/Chemical pollution levels are not "Material Considerations". Planning, like everyone else, is bound by the laws of the UK.</p>	<p>The draft revised SCI provides some examples of what material considerations are as a guide to those who may be less familiar with planning. Appendix 3, references in more detail some of the examples of material and non-material considerations, based on a list from Planning Aid, and is used as a basic introduction to these issues.</p> <p>Material planning impacts such as daylight/sunlight, overlooking and privacy all fall within the remit of planning legislation are addressed by planning policies and are taken into account as part of decisions on planning applications.</p> <p>In addition to daylight and sunlight considerations being material planning considerations it is possible that rights to light exist as a private right between neighbours. A similar right would be the existence of a right of way. The "ancient and other rights to light" reference is within the context of examples of private issues between neighbours and covered by separate legislation. The right to light is protected under common law and by the Prescription Act (1832) in England and Wales.</p> <p>The SCI provides an illustration of material planning considerations; however, each case and the material considerations that are relevant will be decided on its merits, including amenity considerations such as daylight for which there is clear guidance and standards as set out in Islington's planning policies (for example Development Management Policy DM2.1 and supporting text at paragraph 2.13). The approach in the SCI is consistent with the Governments' view of material planning considerations and private rights to light, as set out in National Planning Practice Guidance, is summarised below:</p> <p><i>"The scope of what can constitute a material consideration is very wide and so the courts often do not indicate what cannot be a material consideration. However, in general they have taken the view that planning is concerned with land use in the public interest, so that the protection of purely private interests such as the impact of a development on the value of a neighbouring property or</i></p>

Respondent no.	Respondent	Summary of comments	Islington Council response
			<i>loss of private rights to light could not be material considerations”.</i>
4	Canal and River Trust	Paragraph 5.4, page 14, refers to pre-application consultation and advises applicants to liaise with relevant statutory consultees (Historic England etc). We would suggest that a more detailed list could be provided here, to include the Canal & River Trust.	The Canal and River Trust (CRT) are recognised as an important stakeholder on relevant planning applications however it is not possible to provide a detailed list of all the potential stakeholders/landowners in the borough, these will be determined on a case by case basis. We welcome the continued involvement of the CRT as a stakeholder in planning matters in the borough.
5	Historic England	No comments.	Noted.
6	Natural England	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals .	Noted.
7	Highways England	No comment.	Noted.
8	Health and Safety Executive (HSE)	No specific comments on the document. Provided information about future consultation on local plans and sources of information.	Noted.

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Report of: Executive Member for Health and Social Care

Executive	Date: 18 May 2017	Ward(s): All
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SUBJECT: Haringey and Islington Wellbeing Partnership Agreement

1. Synopsis

- 1.1 Organisations in Haringey and Islington have been working together to address the health and care needs of the population. Service redesign, through integrated working, has shown that this approach enables better provision of services in the future.
- 1.2 The organisations want to formalise this approach by signing up to the attached Haringey and Islington Wellbeing Partnership Agreement. At this stage, the agreement sets out the reasons for working collaboratively and the ways in which this may be done. It sets commitments to increased collaboration and timescales for achieving these milestones.

2. Recommendations

- 2.1 To agree for the London Borough of Islington to become a signatory of the Haringey and Islington Wellbeing Partnership Agreement.

3. Background

- 3.1 The Partnership Agreement has been developed through discussion in Wellbeing Programme meetings. The most recent draft was circulated for Governing Bodies to discuss and comment on informally before the final draft was produced.

The agreement sets out that partners will all share collective responsibility for meeting the health (mental and physical) and care needs of our population in the long term. They will:

- Make decisions about services and how we allocate our resources together
- Set priorities together

- Have joint programmes of work
- Share leadership
- Have common goals
- Pool resources (budgets and staff) and manage money in a fundamentally different way
- Share risks and incentives
- Plan health and social care together
- Work without organisational boundaries
- Have a single decision making and accountability structure
- Provide proper integration across health and social care
- Think as a single system – rather than as commissioners and providers

3.2 No other formal partnership arrangements have been considered at this time. There are no Costs arising as a result of entering into the partnership agreement. There may be implications for officer time, although this will be managed within existing resources.

4. Implications

Financial implications:

4.1 There are no financial implications arising as a direct result of entering into the partnership agreement. There will be a staffing implication re: officer time however this will be managed within existing resources. Any plans or strategies derived or agreed in relation to the Haringey and Islington Wellbeing Partnership should use existing available resources and therefore not create a budget pressure for the Council.

Legal Implications:

4.2 The Council has power to work in partnership with other organisations as proposed in this report under section 111 of the Local Government Act 1972 which provides the power for the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The council may also rely on the general power of competence set out in section 1 of the Localism Act 2011 in order to work in partnership with other organisations.

Environmental Implications:

4.3 No negative impacts are expected.

Resident Impact Assessment:

4.4 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.

A resident impact assessment has not been completed. Should the partnership result in specific proposals and an implementation plan, a resident impact assessment will be carried out at that point.

5. Reasons for the recommendations / decision:

5.1 By coming together as a partnership and removing organisational boundaries, we will be able to focus on a resident's journey through the system as opposed to thinking as single organisations.

5.2 We will be able to improve the communication and information sharing between different teams and organisations which will benefit residents and staff.

Signed by:

10 May 2017

Janet Burgess

Executive Member for Health and Social Care

Date

Appendices

- Haringey and Islington Wellbeing Partnership Agreement

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Haringey and Islington Wellbeing Partnership

Health & Care: working together with the people in Haringey & Islington

Partnership Agreement



1st June 2017

Signatories

The following organisations support the Haringey and Islington Wellbeing Partnership.

Organisation	Council Leader / Chairman	Chief Executive




Haringey GP Federation
Islington GP Federation





Haringey and Islington Wellbeing Partnership Agreement

Date effective: 1 June 2017

Signatories: 'The partners', the CEOs/Accountable Officers & Chairs of:

1. London Borough of Haringey
2. London Borough of Islington
3. NHS Haringey Clinical Commissioning Group
4. NHS Islington Clinical Commissioning Group
5. Haringey GP Federation
6. Islington GP Federation
7. Camden and Islington NHS Foundation Trust
8. North Middlesex Hospital NHS Trust
9. University College London Hospitals NHS Foundation Trust
10. Whittington Health NHS Trust

The Partners recognise that as the work of the partnership develops other organisations may wish to join or become more formally affiliated with the partnership approach embodied in this agreement.

Purpose

The Wellbeing Partnership has been established to enable local organisations to deliver better health and care services, to reduce inequalities and improve the health and wellbeing outcomes for the people of Haringey and Islington. It is working towards the integration of health and social care services in the boroughs in order to deliver these improvements. As a result, the Partnership will be better able to deliver, at a local level, the necessary service transformation to achieve a sustainable health and social care system. It will do this by building upon locally delivered initiatives such as the Care Closer to Home Integrated Networks.

The need for change

Haringey and Islington populations are 263,386 and 215,667 respectively. The populations are expected to grow by about %% over the next 5 years but there will be a much bigger increase in the over 65 population of 12% over the same period. This is twice the national average. This rate of growth will put enormous pressure on social care and health services.

Poverty and deprivation are key determinants of poor health and wellbeing outcomes and major drivers of health inequalities. Islington and Haringey have high levels of deprivation relative to the national picture. Residents are more likely to spend less of their life healthy compared to the England average (approx. 20 years of their life living in poor health).

Funding for social care and health services will not increase to meet the growth in demand on services and the demographic pressures. Therefore, we must change the way we deliver services, preventing poor health and supporting individuals, families and communities to achieve healthier, happier and longer lives. When people need services we must ensure they are delivered effectively and efficiently, improving outcomes.

The current focus each organisation has to have on its own goals, structure, regulators and finances, with relationships based upon a contractual framework, continues to hinder effective collaboration, creating inefficiencies and constraining our collective ability to achieve more for the local population. All the organisations face potential financial deficits in future years and so continuing to operate independently is not an option.

The Wellbeing Partnership members see an opportunity to achieve this by working more closely together than is possible as separate organisations under the current NHS and local government financial and contracting systems. This provides a collective mitigation of risks faced by individual organisations within the system.

To help us achieve our vision for our residents we will now form a Wellbeing Partnership, a form of an Accountable Care Partnership, enabling us to move towards full collaboration between organisations in a measured way.

Objectives

The programme has set out a series of objectives.

- To take a whole population approach to health and care delivery.
- To support all of our residents to achieve healthier, happier and longer lives, with a focus on preventing poor health and improving outcomes when people do need care and treatment.
- To support people, families and communities to stay and be healthy, to reduce the level of ill health within our population and reduce health inequalities.
- To simultaneously focus on improving outcomes and reducing costs for population groups who are currently high consumers of health and care.

How will we do this?

The most important way relates to a new set of behaviours from all the Partners, in order to build longstanding trusting relationships that replicate those of an accountable care system.

- By shifting resources over the longer term towards prevention and early intervention to keep people well and avoid preventable ill health e impacting directly on the health and wellbeing of the population of Haringey and Islington
- By bringing together all our resources (including budgets), sharing budget information and taking collective decisions about their most effective use.
- By working together to redesign services in a different way using all the skills and experience available to us across our collective workforce recognising that these are not vested in one organisation or professional approach.
- By ensuring every organisation is seen to succeed through collective success.

- By developing using our collective information to create insight into how we can improve systems as a whole, where investment needs to go and to drive innovative ways of doing things.
- By improving service user experience as well as outcomes, efficiency and effectiveness we should reduce inequalities.
- By bringing teams together, acting on behalf of each other, to more efficiently use our staff.
- By working together with all our communities and the whole health and social care workforce we will accelerate the transformation of the health and care system in Haringey and Islington.
- By collectively taking budget decisions, agreement will be reached on levels of activity and cost, creating joint commitment to collective financial and activity targets. This should also reduce transaction costs between organisations.

Scope

This agreement does not seek delegated powers from its statutory partner organisations. It aims to develop collective decision making through a partnership forum where the impact of service change can be managed across the whole health and care system. Partners are therefore asked to share and align their decision making recognising that for some partners there are commitments outside the Haringey/Islington geography.

The range of services which might best be collaboratively managed in this way will become clearer as the partnership develops.

Timeframe

The expressed aim of the Wellbeing Programme's Sponsor Board members is to achieve full collaboration between organisations. This will take time as organisations move from partial to full collaboration. This agreement is a stepping stone to more formal future agreement as the confidence and level of collaboration increases. This particular agreement will expire on 31st March 2020 but is expected to be refreshed within a year, by 31st March 2018, to reflect the increasing levels of collaboration or when it is replaced by a more formal partnership agreement.

Commitment 1: One ambition: To meet the challenge facing the health and care system by working together as a single team to:

- Support local people, families and communities to take an active and full role in their own health and to reduce inequalities
- Focus on prevention and early intervention, to keep people well, realise their potential, avoid preventable ill health and promote resilience and independence
- Use the best, evidence-based, means to deliver on outcomes that matter
- Focus on what adds value (and stop what doesn't)

Public expectations are that health and social care organisations should be working together around the needs of individuals, so this approach is in line with that expected of each organisation.

In practice, the Partners recognise the pressures caused by current funding, structures and contracting mechanisms. To manage these conflicting pressure we commit to be honest, transparent and to provide mutual support of each other's position. Where possible we will influence the view of regulators or external assurance bodies about the importance of the partnership approach to future local system sustainability.

Commitment 2: One set of behaviours:

All Partners agree explicitly to exhibit the beneficial behaviours of an *accountable care system*. In particular, partner organisations collectively agree to:

- **People first:** solutions that best meet the needs of today and tomorrow's local residents and health and social care users must be the guiding principle on which decisions are made. This principle must over-ride individual or organisational self-interest. Embedding the voice and views of service users in service improvement will be key to ensuring this principle is not forgotten.
- **Collective decision-making:** Chairs, CEOs, SROs and clinical leads have dedicated time *face-to-face* to build trusting relationships, improve mutual understanding and to take shared strategic decisions together.
- As **system leaders**, Partners will work together with integrity and the highest standards of professionalism, by:
 - Recognising mutuality and equality of the partnership
 - Not undermining each other
 - Speaking well of and respecting each other
 - Recognising we are each trying to optimise performance in our own part of the system
 - Behaving well, especially when things go wrong
 - Keeping our promises - small and large
 - Speaking with candour and courage
 - Seeking success as a collective
 - Sticking to decisions once made
- **Open book:** finance (cost and spend), activity and staffing data are shared between all parties transparently and in a timely manner. The purpose of this sharing is to support collaborative problem-solving.
- **Common messaging:** there is a consistent set of messages we tell our service users, residents and our staff about why we need to work together, what benefits it

will bring and how we are doing it, although how the story is told will be tailored to the audience. Each partner organisation will take full responsibility for making sure their staff are well briefed on system improvement work, drawing from system messages and materials.

