



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 - Islington Town Hall on **7 February 2019 at 7.00 pm.**

Lesley Seary
Chief Executive

Enquiries to : Philippa Green
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Despatched : 30 January 2019

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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12.	School admission arrangements 2020-21	261-336
13.	Business case for the regionalisation of adoption in North London	337-340
F.	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.	
G.	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.	
H.	Confidential / exempt items for information	
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15. Appropriation of land for planning purposes - Charles Simmons House - 435-440
exempt appendix

I. **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 21 March 2019

London Borough of Islington

Executive - 17 January 2019

Minutes of the meeting of the Executive held at Committee Room 4, Town Hall, Upper Street, N1 2UD - Islington Town Hall on 17 January 2019 at 7.00 pm.

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

Also Present: **Councillors:** O'Halloran and Russell.

Councillor Richard Watts in the Chair

569 **APOLOGIES FOR ABSENCE**
There were no apologies for absence.

570 **DECLARATIONS OF INTEREST**
None.

571 **MINUTES OF PREVIOUS MEETING**

RESOLVED:

That the Minutes of the meeting on 29 November 2018 be agreed as a correct record and the Chair be authorised to sign them.

572 **APPOINTMENTS TO BE MADE BY THE EXECUTIVE**

RESOLVED:

2.1 That Councillor Mick O'Sullivan be appointed as the non-Executive Member of the LHC (London Housing Consortium) until May 2022, or until a successor is appointed be agreed.

2.2 That Councillor Diarmaid Ward remains the Executive Member of the LHC (London Housing Consortium) following his appointment by the Executive on 14 June 2018 be noted.

Reason for decision – To enable members to represent the Council at LHC meetings.

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

Conflicts of interest/dispensations granted – none.

573 **IMPROVING AIR QUALITY - DIESEL SURCHARGE CHANGES**

Councillor Webbe introduced the report. Councillor Burgess expressed support for the policy from a health perspective.

Councillor Russell and a member of the public asked questions about the proposed decision and other areas of transport policy, which were responded to by Councillor Webbe.

RESOLVED:

- 2.1 That an increase in the diesel surcharge on paid for parking by £1 per hour with effect from 1st March 2019, as set out in paragraph 3.4 of the report, be agreed.
- 2.2 That, from 1st April 2019, a specific new resident's parking permit banding for electric vehicles will come into effect and that the annual permit cost for such vehicles should remain at zero, be agreed.
- 2.3 That, from 1 April 2019, a fee of £20 per annum for Band A resident permits will come into effect and that this band should apply to all vehicles with CO2 emissions of 1-100g/km, be agreed.
- 2.4 That, with effect from 1 April 2019, the fee for Band B permits will be increased to £22 per annum in order to align with 2.3 above and to maintain the differential charging structure for emissions based resident permits, be agreed.

Reason for decision – To continue to reduce harmful emissions within the borough and thereby mitigate their adverse impact on the health of residents.
Other options considered – none other than as specified in the report.
Conflicts of interest/dispensations granted – none

574 **FINANCIAL POSITION AS AT 30 NOVEMBER 2018**

Councillor Hull introduced the report and advised that, thanks to all the work and discipline displayed by colleagues in Finance and across the organisation, we are now forecasting a £0.7M underspend.

RESOLVED:

- 2.1 That the forecast revenue outturn for the General Fund (Table 1 of the report) of a gross underspend of £0.7m, before taking into account the ongoing corporate contingency budget of £2m (Paragraph 3.1 of the report), be noted.
- 2.2 That the breakdown of the forecast General Fund outturn by individual variance at Appendix 1 of the report and by service area at Appendix 2 of the report, be noted.

- 2.3** That the HRA forecast is a net break-even position (Section 5, Table 1 of the report), be noted.
- 2.4** That the latest capital position with forecast capital expenditure of £111.1m in 2018-19, be noted. That the slippage of capital resources between 2018-19 and future financial years be agreed and the allocation of £1.5m of Section 106 and Community Infrastructure Levy (CIL) funding collected from developments in Clerkenwell ward to transport and public realm improvements in Clerkenwell Green (Section 6, Table 2, and Appendix 3 of the report) be agreed.

Reason for decision – to allow Members to monitor the budget.

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

Conflicts of interest/dispensations granted – none

575 **BUDGET PROPOSALS 2019-20**

Councillor Hull introduced the Budget Proposals, noting that a three-year budget gives a level of certainty to staff and residents that it has not previously been possible to achieve. Councillor Hull noted that the report will be submitted to the Policy and Performance Scrutiny Committee for comment.

Councillor Watts requested an additional recommendation is added to the report to be submitted to the next meeting, to note that the government's proposals to remove deprivation from the funding formula, as part of the Fair Funding Review, will have a detrimental impact on future funding for all urban areas.

RESOLVED:

The General Fund Budget 2019-20 and MTFS (Section 3)

- 2.1** That the 2019-20 net Council cash limits as set out in Table 1 (Paragraph 3.8) of the report and the MTFS at Appendix A of the report, which include the 2019-22 revenue savings at Appendix B of the report, and the 2019-20 revenue growth proposals at paragraph 3.7 of the report, be agreed.
- 2.2** That the fees and charges policy and agree the 2019-20 fees and charges (Paragraphs 3.13-3.14 and Appendices C1-C3 of the report), be agreed.
- 2.3** That the estimated use of the Council's earmarked budget reserves (including the creation of a new Transformation Reserve), the Council's policy on the level of General Fund balances, with an increase in General Fund balances of £2m in 2019-20, and an increase in the ongoing contingency budget of £3m in 2019-20 (Paragraphs 3.15-3.18 and Table 2 of the report), be agreed.

The HRA Budget and MTFS (Section 4)

- 2.4 That the balanced HRA 2019-20 budget, including savings and growth proposals, within the HRA MTFS at Tables 4-5 and Appendix D1 of the report, be agreed.
- 2.5 That the 2019-20 HRA rents, fees and charges (Tables 6-9 and Appendix D2 of the report), be agreed.

The Capital Programme 2019-22 (Section 5)

- 2.6 That the 2019-20 capital programme be agreed and the provisional programme for 2020-22 (Paragraph 5.1, Table 10 and Appendix E of the report), be noted.
- 2.7 That the Section 151 Officer applies capital resources to fund the capital programme in the most cost-effective way (Paragraph 5.2 of the report), be agreed.

Treasury Management and Investment Strategy (Section 6)

- 2.8 That the Treasury Management and Investment Strategy will initially be considered by Audit Committee on 31 January 2019 and then be included for agreement within the final budget report to the Executive on 7 February 2019 and Council on 28 February 2019, be noted.

Council Tax and Retained Business Rates (Section 7)

- 2.9 That the detailed, statutory council tax calculations and the recommendations for the final 2019-20 council tax level, including the Greater London Authority (GLA) precept, will be included in the budget report to the Executive on 7 February 2019 and Council on 28 February 2019 (Paragraph 7.1 of the report), be noted.
- 2.10 That the following be agreed in relation to the Council's proposed participation in the London Business Rates Pilot Pool (Paragraphs 7.2 to 7.6 of the report):
 - 2.10.1 That the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7) (1) of Schedule 7B Local Government Finance Act 1988 be accepted and agreed.
 - 2.10.2 That participation in the London Business Rates Pilot Pool with effect from 1 April 2019 to 31 March 2020 be agreed.
 - 2.10.3 That the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 be delegated to the City of London Corporation acting as the

Lead Authority, be agreed.

- 2.10.4 That the Lead Authority be authorised to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient, be agreed.
- 2.10.5 That authority be delegated to the Section 151 Officer to agree the operational details of the pooling arrangements with the participating authorities, in consultation with the Executive Member for Finance, Performance and Community Safety, be agreed.
- 2.10.6 That authority be delegated to the Section 151 Officer to make any amendments to the Memorandum of Understanding, attached at Appendix F to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority, be agreed.
- 2.10.7 That the Leader of the Council be authorised to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding, be noted.
- 2.10.8 That authority be delegated to the Section 151 Officer, to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard to any recommendations and, in particular, proposals for projects to be approved for funding from the Strategic Investment Pot, in consultation with the Executive Member for Finance, Performance and Community Safety, be agreed.
- 2.10.9 That authority be delegated to the Lead Authority to undertake the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs are (including the City of London Corporation) in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law, be agreed.

Matters to Consider in Setting the Budget (Section 8)

- 2.11 That the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2019-20 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of

the Local Government Act 2003, be noted.

- 2.12 That the Resident Impact Assessment (RIA) on the 2019-22 budget proposals (Appendix G of the report) be considered and noted.

Reason for decision – to allow Members to agree the budget decisions to be recommended to Council.