- **Collective monitoring:** if an organisation appears not to be acting for the collective good, Chairs / CEOs will reflect this to the organisation and provide evidence to illustrate their concern. If there isn't a change in approach, in extremis, the organisation may be asked to leave the partnership.

Commitment 3: One Plan: Joint Strategic Planning:

Recognising the strong similarities in health profile of the population of the two boroughs, **Haringey and Islington Health and Wellbeing Boards** have agreed that they will meet as a joint committee from April 2017. This significant commitment to joint working immediately prompts greater integration of the two public health teams, potentially transforming the way health and inequalities challenges are approached.

All partners have individual corporate or operational plans, for example, recently working together with other boroughs as part of the North Central London Sustainability and Transformation Plan. Partners commit to aligning individual plans where joint working can optimise delivery of improved services in Haringey and Islington.

Target:

- Form a Haringey-Islington Public Health Leadership group by June 2017 to determine a process for developing a future operating model for integrated working.
- Bring together the iterative processes underpinning the Joint Strategic Needs Assessment as a precursor to establishing a single Health and Wellbeing Strategy for the two boroughs.
- Develop a single Health and Wellbeing Strategy for the boroughs of Haringey and Islington by December 2017.
- Review commissioned services and budgets between both boroughs by September 2017: providing a deeper understanding of the services commissioned and supported by both Public Health teams. In the future, this work will serve as a guide for
 - i. which services might be jointly recommissioned to potentially improve outcomes for the populations for both boroughs and
 - ii. which services would be better managed locally or with other arrangements.

Commitment 4: One transformation approach: bringing together our service redesign work:

Currently each organisation has (or is part of) a separate service transformation programme linked to the need to meet their financial commitments. These include Cost Improvement Programmes within Trusts, Local Authority Transformation Programmes to meet their Medium Term Financial Strategies, and CCG and Trust input into the North Central London Sustainability and Transformation Plan.

The commitment within the Wellbeing Partnership is to bring together these often complementary work programmes to optimise delivery within Haringey and Islington in order to deliver the best possible services with the resources available. Work programmes proposed by any organisation will first be shared at the Partnership Board so that the impact on the local system can be understood and collective support given to

the project. The Partnership Board will act as a sponsor board to the project. Where the project has limited impact beyond the initiating organisation this process will ensure understanding of the redesign workload in each organisation.

Target:

- To share each organisation's transformation programme with Partners by 30 June 2017
- To align local authority social care transformation programmes by 30 July 2017
- To bring together existing service improvement projects undertaken by separate organisations where they are addressing similar cohorts of the population, conditions or diseases so as to optimise improvement work under the leadership of the Wellbeing Partnership by September 2017
- To develop a joint savings / service transformation plan for 2018/19 between Councils, CCGs and Trusts by October 2017 so that this can be built into each organisation's financial plan for 2018/19

Commitment 5: One delivery team: The Wellbeing Programme was established with a 'light touch' programme infrastructure as the majority of staff resource coming from the alignment of organisational and joint programme priorities. Partners commit to continuing this approach by prioritising joint service redesign and supporting this with staff as part of business as usual.

All Partners commit to using the Wellbeing Partnership as an opportunity to redefine the reporting relationships of staff within their own organisations to align with joint service redesign work.

Target:

- To establish by 30 June 2017, a single management lead across all organisations for specified services e.g. diabetes, with the autonomy to make system wide decisions to improve services. The role would have accountability to all organisations through the Partnership Board.
- To complete the alignment of the CCG management teams by September 2017
- To establish joint work on council transformation programmes and peer review priorities by September 2017
- To establish two Care Closer to Home Networks (CHINs) in each borough as local delivery teams by September 2017.

Commitment 6: One approach to quality improvement, assurance and performance reporting: As the Wellbeing Partnership Board develops as the forum for collective management of the health and care system, then partners commit to bringing together the separate quality improvement, performance monitoring and assurance processes. Providing single returns from the Wellbeing Partnership will establish the organisation as a collaborative venture.

Currently, performance and assurance returns to external bodies are required separately from each partner organisation and quality schedules are contractually based. Whilst separate organisation or borough based data will continue to be required there is an opportunity to compare data returns and to bring together the processes or organisations responsible for providing that information e.g. NHS Commissioning Support Unit.

Target:

- To establish by 30 September 2017, a set of performance indicators (ideally from existing data sources) which will help demonstrate increased collaborative working across the Partnership.
- To investigate joint measurement of service initiatives such as the Better Care Fund and shadow these from July 2017.
- To confirm existing data sharing agreements and ensure consistency, establishing new ones where needed by December 2017, so data can be used between organisations to improve and deliver services to users.

Commitment 7: One financial plan: in line with developing the positive behaviours of an accountable care system, and in recognition of the fact that one organisation's decisions about the level of service may impact another's costs, the Partners agree they will collectively focus on activities that take cost out, make agreed investments in order to save elsewhere, and manage financial pressure across the system. System costs may be reduced by activity reductions and by unit cost reductions, and we recognise that all Partners can influence both.

Acting in this way requires:

- Commissioning intentions will be based on a clinically led, evidence-based and person-focussed appraisal of how best to meet local people's need and will be based on coproduction with local people. Once developed, Partners will discuss openly within the Wellbeing Partnership Board any new service developments, closures or relocations prior to public and staff engagement and consultation as required. The Wellbeing Partnership Board and the workstream delivery groups will be the fora for agreeing commissioning intentions.
- Financial and operational plans will be aligned across health and social care: the Partners agree to plan finances and operational capacity together, neutralising any inclination to cost shift or not invest in one part of the system to save elsewhere. This will involve working from common assumptions, producing plans for regulators that are realistic and doing our best to ensure there are no in-year surprises. Where appropriate, this will also include greater use of pooled budgets between NHS and council commissioners, which will be determined on a case by case basis.
- Contract negotiation activity will be minimised during 2017/18 and 18/19 with early collective CEO engagement to agree key investment priorities and risk sharing parameters at the outset (rather than at the end). Contract management meetings will be replaced with joint place or care programme based financial assurance, performance and planning meetings.
- It is clear that developing this level of collaboration will take time to enable partners to develop an understanding of each other's business, the sometime conflicting priorities each organisation faces and through this to develop trust and mutual support. The following milestones have been suggested to begin this process.

Targets:

- To establish a regular monthly sharing of budget (and activity data) at a level of detail that enables each organisation to understand how resources are being used to deliver health and care services from June 2017.

- To bring significant investment / disinvestment decisions (eg over £250k capital or annual revenue) to the Partnership Board where this investment relates to local services for the populations of Islington and Haringey, to enable partners to understand the impact such changes might have. This does not fetter an organisation's independent decision making autonomy but ensures one organisation does not make unexpected changes which negatively impact upon another (from April 2017).
- To establish system wide budgets for specific services e.g. for diabetes, MSK, to support the transformation work of the individual work streams (by April 2017).
- To shadow a single system 'control total', taking into account the fact that several providers run services that serve a wider population (from September 2017)

Commitment 8: One set of governance arrangements: the focus of the Wellbeing Partnership is on better delivery of services through closer working. However, the form of the Partnership (its governance arrangements) can support staff in that closer working arrangement. The Wellbeing Partnership Board and the groups reporting to it (e.g. Delivery Board, Finance and Performance Group, and service workstreams), will be the vehicle through which system wide business is conducted. All other existing arrangements will either be dissolved or aligned.

As much system wide business as possible will be conducted through the system governance described in the appendix below. This provides the forum for sharing and aligning overall strategy and decisions. The power of the Partnership forum is based on the position power of the individual members and their commitment on behalf of their organisations to an agreed course of action. It is recognised that individual Partners' Boards or Governing Bodies have statutory accountability. Time will be allowed, when planning changes, to enable collective sharing and discussion.

Targets:

- To establish the overall governance arrangements as described below by 30th June 2017.
- To support local people to coproduce the community reference group by 30th June 2017.
- To consider alternative, stronger governance arrangements and organisational forms such as Multispecialty Community Providers (MCP) or Primary and Acute Care Systems (PACS) between September 2017 and March 2018.
- To refresh this Partnership Agreement for April 2018.

A Governance Structure is described on the next page. This continues to be developed, in particular:

- local accountability through input from councillors and health organisation non-executive directors
- primary care leadership involvement at all levels
- co-production of the Community Reference Group with local service user groups.

Wellbeing Partnership Board *

- Sets strategic direction across member organisations and agrees local delivery of STP interventions and joint efficiency plans
- Holds accountability for delivery of outcomes
- Joint oversight of key financial decisions (funding, spend and savings)

Programme Delivery Board * (Clinical, professional & operational)

- Holds responsibility for implementation of the joint work programme
- Reviews and monitors progress across all areas and reports back to Wellbeing and other organisational Boards
- Ensures clinical / professional / operations leadership in place (including housing, voluntary sector etc.)

Community Reference Committee *

- Oversee community engagement & development, self care and communications throughout partnership and all workstreams
- Assure and measure community engagement & development, self care, communications & equality & diversity throughout workstreams, CHINS and partnership.

Prevention & Wider Determinants of Health

Population wide systematic implementation of prevention and maintaining independence initiatives – Support all programme areas to include focus on prevention, independence and wider determinants of health (children and adults)

Care Closer to Home (1 Care)

Wellbeing: CHINS, LTC management (diabetes & CVD)

Urgent & Emergency Care

Wellbeing: Frailty, intermediate care

Mental Health

Wellbeing: Prevention and Community Resilience; community MH

Learning Disabilities

Wellbeing: Improving health, wellbeing & opportunities and consolidating costs

Children & Young People

Wellbeing: Transition, A&E attendances, LTCs (respiratory)

Elective Care

Wellbeing: MSK incl. community, (gastro. Is an area of need for both H&I?)

Information and Analytics

Needs assessment, population and service information and analytics, outcome monitoring, integrated digital care record and e-communication

Finance and Performance Group

Technical development & monitoring of shared savings & performance plans – Support all programme areas to develop finance, activity and impact models

*under development – see final paragraph on page 10

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Report of: **Executive Member for Children, Young People and Families**

Meeting of:	Date	Ward
Executive	18 May 2017	St Georges

Delete as appropriate	Exempt	Non-exempt

SUBJECT: Tufnell Park Primary School Expansion – Public Consultation

1. Synopsis

- 1.1 Tufnell Park Primary School (Dalmeny Road) is designated as a one and half (1.5) form entry school.
- 1.2 Demand for school places in the planning area where Tufnell Park Primary School is situated is projected to rise from 2019/20 and it is evident that there will be insufficient places for primary aged children in that area if Tufnell Park School is not expanded.
- 1.3 In April 2015 discussions began to consider options to expand Tufnell Park Primary School. In June 2016, the Executive approved a report recommending the prioritisation of the redevelopment of Tufnell Park Primary School to provide an additional 45 school places per year in the planning area of greatest need, and agreed the allocation of funding for the same.
- 1.4 In order for the council to fulfil its statutory obligation to provide enough school places in the borough, this report recommends that Tufnell Park Primary School is expanded to a three (3) form entry school from September 2019. A statutory consultation has taken place and the responses are included in Appendix A.

2. Recommendations

- 2.1 To approve the permanent expansion of Tufnell Park Primary School to a three form entry school from September 2019.
- 2.2 To note the responses to the public consultation in Appendix A.

3. Background

- 3.1 Under Section 14 (1) of the Education Act 1996, Local Authorities have a statutory duty to provide sufficient school places. The Primary School roll projections from 2016/17 to 2030/31 confirm that Planning Area 1 is close to capacity, and that demand for reception class places is projected to exceed current capacity from 2017/18. The projections determine that, in Planning Area 1, there will

be a rising shortfall in primary school places from September 2019 into the longer term. A feasibility study was undertaken to review development options at Tufnell Park Primary School, and to understand the implications of such a project. This followed a process with primary schools to identify potential opportunities for expansion at good or outstanding popular schools.

- 3.2 During the Autumn 2016 school term an initial public consultation was undertaken to seek views on the expansion of Tufnell Park Primary School, with public meetings held on 4 October and 18 October
- 3.3 Statutory consultation was undertaken between 6 March and 31 March 2017 in accordance with requirements set out in paragraph 3.8 below. Detail of responses to the consultation is included in Appendix A.
- 3.4 Funding for the expansion of Tufnell Park Primary School was approved by Executive in June 2016, and a procurement strategy for the design and construction of the new school was approved in September 2016.
- 3.5 The OFSTED inspection in March 2013 rated the school a good school. The school achieved 9 percentage points higher in combined reading writing and maths than the national floor target of 65 percentage points in 2016. The school outperformed Islington and national results in 2015 for combined scores.
- 3.6 The expansion will result in the school's published admissions number increasing from 45 to 90 and the total permanent capacity will increase from 315 to 630. The proposed expansion would result in 90 pupils (aged four on 31 August 2019) entering the reception year in September 2019 and then 90 pupils entering the school at the beginning of each subsequent academic year, until it reaches its new capacity of 630 pupils in September 2025.
- 3.7 Increasing the size of the school to three form entry will also improve the school's financial security in the long term provided places are filled. School funding is based on pupil volume so three form entry schools are generally more financially robust because they receive a more substantial allocation overall.
- 3.8 In order to expand the school, a public consultation must be carried out in line with Section 19 (1) of the Education and Inspections Act 2006 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013/3110. Accordingly, public consultation was carried out between 6 March and 31 March 2017 and the responses are included in Appendix A.

Fig.1 sets out the stages of the statutory process for expanding a maintained school

Fig. 1 – The statutory process for making significant changes to schools.¹

Stage 1	Publication	Statutory proposal published – 1 day.
Stage 2	Representation (formal consultation)	Must be 4 weeks, as prescribed in regulations.
Stage 3	Decision	The decision-maker (usually the LA) must decide proposals within 2 months of the end of the representation period or decision defaults to Schools Adjudicator (OSA). Any appeal to the adjudicator must be made within 4 weeks of the decision.
Stage 4	Implementation	No prescribed timescale, but must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

¹ Statutory Guidance: School Organisation (Maintained Schools), Guidance for proposers and decision makers (April 2016).

- 3.8 Where a local authority carries out a consultation of this nature, it has a statutory duty to consult anybody or person which the local authority thinks is appropriate, as well as the local Church of England diocese; or the local Roman Catholic diocese; or the relevant faith group in relation to the school where the proposal involves or is likely to affect a school which has a religious character. As a result we have consulted a wide range of stakeholders, including all other schools in the borough, the local Church of England and Roman Catholic dioceses, other local authorities, parents of children at the school and local residents. A full list of stakeholders and the methodology of the consultation is included in Appendix A.
- 3.9 The consultation was publicised on the Council's website, in the local press and in letters to all parents or carers of Tufnell Park School. Direct contact was also made with numerous stakeholders (including all those listed in 3.8). Stakeholders and the public were invited to provide supporting comments, objections or any other comments to the council and an online questionnaire was created using survey monkey which allowed residents to submit their feedback online.
- 3.10 The initial consultation in autumn 2016 received 18 responses, 15 of which supported the expansion and 3 non-supportive. Respondents generally felt that there is a need for more places at the school, and that an expansion will enhance the teaching and learning in a positive way with modern and better accommodation in which will benefit not only the present but also future generations.
- 3.11 From the Statutory consultation undertaken between 6 March and 31 March 2017; 21 responses were received, 13 of which supported the expansion, 4 non-supportive, and further 4 left blank with non-determinable completion. Respondents were generally positive and supportive and understood the need for an expansion and the benefits which come from this.

Responses to consultation are detailed in Appendix A.

4 Implications

4.1 Financial Implications

The funding envelope for running a three form entry school is contained within the Dedicated Schools Grant (DSG). DSG funding is received by the council from the Education Funding Agency on a per pupil basis which is then allocated to the school via the Islington Schools Funding Formula. From 2018/19 funding will be allocated to the school in line with the new national funding formula. Schools with three forms of entry are generally more financially viable than one form entry schools due to economies of scale provided places are filled.

There is an approved capital budget for the re-development of Tufnell Park Primary School.

4.2 Legal Implications

The council has a duty to provide and maintain sufficient schools for the provision of primary education in its area (Education Act 1996, section 14). In the fulfilment of this duty, the council is able to propose changes to maintained schools to increase the capacity of schools.

The proposed increase in the number of pupils at Tufnell Park School is a prescribed alteration and therefore the council must carry out a public consultation in line with the Education and Inspections Act 2006 (section 19(1)), the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and the statutory guidance: School Organisation (Maintained Schools), which was issued in April 2016.

In deciding whether to agree to the expansion of Tufnell Park Primary School the Executive should take into the contents of this report and also have full and proper regard to the consultation responses set out in Appendix A.

There is a right of appeal to the Schools Adjudicator against a decision to make alterations, for the following bodies:

- The local Church of England diocese; and
- The local Roman Catholic diocese.

Any appeal must be made within 4 weeks of the decision being made.

4.3 **Environmental Implications**

The environmental considerations relating to the expansion of Tufnell Park Primary School to three forms of entry were considered in the Executive report approved in September 2016. Capital works will be required in order to enable Tufnell Park Primary School to expand.

In providing new accommodation for the School, it is intended that the thermal performance and energy efficiency of the school will be significantly improved. The new building will provide substantial environmental improvements and will provide educational spaces more suitable for the 21st century and more conducive to teaching and learning. Landscaping proposals will re-provide or enhance any existing habitat spaces and consideration will be given to protection of trees and biodiversity through the design and throughout the works. The new facilities are to achieve a BREEAM for Schools “excellent” rating. The development will be subject to planning approval and will be assessed against adopted policies within the Development Plan.

The design and construction proposals for the new school will be developed take account of environmental factors in materials selected and will consider construction methodology so that waste is minimised. The works will be registered with the Considerate Contractor Scheme and will comply with local policies to minimise impact on neighbours, especially with regards to noise, dust and vibration.

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 was completed on 31 August 2016 and the summary is included below.

4.4.3 In redeveloping the school site to enable expansion of Tufnell Park Primary School, the quality of educational provision and the working environment for all children and staff at the school will be improved. The project will enable young children from all backgrounds to learn in a suitable environment. The new facilities will provide disabled access in compliance with the Equality Act 2010 and will meet all statutory and planning policy requirements.

The proposed development will provide high quality facilities for all members of the community and allow the school to act as a social hub in the locality by improving community access and opportunities with dedicated spaces. It will also allow the school to enhance its extended school agenda, benefitting those who live in the local community, subject to relevant consultation and any planning conditions

4.4.4 All Islington schools currently operate with measures in place to safeguard children and vulnerable adults. Policies and procedures will be in place during the works and following completion of the new school building which will be designed to reduce risks relating to safeguarding. There will be no Human Rights Breaches.

4.4.5 It is intended that the design of the new school will be presented to local residents and school stakeholders as it is developed, in advance of the submission of the planning application, and that comments are addressed accordingly. Statutory planning consultation will then take place, and it is intended that local residents and school stakeholders are regularly apprised of the progress of the

project and construction activities.

5 Conclusion and reasons for recommendations

- 5.1 The Primary School roll projections from 2016/17 to 2030/31 confirm that Planning Area 1 is close to capacity, and that demand for reception class places is projected to exceed current capacity from 2017/18. The projections determine that, in Planning Area 1, there will be a rising shortfall in primary school places from September 2019 into the longer term. Without the Tufnell Park Primary School expansion, there will not be enough places for primary school pupils in 2019/20 and into the longer term.
- 5.2 The statutory consultation received a positive and more favourable support, and an understanding for the proposed expansion overall as opposed to a non-supportive feeling.

Appendices

Appendix A – Methodology and Responses: Statutory Consultation for the expansion of Tufnell Park Primary School.

Background papers: None

Final report clearance:

Signed by:



10 May 2017

Executive Member for Children, Young People
and Families

Date

Report Author: Lee Griffiths, Capital, Asset Management and Contracts Project Manager, Children's Services

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Report of: Executive Member for Children, Young People and Families

Meeting of	Date	Ward
Executive	18 May 2017	Hillrise
Delete as appropriate	Exempt	Non-Exempt

APPENDIX 1 TO THIS REPORT IS NOT FOR PUBLICATION

SUBJECT: Mount Carmel Catholic College for Girls (Holland Walk, Duncombe Road) – Grant of Lease to City of London Academies Trust

1 Synopsis

- 1.1 Mount Carmel Catholic College for Girls is a voluntary aided secondary school. The school has a capacity of 700 pupils but places were under-occupied by 45% as at October 15, increasing to 50% in the latest schools census count; October 2016. The school was expected to be in deficit by the end of 2016/17, however through good financial planning and the use of previous years' surplus balances, the school is projecting a balanced budget for 2016/17. The underlying financial position of the school remains unsustainable due in a large part to its low roll.
- 1.2 On 14 September 2016, the Governing Body of Mount Carmel Catholic College for Girls considered the position of the school going forward in the light of no foreseeable increase in pupil numbers and a forecast budget deficit position for 2016/17 (as at that time) and future financial years and resolved to publish a statutory notice proposing the closure of the school.
- 1.3 On 23 December 2016, the Corporate Director of Children's Services considered the closure proposal and decided to approve the school's closure with effect from 31 August 2017.
- 1.4 Whilst the closure process was underway, the council and the Roman Catholic Diocese of Westminster worked together on a range of options for a replacement school. The preferred option is to establish a co-educational, non-denominational secondary academy on the Mount Carmel school site.

- 1.5 The City of London Corporation, an experienced Academy sponsor with a track record of working in partnership with local education authorities (including Islington) and establishing excellent local schools in London which are over-subscribed, has agreed to sponsor a new a co-educational, non-denominational secondary academy on the Mount Carmel site. The purpose of this report is to seek the Executive's approval to the establishment of such academy and to agree to grant a 125 year lease of the site to the City of London Academies Trust.

2 Recommendations

- 2.1 To approve the establishment of new a co-educational, non-denominational secondary academy (Highgate Hill Academy on the Mount Carmel site sponsored by the City of London Corporation with effect from 1 September 2017
- 2.2 To agree to the grant of a 125 year lease at a peppercorn rent of the former Mount Carmel School Site as shown edged red on the attached plan to the City of London Academies Trust.
- 2.3 To delegate to the Corporate Director of Finance and Resources, in consultation with the Executive Member for Children and Families and Finance and Resources and the Corporate Director of Children's Services and the Director of Law and Governance, authority to conclude the negotiation and final terms of the lease in accordance with the Heads of Terms set out in Appendix 1 (Exempt).
- 2.4 To note that the facilities management agreement in respect of Mount Carmel School between the Council and Transform Islington Limited will terminate no later than 31 August 2017.
- 2.4 To delegate to the Corporate Director Resources, in consultation with the Executive Members for Children and Families and Finance and Resources and the Corporate Director of Children's Services authority to agree the final costs of terminating the facilities management agreement in respect of Mount Carmel School between the Council and Transform Islington Limited.
- 2.5 To authorise the Director of Law and Governance to apply to the Secretary of State for consent to grant the lease of the Mount Carmel School Site to the City of London Academies Trust under Para.4 of Schedule 1 of the Academies Act 2010.