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

Conflicts of interest/dispensations granted – none

576 PROCUREMENT STRATEGY FOR SUPPLY OF NATURAL GAS AND ELECTRICITY

Councillor Hull introduced the report which ensures good value for both the Council and residents. Councillor Russell enquired if using only renewable sources of power had been considered. Councillor Hull confirmed that suppliers are required to provide an environmental strategy. Councillor Watts commented that the procurement is weighted on price, to do what we can to protect residents from the rising cost of living.

RESOLVED:

- 2.1 That the procurement strategy for Gas and Electricity supply 2020-2024 – Contract 1819-0150 as outlined in this report be agreed.
- 2.2 That authority be delegated to the Corporate Director of Environment and Regeneration to award the contract, in consultation with the Executive Member for Finance, Performance and Community Safety be agreed.

Reason for decision – to ensure continuity of service and security of future supply without incurring additional costs.

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

Conflicts of interest/dispensations granted – none

577 THE COUNCIL'S USE OF SURVEILLANCE UNDER THE REGULATION OF INVESTIGATORY POWERS ACT 2000

RESOLVED:

- 2.1 That the level of directed surveillance undertaken by the Council be noted.
- 2.2 That recent legal developments be noted.

Reason for decision – to allow Members to monitor the Council's use of surveillance.

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

Conflicts of interest/dispensations granted – none

578 **CONFIRMATION OF THE OFFICE TO RESIDENTIAL ARTICLE 4 DIRECTION FOR THE CENTRAL ACTIVITIES ZONE**

Councillor Shaikh introduced the report advising that the permitted development rights to allow offices to change to residential not only has a very detrimental impact on jobs, it also means that the landlords of the new residential properties do not have to provide any affordable housing. It is therefore very important that we withdraw the right where possible and do all we can to protect jobs.

RESOLVED:

- 2.1 That confirmation of the Article 4 Direction on or after 20 March 2019, which will withdraw the permitted development right which allows B1(a) office units to change to C3 residential use without planning permission, be agreed. That the Direction covers Islington's portion of the Central Activities Zone (as indicated on the plan at Appendix 1 to the report), be agreed.

Reason for decision – to protect jobs, to accommodate expected future growth and to ensure that the CAZ maintains its status as a competitive and internationally important business location.

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

Conflicts of interest/dispensations granted – none

579 **OFFICER DECISION SUMMARY JANUARY 2019**

RESOLVED:

- 2.1 That the decision taken on 22 November 2018 to approve receipt of funding for the Recladding of 251-253 Hungerford Road, London, N7 9LD and Braithwaite House, Bunhill Row, London, EC1Y 8NQ be noted.

Reason for decision – to comply with the requirement in the Constitution to report decisions taken using urgency procedures to the Executive.

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

Conflicts of interest/dispensations granted – none

MEETING CLOSED AT 7.35 pm

CHAIR

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Report of : Executive Member for Finance, Performance and Community Safety		
Meeting of	Date	Ward(s)
Executive	7 February 2019	
Delete as appropriate	Exempt	Non-exempt

SUBJECT: BUDGET 2019-20 – COVERING REPORT

1. SYNOPSIS

- 1.1 This report sets out those matters upon which the Executive is being asked to make recommendations to Council in respect of the 2019-20 budget and level of council tax. All other recommendations contained in the substantive report 'Budget Proposals 2019-20 and Medium Term Financial Strategy 2019-22' are matters for the Executive to decide itself.

2. RECOMMENDATIONS

The General Fund Budget 2019-20 and MTFs (Section 3 of the Main Report)

- 2.1 To agree the 2019-20 net Council cash limits as set out in **Table 1 (Paragraph 3.7)** and the MTFs at **Appendix A**, which include the 2019-22 revenue savings at **Appendix B**, and the 2019-20 revenue growth proposal at **paragraph 3.6**.
- 2.2 To agree that the Council should strongly oppose Government proposals in the 'Review of Local Authorities' Relative Needs and Resources Consultation' to remove deprivation indicators from the baseline grant formula, which would significantly disadvantage high-need boroughs such as Islington, and to agree the other key elements of the Council's response as set out in **paragraphs 3.9-3.10**.
- 2.3 To note the fees and charges policy and agree the 2019-20 fees and charges. (**Paragraphs 3.12-3.13** and **Appendices C1-C3**)
- 2.4 To agree the estimated use of the Council's earmarked budget reserves (including the creation of a new Transformation Reserve), the Council's policy on the level of General Fund balances, with an increase in General Fund balances of £2m in 2019-20, and an increase in the ongoing contingency budget of £3m in 2019-20. (**Paragraphs 3.14-3.17** and **Table 2**)