3 Background

- 3.1 On 23 December 2016, the Corporate Director of Children's Services considered a proposal from the Governing Body of Mount Carmel Catholic College for Girls to close the school and after considering the closure proposal and the comments and objections received through the statutory public consultation decided to approve the school's closure with effect from 31 August 2017. No appeal has been received by the Council in respect of the closure decision.
- 3.2 The main reasons for deciding to close Mount Carmel Catholic College for Girls were that the current and projected roll indicated that a girls' only catholic school was no longer viable in Islington and the financial position of the school put at risk the ability of the school to deliver an appropriate curriculum to the pupils.
- 3.3 Although there is falling demand for Catholic girls' education in Mount Carmel's catchment area (currently only 38% of girls attending are Catholic) it is anticipated that the Council will

require additional secondary school places in future years with full capacity reached in Islington schools by 2020/21. The Council has consulted with its schools concerning future expansions and 4 schools are proposed to expand. The Council has a large number of girls' places already and the data suggests that the greatest need will be for boys' places.

- 3.4 The City of London Corporation, has agreed to sponsor a new a co-educational, non-denominational secondary academy (City of London Academy Highgate Hill) on the Mount Carmel site and this has been approved by the education Funding Agency.
- 3.5 The City of London (as the sponsor of the proposed new academy) has agreed to work with the RC Diocese of Westminster to ensure that catholic life and religious education of the current Mount Carmel pupils is supported, nurtured and protected.
- 3.6 Existing pupils at Mount Carmel Catholic College for Girls have been offered places at City of London Academy Highgate Hill which is planned to open on the existing Mount Carmel school site at the beginning of September 2017.
- 3.7 The Diocese of Westminster has agreed to support those parents who want their daughters to continue to be taught in a catholic school, to find places at alternative catholic schools in neighbouring boroughs. To date requests received by the Diocese of Westminster to transfer to other schools stands at 24 out of a current roll of 349.
- 3.8 Highgate Hill Academy will be committed to meeting the needs of all transferring Mount Carmel pupils including those with special educational needs and disabilities (SEND). The expectation is that pupils with SEND will receive an education that enables them to make progress so that they can achieve their best, become confident individuals living fulfilling lives, and make a successful transition into adulthood, whether into employment, further or higher education or training.
- 3.9 The freehold of the current Mount Carmel school site was transferred to the Council in 1991 from the Inner London Education Authority. Mount Carmel's lease of their original school site expired and the school was unable to secure a new lease of the site or an alternative site. Therefore, the Council made available the current Mount Carmel school site to the school in the mid 1990's and the freehold of the site was subsequently transferred to the Westminster Roman Catholic Diocese Trustee.
- 3.10 The Westminster RC Diocese Trustee has agreed to transfer the freehold of the school site back to the Council on the closure of the school. It is proposed that the Council then grants a lease of the school site to the City of London Academies Trust to accommodate the new Highgate Hill Academy from 1 September 2017. The lease will be for a term of 125 years at a peppercorn which reflects the Department for Education's standard requirement for academies and free schools. Heads of Terms for the lease have been negotiated and agreed with the City of London Academies Trust and Education Funding Agency and are set out in exempt Appendix 1.
- 3.11 The existing Mount Carmel School site includes the premises manager's house. The house is not being used by the school to accommodate the premises manager or other school staff or for other educational purposes and in fact has been used by the council to provide temporary accommodation for homeless persons for several years. When the freehold of the school site is transferred back to the council it is proposed to appropriate the site of the premises manager's house for housing purposes. Proposals are being developed to redevelop this site and adjacent land in the Elthorne Estate. These will be the subject of a separate Executive Report
- 3.12 Mount Carmel Catholic College for Girls was extensively refurbished as part of phase 3 of the Council's Building Schools for the Future project. Facilities management (hard and soft)

at the school is carried out by Transform for Islington's (the LEP's) facilities management subcontractor pursuant to an FM contract between the Council and the LEP.

- 3.13 The City of London Academies Trust has decided to make its own arrangements for the facilities management of the school site and buildings from the 1 September 2017 rather than have the FM agreement transferred to it. Accordingly, the Council will be giving notice to the LEP terminating the FM agreement by no later than 31 August 2017.
- 3.14 On termination, the council is liable to pay the following amounts to the LEP:
- 3.14.1 Total value of FM services provided as at the date of termination less amounts already paid;
- 3.14.2 Reasonable cost of the LEP removing its property from the school site:
- 3.14.3 Cost of materials / goods ordered for the FM services and which the LEP is legally liable to pay for;
- 3.14.4 Redundancy payments for LEP employees reasonably incurred by the LEP as a direct result of the termination; and
- 3.14.5 Sub contractor's breakage costs which are defined as losses incurred by the LEP in connection with the provision of the FM services including materials and goods ordered and subcontracts that cannot be cancelled, expenditure incurred in anticipation of the provision of FM services, cost demobilisation, redundant payments and losses incurred under arrangements and agreements but only a maximum of one year's loss of profit.
- 3.15 On termination of the FM Agreement, the LEP has to pay any amounts standing to the credit of the sinking fund for lifecycle to the council less any undisputed amounts which the LEP is entitled to withdraw in respect of lifecycle works carried out.

4 Implications

4.1 Financial Implications

The Council is working with the LEP in determining the cost of terminating the FM agreement for Mount Carmel as at 31 August 2017. These costs will be contained within the overall BSF programme.

The annual costs in relation to BSF for Mount Carmel total £695k in relation to FM charges and utilities (subject to on-going reconciliation with the LEP). Contributions from The Council is liaising with the DfE to determine the school total £569k including impact on Mount Carmel's share (£252k) of the overall annual £2.6m DSG contribution to BSF – a difference of £126k. The Council is liaising with the DfE to determine what happens to Mount Carmel's share of the overall annual DSG contribution from September 2017 to safeguard its contractual obligations to the LEP for BSF overall that continue regardless of whether the new academy remains in the BSF contract with the LEP or not. This is an ongoing funding risk for the Council until it can be resolved.

The school was expected to be in deficit by the end of 2016/17, however through good financial planning and the use of previous years' surplus balances, the school is projecting a balanced budget for 2016/17 and will carry forward the remaining surplus; circa £200k into 2017/18 to mitigate the immediate issues relating to pupil reductions. Any surplus or deficit on closure transfer will remain with be a cost to the Council. Current projections indicate that the budget will be in balance on closure (i.e. no

significant deficit or surplus).

4.2 Legal Implications

The freehold of the Mount Carmel Catholic College for Girls site is currently owned by the Westminster Roman Catholic Diocese Trustee. It has been agreed with the diocesan trustee that the freehold of the site will be transferred back to the council when the school closes on 31 August 2017.

The grant of a 125 year lease to the City of London Academies Trust will require the consent of the Secretary of State for Education under paragraph 4 of Schedule 1 to the Academies Act 2010. The Secretary of State has issued a general consent (The Academies General Disposal Consent and Appropriation Consent (No 2) 2012) which applies where local authority land is leased for no or only nominal consideration to a person for the purposes of an academy. However, that general consent only applies where an Academy Order has been made in respect of a maintained school which is not the position in respect of Mount Carmel Catholic College for Girls.

The Council must generally dispose of its land for the best consideration that can reasonably be obtained (s123 Local Government Act 1972). It may only dispose of land at less than best consideration with the consent of the Secretary of State. However, the requirement to obtain best consideration is disapplied in the case of a disposal to a person for the purposes of an academy (paragraph 20(2) of Schedule 1 to the Academies act 2010).

Although the Council may have the necessary power to grant a lease of the Mount Carmel School Site to the City of London Academies Trust at less than best consideration, any decision to do so must be taken

- (i) reasonably
- (ii) in the light of the market value of the land\building and the amount of the proposed undervalue
- (iii) With due regard to the Council's fiduciary duty.

Accordingly in deciding whether or not to grant a 125 year lease to City of London Academy Trust at a peppercorn rent, the Council must consider properly the benefits of doing so as set out in this report and weigh up and balance those benefits against the foregoing of a capital receipt. The Executive should also have regard to the following:

- (1) the transfer of the freehold of the school site back to the Council is subject to the Council's agreement to grant the lease to the City of London Academies Trust;
- (2) the Secretary of State could use her powers under the Academies Act 2010 to direct the council to grant the lease to the City of London Academies Trust at a peppercorn rent; and
- (3) The site has minimal value given its education use and the fact that the Secretary of State is able to acquire sites of closed schools for nil consideration pursuant to her powers in the Academies Act 2010.

The appropriation of the school premises manager's house for housing use will require the consent of the Secretary of State for Education (paragraph 6 of Schedule 1 to the Academies Act 2010).

4.3 **Environmental Implications**

There are no environmental implications arising from the recommendations in this report. Any subsequent capital development would need to be in accordance with the council's relevant environmental policies.

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.

4.16 A Resident Impact Assessment has been carried out in respect of the closure of Mount Carmel Catholic College for Girls and the opening of the City of London Academy Highgate Hill

Contained within the RIA we stated that the closure of Mount Carmel Catholic College for Girls and the immediate opening of the proposed new academy on the same site as co-educational provision will provide greater choice for parents, particularly in terms of available of places for boys. More Islington children and their families can potentially make use of the widened offer of additional places at the new academy as it will be mixed and non- denominational.

All girls currently attending Mount Carmel Catholic College for girls who are on the SEND register will be able to continue with their education at the proposed new academy. The academy has agreed to continue to provide places for these students and maintain the specialist provision required to meet their needs.

The proposed closure of Mount Carmel Catholic College for Girls and immediate re-opening as a co-educational non-denominational academy is contained within the Children's Services overall strategy supporting greater access to educational equality of opportunity which in turn will lead to opportunities in later life for our residents.

To date we have not received any comments back from the RIA.

5 **Conclusion and reasons for recommendations**

5.1 The City of London has agreed to sponsor a co-educational non-denominational academy on the Mount Carmel Catholic College for Girls school site which will assist in addressing the current shortage of boy's places at Islington secondary schools. Existing pupils at Mount Carmel Catholic College for Girls will be able to transfer to the new academy.

5.2 Accordingly, it is recommended that the Executive approve the grant of a 125 year lease of the Mount Carmel College for Girls school site to the City of London Academies Trust.

Appendices:

Appendix 1(Exempt)

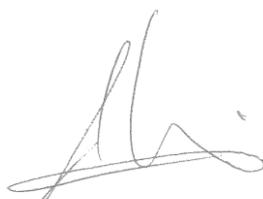
Heads of Terms

Appendix 2:

School site plan

Final report clearance:

Signed by:

A handwritten signature in black ink, appearing to be 'A. Daniels', written over a horizontal line.

10 May 2017

Executive Member for Children, Young People
and Families

Date

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Report of: Executive Member for Children, Young People & Families

Meeting of:	Date	Ward(s)
Executive	18 May 2017	All

Delete as appropriate		Non-exempt
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SUBJECT: Procurement Strategy – School Meal Catering Contract

1. Synopsis

- 1.1 This report seeks pre-tender approval for the procurement strategy in respect of Islington's School Meal Catering Service Contract in accordance with Rule 2.5 of the Council's Procurement Rules.
- 1.2 The catering service provides catering for school meals to most of Islington's primary schools, special schools and children's centres and to some secondary schools. The Universal Free School Meal project has been a priority for the council since 2010 and continues to be so in the 2015-2019 Corporate Plan.

2. Recommendations

- 2.1 To approve the procurement strategy for a joint procurement with the London Borough of Camden but with separate contracts for each authority as outlined in this report.
- 2.2 To delegate authority to award the contract to the Corporate Director of Children's Services in consultation with the Executive Member for Children, Young People & Families.

2.3

3. Background

3.1 Nature of the service

- As part of the Universal Free School Meal (UFSM) project the contract is offered to schools (including free schools and academies) in Islington and to other Council educational

establishments. The quality of the school meals provided is of key importance in order to maximise the take up by pupils in the schools.

- The initial contract was based on 57 establishments with the Council managing the contract centrally. The contract allows for sites to be taken out of the contract without financial penalty and for other sites that were outside the initial arrangement to be added at a later date. The table below shows the take up of the provision from the start of the contract to date.