The HRA Budget and MTFS (Section 4 of the Main Report)

- 2.5 To agree the balanced HRA 2019-20 budget, including savings and growth proposals, within the HRA MTFS at **Tables 4-5** and **Appendix D1**.
- 2.6 To note the 2019-20 HRA rents, fees and charges, agreed by Executive on 17 January 2019. (**Tables 6-9** and **Appendix D2**)

The Capital Programme 2019-22 (Section 5 of the Main Report)

- 2.7 To agree the 2019-20 capital programme and note the provisional programme for 2020-22. (**Paragraph 5.1, Table 10** and **Appendix E1**)
- 2.8 To agree the Capital Strategy 2019-22, which includes affordability prudential indicators and the minimum revenue provision (MRP) policy. (**Paragraph 5.2** and **Appendix E1**)
- 2.9 To agree the Treasury Management and Investment Strategy 2019-20 (including external debt and treasury management Prudential Indicators), as considered by Audit Committee on 31 January 2019. (**Paragraph 5.2** and **Appendix E2**)
- 2.10 To agree the Strategy for Other Investments (including Commercial Investments) 2019-20. (**Paragraph 5.3** and **Appendix E3**)

Council Tax and Retained Business Rates (Section 6 of the Main Report)

- 2.11 To agree the calculations required for the determination of the 2019-20 council tax requirement and the level of council tax as detailed in **Section 6** and summarised below.
 - 1) The 2019-20 council tax requirement of £92,993,961.91. (**Paragraph 6.2**)
 - 2) The relevant basic amount of Islington Band D council tax of £1,169.38, a 2.99% increase compared to 2018-19, and to determine that this is not 'excessive'. (**Paragraphs 6.3** and **6.4**)
 - 3) The basic amount of Islington Band D council tax for dwellings to which no special item relates (i.e. outside of the Lloyd Square Garden Committee area) of £1,169.16 and total Band D council tax (including the GLA precept) of £1,489.67. (**Paragraphs 6.5** and **6.9**)
 - 4) The amount of 2019-20 council tax (excluding the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 6.7**)
 - 5) The total amount of 2019-20 council tax (including the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 6.9**)
- 2.12 To agree to the following in relation to the Council's proposed participation in the London Business Rates Pilot Pool: (**Paragraphs 6.11** to **6.15**)

- 2.12.1 To approve and accept the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7) (1) of Schedule 7B Local Government Finance Act 1988.
- 2.12.2 To participate in the London Business Rates Pilot Pool with effect from 1 April 2019 to 31 March 2020.
- 2.12.3 To delegate the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 to the City of London Corporation acting as the Lead Authority.
- 2.12.4 To authorise the Lead Authority to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient.
- 2.12.5 To delegate authority to the Section 151 Officer, in consultation with the Executive Member for Finance, Performance and Community Safety, to agree the operational details of the pooling arrangements with the participating authorities.
- 2.12.6 To authorise the Section 151 Officer to make any amendments to the Memorandum of Understanding, attached at **Appendix F** to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority.
- 2.12.7 To authorise the Leader of the Council to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding.
- 2.12.8 To delegate to the Section 151 Officer, in consultation with the Executive Member for Finance, Performance and Community Safety, the authority to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard to any recommendations and, in particular, proposals for projects to be approved for funding from the Strategic Investment Pot.
- 2.12.9 To delegate to the Lead Authority the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs are (including the City of London Corporation) in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law.

Matters to Consider in Setting the Budget (Section 7 of the Main Report)

- 2.13 To note the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2019-20 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003.
- 2.14 To note the Resident Impact Assessment (RIA) on the 2019-22 budget proposals. (**Appendix G**)

- 2.15 To note the Annual Pay Policy Statement for 2019-20, for onward agreement by Council. (Appendix H)

3. INTRODUCTION

- 3.1 This report sets out those matters upon which the Executive is being asked to make recommendations to Council.
- 3.2 It should be noted that some decisions are within the remit of the Executive whilst others are subject to approval by full Council. Decisions in relation to individual service areas (including the setting of rent) are matters which are Executive functions and in respect of which decisions may only be made by the Executive. Decisions on these areas of the budget were made at the meeting of the Executive on 17 January 2019. These are now incorporated in the overall Council budget to be agreed on 28 February 2019.
- 3.3 By contrast, decisions on the overall level of the budget, the calculation of estimates for the purposes of the council tax, the approval of the HRA and the approval of the capital programme are all recommendations by the Executive for onward transmission to and approval by full Council, as are the Treasury Management Strategy and prudential indicators. It is important that, in considering these recommendations, Members have fully read all reports before them and have taken account of the outcome of any consultation exercises as well as the financial and legal implications of such decisions.