Provision	Sept 2010	Feb 2017	Change
Primary Schools (<i>incl co-located Children's Centres</i>)	39	38	-1
Secondary Schools	4	2	-2
Special Schools	3	3	0
Nursery Schools	2	3	1
Pupil Referral Units	4	3	-1
Children's Centres	5	9	4
Academy / Free Schools	-	3	3
Total	57	61	4

- The take up of meals has risen due to a combination of higher percentage take up in schools and an overall rise in pupil numbers. The specification will include provision for volume discounts.
- The Council and Governing Bodies have a legal responsibility to provide meals at schools for pupils who are eligible for free school meals and may make such provision in respect of other pupils in accordance with relevant legislation.
- Accordingly, the council and Governing Bodies must ensure that appropriate arrangements for the provision of school meals are in place from 1 April 2018 when the current contract expires.

3.2 Estimated Value

- The estimated value of the contract to Islington is circa £6.3m per year for a five year contract, with a possible two year extension giving a seven year estimated value of £44.1m There are 49 Camden schools in the current arrangement, which has an annual estimated value of £4.2m. The total procurement value to the London Borough of Islington and the London Borough of Camden over the maximum seven year term of the contract would therefore be approximately £75m.
- Whilst the Department for Education are providing free meals to all non-free school meal (FSM) eligible pupils in Key Stage (KS) 1, the council is still committed to provide free meals to all nursery and KS2 non-FSM eligible pupils. The cost of a free meal, plus the subsidy, is currently funded through a combination of the council's general fund and the Dedicated Schools Grant (DSG). The central DSG budget is self-funding through the pooled charges to schools which also cover the overheads (£158k per annum).
- The majority of the contract costs are staffing costs. The requirement for contractors to pay at least the London Living Wage means the scope for a reduction in current costs is limited.
- Under the current contract; food costs are increased or decreased annually by reference to the Food Costs Index (Overall Consumer Price Index 3), labour costs may be increased annually but the maximum increase is the lower of the overall percentage change in rates of pay for local authority staff and actual increases paid by the contractor in the previous 12 months, and

other operational costs are increased by the actual increase subject to a maximum of Retail Price Index (RPI).

- Should there be no cross border interest London Living wage will be a requirement of the contract and the successful contractor will be required to absorb any cost increases above the contractual labour cost indexation.
- The cost of administering the Islington universal free school meals would be significant if there were not to be a pooled contract for schools as we would need to pay schools on an actual take up and cost basis.
- The quality of the food and the Good Food for London report, which charts the progress made by London's boroughs in making London's food system healthier and more sustainable, are drivers for this contract. Greater London Authority publishes the Good Food for London report annually, and since its inception in 2011, Islington has come at the top of the London boroughs four times (2011, 2012, 2014 and 2016) and shared top place with Merton in 2013 and with Greenwich and Tower Hamlets in 2015. In achieving these rankings the school meal service contributed directly to 5 out of the 11 criteria assessed. This shows how valuable the quality of the food provided through the school meal service is to our status.
- A further driver for the contract is the social value gained through the employment and training of local residents.

3.3 Timetable

The contract expires on the 31 March 2018. The procurement timetable is as follows.

- Preparation for going to market - January – June 2017
- Key Decision for the procurement strategy - 18 May 2017
- Contract Notice - June 2017
- Tender evaluation completed - November 2017
- Contract award report- December 2017
- Contract signing - January 2018
- Transition to new arrangements - January – March 2018
- Contract start date - 1 April 2018

We will consult with all schools and other education establishments about the proposed new contract and will use the current contract monitoring group as a focus group for contract requirements.

3.4 Options appraisal

Children's Services Management Team have considered various options:

Option 1: whether we should be procuring on behalf of schools or let individual schools procure their own contracts. This was discounted due to the level of administration regarding Islington's universal free school meal offer and the monitoring of the quality of food for many different contracts.

Option 2: to bring the service in house. This was discounted due to the TUPE implications and the lack of expertise to manage this service and the risks associated with schools not buying the service.

Option 3: to retender the contract under a Framework. The most appropriate framework is 'ESPO Framework 704 – Catering Services.' This was discounted as the supplier framework charges 0.5% turnover, which could add an additional £200k to the contract price, as the successful tenderer is likely to include this cost in the contract price.

Option 4: to conduct a joint OJEU tender with Camden, which would require more internal resources than using a framework but may offer more flexibility and contract cost savings.

Having considered the options above it is recommended that an OJEU procurement using the restricted procedure is undertaken jointly with Camden Council. The tender process would be managed via the Camden procurement electronic tendering system on behalf of both councils.

3.5 Key Considerations

The school meals service in Islington is seen as an integral aspect of the school experience. The aim of the schools catering service is to encourage children to take a school meal by providing healthy nutritious meals which, for some, may be their only hot meal of the day. The specification for the new contract will seek to deliver a service that:

- Provides high quality, healthy and sustainable food
- Increases school meal uptake
- Supports a whole school approach to healthy eating
- Ensures a motivated and valued workforce
- Ensures good communication
- Safeguards our children

The World Health Organization (WHO) regards childhood obesity as one of the most serious global public health challenges for the 21st century. The school meals catering procurement will require potential providers to ensure that menu development addresses this challenge and that meals are nutritious and healthy and compliant with the required standards.

The food provided must meet the Department for Education's statutory requirements as set out by the Food Schools Trust. A high quality service based on fresh food cooked from scratch using high quality raw ingredients that are unprocessed is required. Wherever possible, seasonal and ethically sourced food and ingredients should be used.

School meals are accredited with the "Food for Life" school awards from the Soil Association which ensures food sourcing is fresh, locally sourced and organic where possible. Islington currently require the gold accreditation in relation to the food quality element of the standard. The bronze, silver and gold standards are assessed on a cumulative points based system. Both silver and gold awards have similar aims but with a lower overall points requirement for silver (150). To achieve the silver award requires schools to take care that food is healthy, ethical, and uses local ingredients and uses a minimum of 5% organic ingredients in the menus. The gold standard requires a higher overall points total (300) and a minimum of 15% organic and 5% free range in the menus. The standard that will be required for this contract is being reviewed. Should the standard required change from the current requirement and there be any savings resulting from this it is expected this would accrue to schools and would assist with the increasing budget challenges they face.

Meals are required to reflect the diverse cultural and dietary needs of pupils attending Islington schools and children's centres. At least one vegetarian dish option must be provided each lunch-time. The contractor must provide halal meals to schools that currently require this and introduce halal meals into other schools that request this service, after consultation by the school with governors and parents. In addition the provision of 'Special Day' menus are encouraged by the council, for example, cultural, religious, meat-free/reduced meat, organic or theme days.

The contract will also include for the supply of school meals for pupils with special educational needs. Catering staff are required to work appropriately with these pupils. Where required, texture modified diets such as soft foods or pureed foods must be provided.

The specification will stipulate the additional benefits that can be offered to pupils in relation to encouraging schools to grow vegetables and provide funding for such initiatives.

The contractor will be obliged to, at all times, properly maintain and operate safe and adequate arrangements and procedures for the performance of the service. The sourcing, transportation, delivery, storage and usage of all food stuffs must strictly comply with regulatory and legislative requirements and the requirements as outlined in the specification.

The catering facilities including kitchen, changing areas etc. are provided by the schools/children's centres and the contractor occupies these areas free of charge, under a licence arrangement where the council owns the location. Fixed equipment such as cookers and large whitegoods are provided and maintained by the schools/children's centres. The contractor provides and maintains all light catering equipment such as small food mixers, pots, pans, crockery and cutlery etc.

Each council will manage their own contract. The Islington council contract will be managed by officers in the Schools Commissioning Service and it is intended that this is funded from the overhead charges included in the pooled charges to schools. The provider's contract manager will be obliged to visit and inspect all the locations where the service is being provided at least once a month and to consult with the authority and headteachers/head of centres as often as may be necessary to ensure the continuous and efficient provision of the service.

Council officers will monitor the standard of performance achieved by the contractor in accordance with a contractual performance monitoring programme to be carried out on both a continuous and on a systematic and random basis. This monitoring regime will include the entitlement for authorised council officers to inspect any premises without prior notice. The council has an established school meal's monitoring group that includes senior managers from Children's Service as well as representatives from the schools. A termly contract monitoring meeting is held with the contractor to discuss all aspects of the service provision. This group will continue to monitor the new contract when in place.

A further key consideration for the procurement will be ensuring that the contractor intends to recruit any additional staff required, where possible, from the local community. The provider will be encouraged to partner with the councils work placement services such as the apprenticeship scheme and iWork service to employ local staff when vacancies arise. The school dinner service has been and we expect it will continue to be an attractive entry point to the work force for local people and in particular for parents returning to work due to the child friendly working hours.

TUPE is applicable to this contract and therefore there is likely to be a staff transfer if the new contract is awarded to a new service provider.

The contract will stipulate that schools, children's centres and council settings could be removed without penalty or added to the contract over time. This may include schools and academies from other boroughs but reflecting the wording issued in the OJEU notice.

3.6 Evaluation

Under option 4, we propose to use a restricted tender.

The restricted tender will be conducted in two stages. This procedure 'restricts' the number of organisations invited to tender. The first stage is Selection Criteria through a Selection Questionnaire (SQ) which establishes whether an organisation meets the financial requirements, is competent and capable and has the necessary resources to carry out the contract. The SQ is backwards looking and explores how the organisation has performed to date, its financial standing and information about their history and experience.

A limited or 'restricted' number of these organisations meeting the SQ requirements as specified in the advertisement are then invited to tender (ITT). The second stage, the ITT, is now forwards-looking using Award Criteria. The ITT evaluation process will also include presentation briefings from the tenderers in support of their bids. Tenders are evaluated on the basis of the tenderers'

price and ability to deliver the contract services as set out in the evaluation criteria in order to determine the most economically advantageous offer.

Tenders will be evaluated on the basis of 50% Quality and 50% Cost. It is important that quality, and in particular food quality and nutrition, is a focus of the service.

Cost 50%

Quality 50% broken down as follows:

- Food quality and nutrition 25%
- Sustainability 5%
- Service quality control and assurance 10%
- Implementation of service delivery 5%
- Proposed staffing including training, level of management and supervisors 5%

Tenders will be evaluated on the basis of the most economically advantageous offer using the above weightings and criteria.

3.7 Business Risks

There is a risk that a significant number of schools could either not join or subsequently pull out of the contract, this will be mitigated by ensuring schools are involved in all stages of the procurement process. The risk of schools becoming academies will not be an issue as academies are able to join the contract. However there is a risk that schools that convert to academies choose not to join the council's catering contract or to withdraw from that contract. Schools/children's centres will be consulted in advance of finalisation of the council's specification.

The risks to the council are minimal, the contract is charged on the basis of the meals served. If the grants were to end the cost of meals to parents would need to be revised in line with the London average cost for a meal.

Should schools convert to academies, they still have a duty to offer meals. The staff employed at the schools by the catering contractor are likely to transfer to the academy or its catering provider pursuant to the TUPE regulations.

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 sign the Council's 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.

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 catering service provides catering for school meals to most of Islington's primary and special schools and other educational establishments. See paragraph 2.3
2. Estimated value	The estimated value of the new contract per year is £6.3m to Islington, with the council's contribution from its budget being £2.15m per year. The balance of the funding is through the budgets delegated to schools.

	<p>If either grant ceased parents would pay as in previous years, the cost of the meal may rise as we wouldn't receive volume discounts but parents and schools would have to pay this cost.</p> <p>The total estimated contract value to Islington over the maximum 7 year term of the contract is £44.1m.</p> <p>See paragraph 2.4</p>
3. Timetable	See paragraph 2.5
4. Options appraisal for tender procedure including consideration of collaboration opportunities	<p>The Councils will conduct an OJEU procurement using the restricted procedure</p> <p>See paragraph 2.6</p>
5. Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications	<p>Should there be no cross border interest, London living wage will be a requirement of the contract</p> <p>The ability to recruit and train local staff will be a key element of the tender</p> <p>TUPE is applicable to the new contract. see 2.7</p> <p>Efficiency options will be included in the tendering arrangements.</p>
6. Evaluation criteria	See 2.8
7. Any business risks associated with entering the contract	see 2.9
8. Any other relevant financial, legal or other considerations.	<p>The key risk is that the government grant for UFSMs for Key Stage 1 and Reception children ends and the Council's commitment to UFSMs is increased.</p> <p>If universal benefits reduce the numbers of FSM pupils this will have a direct impact on the Council's budget as we fund the non FSM pupils' meals. Although there is a budget of £2.15m for non FSM pupils, this cost is increasing due to increased pupil numbers in general and to the movement between FSM and Non FSM pupils.</p>

4. Implications

4.1 Financial implications:

The cost of the catering contract is met from a combination of school budgets (DSG and infant free school meals grant funding), core Council funding and the Council's public health grant.

Schools in the catering contact pool their catering budgets for all children into a fund that is managed on their behalf by the Council. The costs of the contract are met from this pooled budget with the exception of the cost of universal free school meals (provided for all nursery and primary Key Stage 2 aged children who do not qualify for statutory free school meals) which is paid for by the Council at a rate of £2 per meal. The Council's costs of managing the catering contract and the contractor's management fee are met from the pooled catering budget.

The current total school catering costs for 2016/17 is projected to be £6.3m of which the Council is forecast to pay £2.15m for universal free school meals (including a contribution from public health

grant of £425k). The balance of where costs fall between the pooled catering budget and the Council's universal free school meals budget is shifting as eligibility for statutory government funded free school meals reduces. All costs are on a per meal provided basis, therefore total contact costs are increasing in line with increasing pupils – the school's pooled catering budget automatically moves in line, on an annual basis, with estimated changes to pupil numbers / eligibility. Growth in the universal free school meals budget is managed through the Council's medium term financial planning process.

Under the current contract all costs excluding a small adjustment for pensions are charged on a per meal basis mitigating the impact to the Council and the school's pooled catering budget if schools pull out of the contract. However if a school's catering contract was not in place or not many schools bought into it, the administrative costs to the Council of providing universal free school meals would be much higher.

4.2 Legal Implications:

The Council and Governing Bodies have a legal responsibility to provide meals at schools for pupils who are eligible for school meals and may make such provision in respect of other pupils in accordance with relevant legislation. The Council may also provide meals and refreshments for children attending Children's Centres. Accordingly the council may enter into a contract with a service provider for the supply of catering services to the Council's schools and other educational establishments in Islington (section 1 of the Local Government (Contracts) Act 1997).

The current school meals contract with the current provider expires on 31 March 2018. The contract period has been extended from September 2016 to this date. Accordingly, the Council and Governing Bodies must ensure that appropriate new arrangements are in place for the provision of school meals from 1 April 2018.

The provision of school catering services is subject to the light touch regime set out in Regulations 74 to 77 of the Public Contracts Regulations 2015 (the Regulations). The threshold for application of this light touch regime is currently £589,148. The aggregate value of the proposed contract is above this threshold. The contract will therefore need to be advertised in the Official Journal of the European Union (OJEU). There are no prescribed procurement processes under the light touch regime. Therefore the council may use its discretion as to how it conducts the procurement process provided that it discharges its duty to comply with the European Treaty principles of equal treatment and transparency. Use of the restricted procedure will facilitate discharge of these principles.

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.

4.3 Environmental Implications:

The specifications for the contract will detail the requirements for the standards of school food. This will incorporate objectives for sustainable food, including the use of seasonal and ethically sourced food and ingredients where possible. The provision of sustainable food is also about how the food is sourced, packaged, transported, prepared and disposed of. These factors will impact the type and size of the environmental impact the delivery of the contract has and the Council will require the contractor to take these into account. The contractor will also be expected to minimise the amount of waste produced in delivering the contract and will need to measure, manage and report on waste by type.

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.

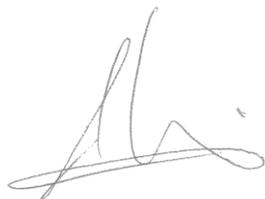
A resident impact assessment has been completed. The key residents impacted by the service are the pupils in the contracted schools and their families as well as staff in the schools. The catering provider will also employ staff across the schools and will be encouraged to employ local residents, who would also be impacted. There are no negative impacts identified in the assessment and there are opportunities identified for advancing equality of opportunities and fostering good community relations. In addition the contract can help address inequalities associated with socio-economic disadvantage by ensuring all school children can receive a healthy nutritious meal every school day and by providing an attractive entry or re-entry point to the workplace.

5. Reason for recommendations

- 5.1 The school meals service has been a priority for the council in Islington. Given our success in increasing take up and the number of schools buying the service, it is imperative that we continue to have a high quality and well managed service. Joint procurement of services is council priority and Islington and Camden are both seeking approval to proceed with this procurement strategy. We wish to use a restricted tender option as the most efficient way of procuring the services.

Final report clearance:

Signed by:



10 May 2017

Executive Member for Children and Families

Date

Appendices: None

Background papers: None

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Housing and Adult Social Services
7 Newington Barrow Way, London, N7 7EP

Report of: Executive Member for Housing & Development

Meeting of:	Date	Ward(s)
Executive	18 May 2017	All

Delete as appropriate		Not exempt
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Appendix 1 to this report is exempt and not for publication

SUBJECT: Temporary Accommodation Contracts Award

1 Synopsis

- 1.1 This report seeks approval for the award of two Framework Agreements in respect of the Procurement and Management of Temporary Accommodation for homeless households.
- 1.2 The council seeks to award two Agreements, to procure a range of short term licensed and longer term leased temporary accommodation options to enable it to discharge its statutory homelessness duties, and its duties under the Care Act and Children's Act.
- 1.3 The two framework agreements are:
 - a) Lot 1: Procurement and Management of emergency licensed Nightly Purchased Accommodation
 - b) Lot 2: Procurement and Management of longer term leased Temporary Accommodation
- 1.4 The total projected value of the two Framework Agreements (for licensed and leased TA) will be approximately £11.5m per year, i.e. £46m over the four year life of the framework.

2 Recommendations

- 2.1 To approve the award of a Framework Agreement for the Procurement and Management of emergency licensed Nightly Purchased Accommodation (Lot 1) to the 14 providers listed in Appendix 1.
- 2.2 To approve the award of a Framework Agreement for the Procurement and Management of longer term leased Temporary Accommodation (Lot 2) to the 12 providers listed in Appendix 1.
- 2.3 To approve the award of both Framework Agreements to the 16 providers listed in Appendix 1.

3 Background

3.1 Contracts

- 3.1.1 The contracts will enable the council to temporarily house homeless households it has a statutory duty to under the homelessness legislation as laid down in the 1985 and 1996 Housing Acts. Additionally the council will be able to fulfil its duties under the Care Act and Children's Act, through offering temporary accommodation to clients who have No Recourse to Public Funds (NRPF).
- 3.1.2 The new framework agreements will replace existing contracts which have recently expired. In addition there are a number of Service Level Agreements in place between the No Recourse to Public Funds service and a number of providers. This procurement exercise will consolidate all of the above into two newly procured 4 year Framework Agreements.
- 3.1.3 The two Framework Agreements will have the following function;
 - a) Agreement for the provision and management of emergency licensed Nightly Purchased Accommodation; will assist the council to temporarily house people whilst it conducts its investigations under the Housing Act 1985 and 1996, the Care Act and Children's Act.
 - b) Agreement for the leasing and management of longer term (3-5 years) temporary accommodation; will assist the council to accommodate people it has accepted a homeless duty for but is yet unable to house in permanent housing.
- 3.1.4 Properties will be mostly self-contained, procured in the private rented sector both in and out of the borough, and managed on the council's behalf for the purposes of housing its clients.
- 3.1.5 The Framework Agreements set out detailed and ambitious Accommodation Standards for all properties procured as temporary accommodation, ensuring they meet minimum standards set by the council.
- 3.2 The Service
 - 3.2.1 The council had 805 households placed in temporary accommodation as at 28/02/17. 79% of the accommodation was in the private rented sector. It is recognised that the use of private sector accommodation to house homeless clients is expensive. However, due to housing demand pressures and the shortage of social housing, the council is heavily reliant on the private housing sector to source temporary accommodation for those who present as homeless.
 - 3.2.2 The purpose of the service is to ensure homeless clients are housed in suitable, secure and safe accommodation that meets minimum standards. It is also about supporting clients to participate and (re-)engage with the community, tackle worklessness and contribute to the local community.
 - 3.2.3 The council will make every effort to place clients in accommodation that meets their needs, in terms of size, location and proximity to services and facilities. Priority criteria have been agreed to ensure clients' specific needs, including the needs to remain in borough, are accommodated subject to the availability of accommodation. For details please see the council's Temporary Accommodation Location policy https://www.islington.gov.uk/~/_media/sharepoint-lists/public-

3.2.4 Through the Framework the council will be able to appoint providers to provide additional services to No Recourse to Public Funds (NRPF) clients to allow them to resolve their immigration status quicker (which in the longer term will save the council money).

3.3 The Tender

3.3.1 A competitive tendering process was undertaken in accordance with the EU procurement rules, and was conducted in two stages, under the Restricted Procedure.

3.3.2 The tendering process took place during the period 12th August 2016 – 13th January 2017, seeking to select up to 25 providers to award each framework agreement to. Out of 32 submissions received, the 16 organisations listed in the exempt Appendix 1 are recommended for appointment to either one or both of the framework agreements as indicated in that appendix.

3.3.3 The assessment criteria were based on 80% cost and 20% quality.

Proposed approach to standard of accommodation

Acquisitions (weighting 2.5%)

Responsive Repairs (weighting 2.5%)

Routine Maintenance (weighting 2.5%)

Health and Safety (weighting 2.5%)

Service delivery and customer care

Welcome information (weighting 2.5%)

Client contact (weighting 2.5%)

Equality and Diversity (weighting 2.5%)

Challenging behaviour (weighting 2.5%)

3.3.4 16 tenders were received. The tenders were evaluated by the tender evaluation panel in accordance with tender evaluation model. The outcome of the evaluation is set out in exempt Appendix 1

4 Implications

4.1 Financial implications

There is currently (@Jan.17) around 420 households in nightly booked accommodation (reduced from around 480 households at the start of the year) & 70 households in private sector leasehold (PSL) accommodation.

The 2016-17 forecast cost (payments to landlords) of nightly booked & PSL accommodation is £10m. It is anticipated that this will broadly remain the same at around £10m in 2017-18, on the basis that the number of households in nightly booked accommodation is maintained at current levels and any increases in cost are managed. It is worth noting that while we are budgeting for a continuation in costs, the changes in legislation coming through could mean an increase in pressure on the TA. We do not yet have sufficient information to provide exact figures.

In addition, the anticipated annual cost of providing accommodation to clients with NRPF is in the region of £1m.

The total anticipated costs of the 2 framework agreements, is £11.5m annually & £46m (@current prices) over the 4 year life of the agreements.

The above costs are met from a combination of departmental budgets and general fund contingencies.

4.2 Legal Implications

4.2.1 The council has a duty to provide accommodation to certain categories of homeless persons under the Housing Act 1996. The council is also under a duty to meet clients' need for care and support which may include provision of interim accommodation for those with no recourse to public funds (Care Act 2014). Accordingly the council has power to enter into framework agreements to secure the provision of accommodation.

4.2.2 The procurement has been undertaken in accordance with the requirements of the Public Contracts Regulations 2015 using the restricted procedure. Tenders were subject to evaluation in accordance with the tender evaluation model. The sixteen organisations listed in [part 1 of] the exempt Appendix gained the highest evaluation scores and may therefore be appointed to the framework agreements.

4.2.3 In deciding whether to appoint the recommended organisations to the frameworks, the Executive should be satisfied as to the competence of the organisation's to provide the services and that the tender price represents value for money for the Council. In considering the recommendations in this report members must take into account the information contained in the exempt appendix 1 to the report.

4.3 Environmental Implications

4.4 The main environmental impacts associated with the provision of temporary are the same as with most residential dwellings. These include energy use for heating, fittings and appliances, water use in the kitchen and bathrooms, as well as waste generation. Efforts should be made to ensure the properties being leased have high energy and water efficiency, which will reduce their environmental impact and result in cost savings. Maintenance of the buildings will also have an impact, including material usage.

4.5 Resident Impact Assessment

4.5.1 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.

4.5.2 A Resident Impact Assessment (RIA) was carried out on 14/03/2017. This did not identify any negative equality impacts for any protected characteristic or any human rights or safeguarding risks. The RIA is available on request.