4. PROCESS

- 4.1 The report on the budget for 2019-20, considered at the meeting of the Executive on 17 January 2019, was presented to a meeting of the Policy and Performance Scrutiny Committee on 24 January 2019 when Non-Executive Members were given the opportunity to scrutinise the proposals and to make suggestions in respect of them. The Executive will now consider the representations made in the report from the Policy and Performance Scrutiny Committee.
- 4.2 The final GLA precept will be announced on 25 February 2019. It is not anticipated that there will be any change to the GLA precept assumed within the main budget report. If there is a change in the final GLA precept to that assumed, then Executive (after 7 February 2019) will need to recommend a revised overall level of council tax for Council to agree on 28 February 2019.
- 4.3 In light of the fact that all the matters being considered by the Executive have already been subject to scrutiny by the Policy and Performance Scrutiny Committee in accordance with the Budget and Policy Framework Procedure Rules, call-in does not apply to the decisions which may be made on the reports referred to herein.

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

Meeting of	Date	Agenda Item	Ward(s)
Executive Council	7 February 2019 28 February 2019		All
Delete as appropriate	Exempt		Non-exempt

BUDGET PROPOSALS 2019-20 AND MEDIUM-TERM FINANCIAL STRATEGY 2019-22

1 INTRODUCTION

- 1.1 The principal purpose of this report is for the Executive to recommend proposals in respect of the Council’s 2019-20 budget, as the basis for setting the 2019-20 budget and council tax. The Policy and Performance Scrutiny Committee reviewed the proposed budget at its meeting on 24 January 2019 and its comments will be taken into account in setting the final budget and level of council tax at Council on 28 February 2019.
- 1.2 The contents of this report are summarised below:
- Section 2** sets out the recommendations.
- Section 3** sets out the 2019-20 General Fund revenue budget and Medium Term Financial Strategy (MTFS).
- Section 4** details the Housing Revenue Account (HRA) for 2019-20 and its MTFS.
- Section 5** sets out the Capital Strategy 2019-22, and the related Annual Treasury Management and Investment Strategy and the Strategy for Other Investments (including Commercial Investments).
- Section 6** shows the detailed, statutory council tax calculations for the 2019-20 council tax and seeks approval for the Council to participate in the London Business Rates Pilot Pool in 2019-20.
- Section 7** details matters to consider in setting the budget.

List of Appendices

Appendix A	General Fund MTFS 2019-22
Appendix B	General Fund Revenue Savings 2019-22
Appendix C1	General Fund Fees and Charges 2019-20
Appendix C2	GLL Leisure Fees and Charges 2019-20
Appendix C3	Islington and Camden Cemetery Service Fees and Charges 2019-20
Appendix D1	HRA MTFS 2019-22
Appendix D2	HRA Fees and Charges 2019-20
Appendix E1	Capital Strategy 2019-22
Appendix E2	Treasury Management and Investment Strategy 2019-20, including External Debt and Treasury Management Prudential Indicators
Appendix E3	Strategy for Other Investments (including Commercial Investments) 2019-20
Appendix F	London Business Rates Pilot Pool - Memorandum of Understanding
Appendix G	Resident Impact Assessment 2019-22
Appendix H	Annual Pay Policy Statement 2019-20

2 RECOMMENDATIONS

The General Fund Budget 2019-20 and MTFS (Section 3)

- 2.1 To agree the 2019-20 net Council cash limits as set out in **Table 1 (Paragraph 3.7)** and the MTFS at **Appendix A**, which include the 2019-22 revenue savings at **Appendix B**, and the 2019-20 revenue growth proposal at **paragraph 3.6**.
- 2.2 To agree that the Council should strongly oppose Government proposals in the 'Review of Local Authorities' Relative Needs and Resources Consultation' to remove deprivation indicators from the baseline grant formula, which would significantly disadvantage high-need boroughs such as Islington, and to agree the other key elements of the Council's response as set out in **paragraphs 3.9-3.10**.
- 2.3 To note the fees and charges policy and agree the 2019-20 fees and charges. (**Paragraphs 3.12-3.13** and **Appendices C1-C3**)
- 2.4 To agree the estimated use of the Council's earmarked budget reserves (including the creation of a new Transformation Reserve), the Council's policy on the level of General Fund balances, with an increase in General Fund balances of £2m in 2019-20, and an increase in the ongoing contingency budget of £3m in 2019-20. (**Paragraphs 3.14-3.17** and **Table 2**)

The HRA Budget and MTFS (Section 4)

- 2.5 To agree the balanced HRA 2019-20 budget, including savings and growth proposals, within the HRA MTFS at **Tables 4-5** and **Appendix D1**.
- 2.6 To note the 2019-20 HRA rents, fees and charges, agreed by Executive on 17 January 2019. (**Tables 6-9** and **Appendix D2**)

The Capital Programme 2019-22 (Section 5)

- 2.7 To agree the 2019-20 capital programme and note the provisional programme for 2020-22. (**Paragraph 5.1, Table 10** and **Appendix E1**)

- 2.8 To agree the Capital Strategy 2019-22, which includes affordability prudential indicators and the minimum revenue provision (MRP) policy. (**Paragraph 5.2** and **Appendix E1**)
- 2.9 To agree the Treasury Management and Investment Strategy 2019-20 (including external debt and treasury management Prudential Indicators), as considered by Audit Committee on 31 January 2019. (**Paragraph 5.2** and **Appendix E2**)
- 2.10 To agree the Strategy for Other Investments (including Commercial Investments) 2019-20. (**Paragraph 5.3** and **Appendix E3**)

Council Tax and Retained Business Rates (Section 6)

- 2.11 To agree the calculations required for the determination of the 2019-20 council tax requirement and the level of council tax as detailed in **Section 6** and summarised below.
 - 1) The 2019-20 council tax requirement of £92,993,961.91. (**Paragraph 6.2**)
 - 2) The relevant basic amount of Islington Band D council tax of £1,169.38, a 2.99% increase compared to 2018-19, and to determine that this is not 'excessive'. (**Paragraphs 6.3** and **6.4**)
 - 3) The basic amount of Islington Band D council tax for dwellings to which no special item relates (i.e. outside of the Lloyd Square Garden Committee area) of £1,169.16 and total Band D council tax (including the GLA precept) of £1,489.67. (**Paragraphs 6.5** and **6.9**)
 - 4) The amount of 2019-20 council tax (excluding the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 6.7**)
 - 5) The total amount of 2019-20 council tax (including the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 6.9**)
- 2.12 To agree to the following in relation to the Council's proposed participation in the London Business Rates Pilot Pool: (**Paragraphs 6.11** to **6.15**)

- 2.12.1 To approve and accept the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7) (1) of Schedule 7B Local Government Finance Act 1988.
- 2.12.2 To participate in the London Business Rates Pilot Pool with effect from 1 April 2019 to 31 March 2020.
- 2.12.3 To delegate the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 to the City of London Corporation acting as the Lead Authority.
- 2.12.4 To authorise the Lead Authority to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient.
- 2.12.5 To delegate authority to the Section 151 Officer, in consultation with the Executive Member for Finance, Performance and Community Safety, to agree the operational details of the pooling arrangements with the participating authorities.
- 2.12.6 To authorise the Section 151 Officer to make any amendments to the Memorandum of Understanding, attached at **Appendix F** to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority.
- 2.12.7 To authorise the Leader of the Council to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding.
- 2.12.8 To delegate to the Section 151 Officer, in consultation with the Executive Member for Finance, Performance and Community Safety, the authority to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard to any recommendations and, in particular, proposals for projects to be approved for funding from the Strategic Investment Pot.
- 2.12.9 To delegate to the Lead Authority the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs are (including the City of London Corporation) in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law.

Matters to Consider in Setting the Budget (Section 7)

- 2.13 To note the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2019-20 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003.
- 2.14 To note the Resident Impact Assessment (RIA) on the 2019-22 budget proposals. **(Appendix G)**
- 2.15 To note the Annual Pay Policy Statement for 2019-20, for onward agreement by Council. **(Appendix H)**

3 GENERAL FUND BUDGET 2019-20 AND MTFS 2019-22

Overview

- 3.1 Central Government has cut its core funding to Islington Council by 70 per cent since 2010, on a like-for-like basis. The combination of Government funding cuts and rising demand

for services means the Council needs to close a revenue budget gap of c£50m over the next three years. The Council has already made savings of £225m since 2010. Despite the significant financial challenges faced by both Islington Council and local government as a whole, the Council remains determined to make Islington fairer for all - making sure that every penny spent goes on things that will make the biggest difference to the lives of local people, particularly those who rely on the Council the most.