5 Conclusion and reasons for recommendations

5.1 Local authorities have a legal duty to provide TA for certain groups of homeless households pending a decision on their homeless application. This ensures that homeless families are not forced to sleep on the streets.

The provision of carefully selected good quality temporary accommodation that meets minimum standards and is well managed, enables the council to fulfil its statutory duties.

5.2 The Framework Agreements for both short term licensed and longer term leased temporary accommodation options will enable the council to access a wide portfolio of accommodation options, and provide vulnerable clients with decent accommodation to suit their specific needs.

This will provide clients with a safe and secure base from which to develop other areas in their lives, and enable them to engage with local communities.

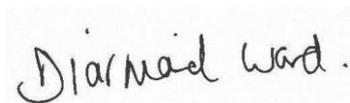
Appendices:

Exempt Appendix 1 – Tender evaluation

Appendix 2 – Property Standards

Final report clearance:

Signed by:

A handwritten signature in black ink that reads "Diarmuid Ward." The signature is written in a cursive style.

Executive Member for Housing & Development

10 May 2017

Date:

Report Author: Irna van der Palen

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APPENDIX 2

PROPERTY STANDARDS

1. INTRODUCTION

- 1.1 Properties must comply with the current range of legislative and regulatory provisions relating to property standards.
- 1.2 The Housing Act 2004 introduced a number of new measures relating to housing. Landlords should familiarise themselves with the requirements of the Act and other statutory duties placed upon them.
- 1.3 The Provider shall be accredited under the London Landlords Accreditation Scheme (LLAS) or national or European equivalent. The scheme provides landlords across London with information and professional development opportunities to allow them to operate a successful business and provide their tenants with safe and high quality accommodation. Landlords who are accredited under the scheme qualify for a range of benefits. Further information is available at <http://www.londonlandlords.org.uk> or 020 7974 1970.
- 1.4 The Decent Homes Standard is set out below. Where the Provider uses a European or other equivalent to the Decent Homes Standard, the Provider must demonstrate how such equivalent meets the requirements set out below.

2. DECENT HOMES STANDARD

- 2.1 Properties must meet the Decent Homes Standard or European equivalent.
- 2.2 In order for accommodation to meet the Decent Homes Standard, it must meet the following criteria:
 - Meet the current statutory minimum standards for housing by being free of Category 1 hazards as defined by the Housing Act 2004 and the Housing Health and Safety Rating System.
 - Be in a reasonable state of repair so that the accommodation's key building components are not old or in need of replacement or major repair and no more than one of the other building components are old or need replacing or require major work.
 - Have modern facilities and services and therefore lacking no more than two (2) of the following:
 - a modern kitchen (20 years old or less)
 - a kitchen with adequate space and layout
 - a modern bathroom (30 years old or less)
 - an appropriately located bathroom and WC
 - adequate insulation against external noise (where external noise is a problem)
 - adequate size and layout of common areas for blocks of flats

- Provide a reasonable degree of thermal comfort – the accommodation must have both effective insulation and efficient heating.

3. HOUSING HEALTH AND SAFETY RATING SYSTEM

- 3.1 Properties must be free of Category 1 and Band D Category 2 hazards as assessed using the Housing Health and Safety Rating System.
- 3.2 The Housing Health and Safety Rating System (HHSRS) introduced by the Housing Act 2004 is a system for assessing the suitability of housing. The Government introduced the system as a way of assessing whether the conditions of residential premises are satisfactory. It replaced the previous ‘fitness standard’ under the Housing Act 1985.
- 3.3 Unlike the previous fitness standard the HHSRS is not a standard for properties to either pass or fail. It is a sliding scale of assessment of 29 health and safety hazards found in dwellings. Each hazard is rated individually; there is no single property score at the end of the assessment. If a hazard is assessed (because of some defect/disrepair in the property or design fault) then it is given a score, which corresponds to a band on a scale of severity. The higher up the scale, the more serious the hazard and consequently the more urgent the need for remedial action.
- 3.4 Due to the nature of the HHSRS it is difficult to provide a set of standards that will enable a property to ‘comply’ with the HHSRS. However in the Operating Guidance for applying HHSRS the Government have provided a list of ‘ideals’ for each hazard. If a building element (e.g. windows, cooking facilities, electrical standards, gas safety standards) meets the ideal then it is generally considered that the hazard will be low so that remedial action will not be needed.
- 3.5 These ‘ideals’ are mostly set out in various British Standards and Building Regulation standards (set out in Approved Documents under those Regulations) as well as industry specific guidance (e.g. guides on lighting and windows published by the Chartered Institution of Building Services Engineers [CIBSE]).
- 3.6 Consequently compliance with Building Regulations are generally viewed as acceptable standards; although there are a number of major exceptions to this general rule of thumb as well as the fact that the Building Regulations may not cover all hazard areas covered by HHSRS. It may require an assessment by a member of the council’s Residential Environmental Health Team to determine what specific hazards are present and to what degree (i.e. whether they are serious enough to require remedial attention).
- 3.7 The 29 hazards which should be assessed using the HHSRS are:
- 1. Damp and Mould Growth;**
 - 2. Excess Cold;**
 - 3. Excess Heat;**
 - 4. Asbestos;**
 - 5. Biocides;**
 - 6. Carbon Monoxide and fuel combustion products;**
 - 7. Lead;**

8. Radiation;
9. Uncombusted fuel gas;
10. Volatile Organic Compounds;
11. Crowding and space;
12. Entry by intruders;
13. Lighting;
14. Noise;
15. Domestic hygiene, Pests and Refuse;
16. Food safety;
17. Personal hygiene, Sanitation and Drainage;
18. Water supply;
19. Falls associated with baths etc;
20. Falls on level surfaces etc;
21. Falls on stairs etc;
22. Falls between levels;
23. Electrical hazards;
24. Fire;
25. Flames, Hot surfaces etc;
26. Collision and entrapment;
27. Explosions;
28. Position and Operability of Amenities etc;
29. Structural collapse and falling elements.

A hazard rating is expressed through a numerical score which falls within a band. There are 10 bands. Scores in Bands A to C are Category 1 hazards. Scores in Bands D to J are Category 2 hazards.

- 3.8 Further information can be found in 'Housing Health & Safety Rating System: Guidance for Landlords and Property Related Professionals' produced by the Department for Communities and Local Government (<http://www.communities.gov.uk/documents/housing/pdf/150940.pdf>)

4. OVERCROWDING

- 4.1 Properties must not be, or be allowed to become, overcrowded.
- 4.2 Four separate powers regulate overcrowding in the private rented sector, as follows:
- Housing Act 2004 Part 1 HHSRS Hazard 11 "Crowding and space"
 - Housing Act 1985 Part 10.
 - Housing Act 2004 Part 2 for licensable HMOs
 - Housing Act 2004 Part 4 Chapter 3 for other HMOs

4.3 HHSRS Hazard 11 Crowding and Space

- 4.3.1 The HHSRS includes Crowding and Space as one of the 29 hazards and applies to any residential premises.
- 4.3.2 'Crowding and space' is described in the HHSRS Operating Guidance as a hazard associated with lack of space within a dwelling for living, sleeping and normal

family/household life. The assessment is not just a measure of over-occupation by the existing household. A range of matters are relevant to the likelihood of an occurrence and severity of harm outcomes, including layout, amenities, location and presence of recreational space.

- 4.3.3 Within a dwelling there should be sufficient space for the separation of different household activities, either by physical separation or by a clearly defined space within a larger space.
- 4.3.4 There should be sufficient provision for sleeping having regard to the numbers accommodated in the dwelling. Regard must be had to the sex, age and relationship of the occupants.
- 4.3.5 Overcrowding and a lack of space may trigger other hazards relating to accidents, fire, hygiene and dampness.
- 4.3.6 The number of bedrooms required by a household (and also a guide to the number of persons permitted to occupy a property) should be determined by the application of the Bedroom Standard.
- 4.3.7 **Under this Agreement, the Bedroom Standard applicable is the one as defined in the council's Housing Allocation Policy, not the one under the HHSRS.**
- 4.3.8 The Bedroom Standard is based on the ages and composition of the family. A notional number of bedrooms are allocated to each household in accordance with its composition by age, sex and status and relationships of family members. A separate bedroom is allocated to each:
- married or cohabiting couple;
 - person aged 16 years or more;
 - pair of adolescents aged 10-15 years of the same sex;
 - pair of children aged under 10 years regardless of sex.

5. MINIMUM KITCHEN STANDARDS

- 5.1 Kitchens must meet the Decent Homes Standard and be free of Category 1 and Band D Category 2 hazards as assessed using the Housing Health and Safety Rating System.
- 5.2 Cooking facilities should ideally be provided in a separate kitchen which must be a minimum of 5.5 m² (59 sq. ft). Where cooking facilities are provided within a living room, they must be in a designated, separate area of the room with adequate space and layout so as not to present or cause a hazard.
- 5.3 Cooking facilities must include, as a minimum:
- A cooker with four rings, oven and grill; electric cookers are recommended.
 - A sink with minimum internal dimensions of 400x340x150mm (16"x14"x6") with an impervious drainer, provided with a piped supply of cold drinking water and adequate hot water.

- Power outlets (or fused spurs) for all appliances provided by the landlord plus an additional four electric power outlets at worktop level.
 - A fixed worktop of impervious material of not less than 1500x600mm (59"x24").
 - A tiled splash back at least 200mm (8") high, behind each sink and worktop.
 - A fridge with freezer, minimum 100 litres. To minimise disturbance from noise, an A-rated energy efficient fridge is recommended.
 - A food storage cupboard of minimum dimensions 1000x800x300mm (40"x32"x12").
- 5.4 Ensure the layout sites the worktop and drainer either side of the hobs. Alternatively, fire resistant protection must be provided adjacent to the hobs, if sited against a wall or cupboard.
- 5.5 All finishes are to be non-absorbent and readily cleansable including the floor covering which will must be provided under all appliances and at least 1m (3ft 3") in front of the appliances. No furniture, bedding, curtains etc. shall be within 600mm (2ft) of the cooker.
- 5.6 Kitchen units and equipment must be securely fixed to a wall and cookers must be positioned away from the room door.
- 5.7 A mechanical extractor must be provided, ducted to the open air, with the outlet away from any adjacent windows.
- 5.8 A fire blanket is to be provided that meets the requirement of BS 6575. This should be wall mounted in the kitchen and remote from the means of escape and preferably not above, behind or adjacent to the hob.

6. MINIMUM BATHROOM AND WC STANDARDS

- 6.1 Bathrooms and WCs must meet the Decent Homes Standard and be free of Category 1 and Band D Category 2 hazards as assessed using the Housing Health and Safety Rating System.
- 6.2 Each letting to contain a wash hand basin of minimum dimensions 560 x 430 mm (22" x 17"). Where the cold water supply to a wash hand basin is not drinking water, it should be labelled "not drinking water".
- 6.3 Lettings containing 2 bedrooms or more are required to have a bath. Baths to be of minimum 1500 x 750 mm and showers to be of minimum 700 x 700 mm. Baths/shower rooms to have sufficient space for drying and changing, minimum 700mm x 700mm
- 6.4 Tiled splash-back minimum height 200mm (8") and tiled shower surrounds of minimum height 1800 mm (60") to be provided. Adequate, impervious shower curtain or screen

to be available for all showers. The walls and floors to any bath/shower rooms to be non-absorbent and readily cleansable.

- 6.5 All bath/shower rooms, to be provided with adequate fixed heating appliances.
- 6.6 Mechanical ventilation to be provided to the open air if there is no operable window to the bathroom.
- 6.7 WC compartments must be of minimum size 800 by 1300mm and provided with a wash hand basin with a constant supply of hot and cold water.
- 6.8 Toilet facilities should be provided as follows:
 - in one, two and three person dwellings, 1 WC is required and this may be in the bathroom.
 - in four person dwellings and in single level five person dwellings, 1 WC which should be in a separate compartment.
 - in two and three storey houses and two level maisonettes accommodating five or more persons and in single level dwellings accommodating six or more persons, 2 WC's, one of which may be in the bathroom.

7. PLANNING REQUIREMENTS FOR NEW HOUSING DEVELOPMENTS

- 7.1 The standards for floorspace (see Table 1) and storage space (Table 2) will be regarded as a minimum for all **new** housing development.

Table 1 Minimum Room sizes to be achieved in Conversion Schemes							
(Square Metres (m²))							
Room	Dwelling Size (persons)						
	1P*	2P	3P	4P	5P	6P	7P
Living Room ** (without dining kitchen)	13.0	13.0	15.0	16.0	17.5	18.5	20.0
Living Room ** (with dining kitchen)	11.0	12.0	13.0	14.0	15.0	16.0	17.0
Kitchen	5.5	5.5	5.5	7.0	7.0	8.5	9.0
Dining Kitchen	8.0	9.0	11.0	11.0	12.0	13.0	14.0
Main Bedroom ***	8.0	11.0	11.0	11.0	11.0	11.0	11.0
Other Double Bedrooms ***	-	-	-	10.0	10.0	10.0	10.0
Single Bedrooms ****	-	6.5	6.5	6.5	6.5	6.5	6.5

- * Where provided in the form of a bedsit, total floor area should be at least 32.5m² with a main room of no less than 21m² (19m² if a kitchen/diner is provided).
- ** Living room widths should not be less than 3.2 metres.
- *** For planning purposes a main bedroom in excess of 11m² will be regarded as being a two person room. A second bedroom in excess of 10m² will also be regarded as being a two person room.
- **** Bedrooms should normally have a minimum width of 2.1 metres.

Table 2 General Storage Requirements (Square Metres (m²))

Dwelling Type	Intended Occupation (Persons)					
	1P	2P	3P	4P	5P	6P
House	3.0	4.0	4.2	4.5	4.5	4.5
Flat or Maisonette	2.5	3.0	3.0	3.5	3.5	3.5

NOTE: For houses, at least 2.25m² should be at ground level. Approximately 1.75m² of the required storage for flats and maisonettes should be outside the dwelling.

8. FIRE SAFETY

8.1 Properties must be risk assessed for fire safety taking into account the size and layout of the property, and the number of storeys etc. They must have adequate fire precautions to prevent serious risk of fire, which would normally include mains powered smoke/heat alarms.

In kitchens, a fire blanket is to be provided that meets the requirement of BS 6575. This should be wall mounted in the kitchen and remote from the means of escape and preferably not above, behind or adjacent to the hob.

9. HOUSES IN MULTIPLE OCCUPATION

STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION

Housing Act 2004

This section outlines Islington Council's **minimum** standards for room sizes and the provision of kitchens and bathrooms in houses in multiple occupation (HMOs). These standards are used by the council to determine the maximum number of occupiers and households for an HMO licence.

The standards are based on the government's "Prescribed standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons". These are in The Licensing and Management of HMOs and other Houses (Miscellaneous Provisions) Regulations 2006, Schedule 3, see:

http://www.legislation.gov.uk/uksi/2006/373/pdfs/uksi_20060373_en.pdf

or you can obtain a copy by telephoning Residential Environmental Health (phone 020 7527 3083 or by emailing resid.envh@islington.gov.uk).

1. Position of kitchen facilities

1.1. Households of more than one person

All households of more than one person are to have their own kitchen facilities, either within their bed-sitting room or in another room for their exclusive use.

1.2 Households with children

All households where there is a child under the age of sixteen, are to have an exclusive use kitchen in a separate room from the sleeping and living accommodation.

1.3 Single person households

Where a room is let to a single person exclusive use kitchen facilities are to be provided within their letting. However where their room is not large enough and no other room can be converted to a kitchen for their exclusive use, up to **three** single people may share a kitchen. In such cases fridges and food storage cupboards are to be located within each bedsit or letting.

1.4 Shared houses

A shared house is defined as one:

- Which is occupied by a group of people over the age of sixteen,
- Each occupier has the use of a communal living room and a suitable dining area with adequate space for use by all occupiers, and
- There is evidence of communal living.

In these houses, up to **five** people can share a kitchen.

2. Sleeping and Living Accommodation

- 2.1. The minimum floor areas for sleeping and living accommodation are listed in the table below. These areas are only adequate if the room is large enough to accommodate essential furniture and facilities and to enable their safe use. (In well managed shared houses consideration will be given to accepting slightly smaller rooms.)

	Bedsit containing kitchen facilities	Bedsit where shared kitchen facilities are provided in a separate room for 2 or 3 single people.	Rooms in shared houses and rooms where exclusive use kitchen facilities are in a separate room
Single Room	12 m ² (130 sq. ft)	9m ² (96.75 sq. ft)	8m ² (86 sq. ft)
Double Room	15 m ² (160 sq. ft)	Not acceptable	11m ² (118 sq. ft)

- 2.2. No more than two people can share a room. Shared sleeping accommodation is only considered suitable for adults who are married, cohabiters, consenting friends or relatives.
- 2.3. No two persons over the age of twelve, of opposite sex, can sleep in the same room, unless they are married or cohabiters.
- 2.4. Floor to ceiling height to be a minimum of 2.14m (7 feet) over 85% floor area. Any floor area where ceiling height is less than 1.53m (5ft) shall be disregarded. Where bunk beds are used, there shall be a minimum floor to ceiling height of 2.5m (8' 2").

When measuring the size of a room, include floor areas under fitted cupboards, kitchen units and other furniture, but do not include chimney breasts or lobbies.

Kitchens Standards

3. Kitchen Facilities for exclusive use

3. A kitchen within a bedsit or letting, or for households without children, is to contain:
- 3.1. A fixed integrated worktop of minimum dimensions 1000x600mm incorporating two inset electric hotplates, an inset sink / drainer with hot and cold supplies.
 - 3.2. Combination microwave/oven 26litre 900 watts i.e. includes grill & conventional facilities (Conventional cookers with integrated hobs can be provided in place of microwave ovens, and electric hotplates, but portable hobs or worktop ovens such as Baby Bellings are not acceptable.)
 - 3.3. Power outlets (or fused spurs) for all appliances provided by the landlord, plus an additional two electric power outlets at worktop level.
 - 3.4. A fixed impervious worktop minimum dimensions of 1000x600mm (an extra 500mm to be provided if the microwave is to be sited on the worktop).
 - 3.5. A minimum 200mm (8") high tiled splash back.
 - 3.6. A fridge with freezer, minimum 100 litres. To minimise disturbance from noise, an A rated energy efficient fridge is recommended.
 - 3.7. A storage cupboard minimum 1000x800x300mm, not to be sited above hobs.
 - 3.8. Ensure the layout sites the worktop and drainer either side of the hobs.

Alternatively, fire resistant protection must be provided adjacent to the hobs, if sited against a wall or cupboard.

NB some types of mini kitchens can be used here.

4. Shared kitchen facilities and those for households including children

4. A shared kitchen to be a minimum of 5.5 m² (59 sq. ft), or 11 m² (118 sq. ft) where two sets of facilities are provided in a kitchen. No more than two sets of shared cooking facilities can be provided in one room.
 - 4.1. A cooker with four rings, oven and grill, electric cookers are recommended.
 - 4.2. A sink with minimum internal dimensions of 400x340x150mm (16"x14"x6") with an impervious drainer, provided with a piped supply of cold drinking water and adequate hot water.
 - 4.3. power outlets (or fused spurs) for all appliances provided by the landlord plus an additional two electric power outlets at worktop level
 - 4.4. A fixed worktop of impervious material of not less than 1500x600mm (59"x24").
 - 4.5. A tiled splash back at least 200mm (8") high, behind each sink and worktop.
 - 4.6. A microwave cooker with minimum 800-watt output.

In addition to the shared kitchen each bedsit must also be provided with:

- 4.7. A fridge with freezer, minimum 100 litres. To minimise disturbance from noise, an A-rated energy efficient fridge is recommended.
- 4.8. A storage cupboard of minimum dimensions 1000x800x300mm (40"x32"x12").

5. All kitchen facilities

5. Standards for all kitchen facilities are as follows:
 - 5.1. All finishes are to be non-absorbent and readily cleansable including the floor covering which will must be provided under all appliances and at least 1m (3ft 3") in front of the appliances. No furniture, bedding, curtains etc. shall be within 600mm (2ft) of the cooker
 - 5.2. All kitchens are to be on the same floor as the living accommodation, unless dining facilities are within the kitchen, where it must be no more than one floor away (this does not apply to shared houses). Kitchen facilities must be available for use 24 hours a day.
 - 5.3. Kitchen units and equipment must be securely fixed to a wall and cookers must be positioned away from the room door.
 - 5.4. A mechanical extractor must be provided, ducted to the open air, with the outlet away from any adjacent windows.
 - 5.5. A fire blanket to be available in a container fixed to a wall, within reach of the cooker.
 - 5.6. The Fire Brigade recommend that 'No deep fat frying' notices should be placed next to cookers to ensure their safe use.

6. WCs

- 6.1. One water closet separate from any bath/shower room, to be provided for every five occupants of minimum size 800 by 1300mm. Where four or fewer occupants share a WC, it can be in the bath/shower room.
- 6.2. Each WC compartment shall be provided with a wash hand basin with a constant supply of hot and cold water.
- 6.3. The WC must be within one floor of the living accommodation it serves.

7. Personal Washing Facilities

- 7.1. Each letting to contain a wash hand basin of minimum dimensions 560 x 430 mm (22" x 17") unless a sink is provided within the bed-sitting room. Such wash-hand basins are not required in well managed shared houses or where listed building requirements prohibit it. Where the cold water supply to a wash hand basin is not drinking water, it should be labelled "not drinking water".
- 7.2. One bath/shower shall be provided for every five occupants. Households with children under 16 are to have a bath/shower (preferably a bath) for their exclusive use. Baths to be of minimum 1500 x 750 mm and showers to be of minimum 700 x 700 mm. Baths/shower rooms to have sufficient space for drying and changing, minimum 700mm x 700mm.
- 7.3. Bath/shower rooms to be within one floor from the living accommodation it serves.
- 7.4. Tiled splash-back minimum height 200mm (8") and tiled shower surrounds of minimum height 1800 mm (60") to be provided. Adequate, impervious shower curtain or screen to be available for all showers. The walls and floors to any bath/shower rooms to be non-absorbent and readily cleansable.
- 7.5. All bath/shower rooms, to be provided with adequate fixed heating appliances.
- 7.6. Mechanical ventilation to be provided to the open air if there is no openable window to the bathroom.

8. Water supplies

Stopcocks to be provided within lettings and shared kitchens to all-direct water supplies. Accessible stopcocks to tanked water supplies to be provided in common parts.

9. Gas installations

Only Gas Safe registered contractors should install, service or repair gas water heaters, boilers and gas cookers and associated pipe-work etc.

APPENDIX 3

FURNITURE AND FURNISHINGS STANDARD IN UNITS

Unit Size	1 bed room/1 person	1 bed room/2 person	2 bed room/2 person	2 bed room/3 person	2 bed room/4 person	3 bed room/3 person	3 bed room/4 person	3 bed room/5 person	4 bed room/5 person	4 bed room/6 person
Table	1	1	1	1	1	1	1	1	1	1
Chair	2	3	3	4	4	4	5	6	6	6
Easy Chair	1	2	2	2	2	2	2	3	3	4
Settee	-	-	-	1	1	1	1	1	1	1
Wardrobe	1	1	1	2	2	3	3	3	4	4
Single Bed	1	-	2	1	2	3	2	3	3	4
Double Bed	-	1	-	1	1	-	1	1	1	1
Chest of Drawers	1	1	2	2	3	3	3	4	4	5
Fridge	1	1	1	1	1	1	1	1	1	1
Cooker	1	1	1	1	1	1	1	1	1	1
washing machine ("plumbed" & in working order)	1	1	1	1	1	1	1	1	1	1
Carpets/Floor coverings	Each Unit shall be supplied with fitted carpets (or other suitable flooring as deemed suitable by the council) in bedrooms, living rooms, halls and stair ways with suitable washable floor coverings in kitchens, bathrooms and WCs									
Cots	TO SUIT EACH HOUSEHOLDS REQUIREMENTS									

Nets and Curtains,
or other suitable
window coverings
as approved by the
council

AT EVERY WINDOW

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