- 3.2 The Council has undertaken an extensive organisation-wide exercise to re-examine every budget line and ensure we are prioritising spend on the right things. This exercise has enabled revenue savings proposals to be proposed for the next three years, as set out in this report. This will enable more strategic planning and support a transformation of the way the Council works to best help the people in Islington who need that help the most.
- 3.3 Islington’s aim is to become the best council in the country at prevention and early intervention – helping residents nip problems in the bud, or better still prevent them from developing in the first place. The Council will always be there for Islington residents when it matters most, which is why there will be continued funding of vital services such as the Resident Support Scheme and free school meals for all nursery and primary school children. The proposed budget allows us to focus on key priorities, including new council house building, preventing youth crime and tackling street homelessness. This will all be done whilst protecting vital frontline services, with no closures of libraries, council-run youth centres or leisure centres over the next three years.
- 3.4 The budget is premised on a proposed increase in Islington council tax of 2.99 per cent in 2019-20 to help pay for essential local services. The proposed increase is around 65p per week for a Band D property, excluding the GLA precept. A resident in receipt of full Council Tax Support only pays 8.5% of what would otherwise be their full council tax bill, so the proposed 2.99% increase in council tax will require such a resident in a Band D property to pay around an extra 6p of council tax per week.

Proposed MTFs, Revenue Savings and Growth

- 3.5 The proposed General Fund net revenue budget over the period 2019-22 is shown within the MTFs at **Appendix A**. The MTFs includes the proposed 2019-22 General Fund savings at **Appendix B** and details the forecast net expenditure over the medium term, based on current knowledge and expectations.
- 3.6 It is recommended that the following budget growth proposal be agreed, for inclusion in the 2019-20 revenue budget:
- 3.6.1 **Street Homelessness (£90k ongoing)** - To mainstream permanently into the Council’s budget the funding for a Street Homelessness Coordinator and 0.5 FTE of a St Mungo’s Street Homelessness Outreach Worker.
- 3.7 **Table 1** summarises the net revenue budgets for 2019-20 that are included within the MTFs at **Appendix A**, for agreement as part of the recommendations of this report.

Table 1 – Council Budget Requirement and Departmental Cash Limits 2019-20

	£000
Departments	
Chief Executive’s Department	1,953
Children’s, Employment and Skills	82,688
Environment and Regeneration	15,396
Housing and Adult Social Services	78,403
Public Health	0

Resources	38,971
NET COST OF SERVICES	217,411
Net Corporate items	3,171
NET OPERATING EXPENDITURE	220,582
Other Budget Items:	
Contingency	5,080
Transfer to/(from) Reserves	(4,207)
New Homes Bonus	(5,051)
Other Corporate Grants (estimate)	(565)
AMOUNT TO BE MET FROM BUSINESS RATES AND COUNCIL TAX	215,839

Local Government Finance Settlement 2019-20

- 3.8 Islington's core settlement funding allocation for 2019-20 is £108m, a cash cut of £6.6m (5.8%) compared to 2018-19. There was a £180m surplus on the Government's business rates retention levy account in 2017-18 (for the first time) and £155m of this will be redistributed to local authorities in 2019-20, based on need. This is a one-off technical adjustment (indicative £1.3m for Islington, subject to consultation on the distribution methodology) whereby previously top-sliced core funding will be returned to local authorities as part of the business rates retention system. As such, it feeds into the Council's overall retained business rates growth estimates. In 2019-20, the Council will receive £3.5m social care grant (of the £650m national funding announced in the Autumn Budget 2018) and £12.8m from the Improved Better Care Fund.

Review of Local Authorities' Relative Needs and Resources Consultation

- 3.9 The Council will be responding to the review of local authorities' relative needs and resources consultation. We are very concerned about the removal of the deprivation indicator from the proposed formula (and the likely reduced weighting for deprivation in service funding formulas). Services included in the foundation formula such as homelessness, home to school transport and concessionary fares are linked to deprivation and it is essential that some weighting for deprivation is included in the foundation formula.
- 3.10 We are also concerned about a number of other proposals in the consultation, including the lack of recognition of exceptional costs such as the impact of commuter inflow and no recourse to public funds claims in areas such as Islington. Other concerns include ensuring proper recognition of costs associated with density, higher wages and business rates and the limited reflection of high needs and costs in a flatter distribution of funding. It is essential that changes in the distribution of funding are accompanied by significant additional funding in the spending review if changes are to be sustainable.

New Homes Bonus Scheme

- 3.11 The Council will receive £5.1m New Homes Bonus grant income in 2019-20, directly attributable to the number of new homes built in the borough over the past four years.

Fees and Charges

- 3.12 Some fees and charges are laid down by statute and are not within the Council's power to vary locally; others are discretionary and are set with Council's approval. The Council's proposed discretionary fees and charges for 2019-20 are set out at **Appendices C1-C3**.
- 3.13 It is the Council's policy to increase its discretionary fees and charges broadly in line with inflation (3.3% at Quarter 3 2018, this being the quarter average) unless a variation is

approved by Council or the Executive. The relevant extract of the Council's fees and charges policy is set out below:

"There will be an overall annual increase in fees and charges in line with the Retail Price Index (RPI), subject to the following:

- (i) use of the Quarter 3 RPI (All Items)*
- (ii) appropriate rounding of charges for the purposes of administration and collection*
- (iii) statutory changes to fees and charges being excluded*
- (iv) fees and charges on which the Council has or decides to have a specific policy may be varied by report to the Executive*

Where the Quarter 3 RPI (All Items) is negative all fees and charges will be frozen, subject to provisions (ii) to (iv) above."

General Balances and Reserves

- 3.14 The Section 151 Officer is required to report to the authority, when it is making the statutory calculations required to determine its council tax, on the estimates included in the budget and the adequacy of reserves. The report of the Section 151 Officer is included within **Section 7** of this report. The estimated levels of earmarked budget reserves and general balances for use in 2019-20, after taking into account latest estimated commitments in 2018-19 and 2019-20, are shown in **Table 2**.

Table 2 – Reserves and General Balances 2019-20

	£m
Transformation Reserve	15.1
General Fund Balances (excluding schools)	10.7
Schools Balances	9.3
Total	35.1

- 3.15 The transformation reserve is a recommended, new, earmarked budget reserve to provide up-front investment for the delivery of transformational revenue savings over the medium-term, where this investment cannot be funded from within existing departmental budgets or one-off resources. The estimated balance of this reserve includes the available balances from the existing Islington 2020 earmarked reserve and from a comprehensive review of the Council's balance sheet.
- 3.16 It is recommended that £2m is added to General Fund balances in 2019-20 from the one-off 2018-19 contingency balance, as agreed in principle by the Executive on 6 September 2018. This will provide some further financial resilience going forward. The 2019-20 level of the Council's general balances will be £10.7m, 5% of the net budget requirement, with the Council's policy on the level of general balances proposed as follows:

"The policy of the Council is to set a minimum target level of General Fund balances (excluding schools balances) at **5%** of the net budget requirement (excluding schools expenditure) over the course of the medium-term financial strategy. The rationale for this level is based upon an assessment of the level of risk inherent within the Council budget over the medium-term financial planning period. The level of General Fund balances should be adequate to meet working balance requirements and to provide a reasonable allowance for unquantifiable risks that are not already covered within the Council's budgets and any contingency sums. The Section 151 Officer shall be responsible for reporting to the Council on the adequacy of the reserves and balances."

- 3.17 It is recommended that £3m is added to the ongoing, unallocated General Fund contingency budget, taking it from £2m to £5m in 2019-20. The ongoing contingency budget is intended to provide some flexibility and resilience within the budget over the medium-term, and is increased to reflect the level of risk associated in delivering the savings proposals to close the c£50m three-year revenue budget gap.

Corporate Levies

- 3.18 The Council is required to pay levies to a number of other bodies, which must be met from within the overall budget requirement. The latest estimated levies for 2019-20 are detailed in **Table 3**.

Table 3 – Levy Estimates 2019-20

	2019-20 Estimate £000
Concessionary Fares ('Freedom Pass')	11,449
North London Waste Authority	6,152
Lee Valley Regional Park Authority	195
Traffic and Control Liaison Committee	295
Inner London North Coroners Court	350
London Pensions Fund Authority	1,162
Environment Agency (Thames Region)	181
London Boroughs Grants Scheme	178
Total	19,962

4 HOUSING REVENUE ACCOUNT

Housing Revenue Account (HRA) Overview

- 4.1 The HRA MTFS covers the cost of managing and maintaining council-owned housing stock, servicing debt and contributing towards the long-term investment in the stock, all of which is funded primarily from rents and tenants' and leaseholders' service charges.

Recent Legislative impacts on the HRA

The Housing and Planning Act 2016

- 4.2 The main element of the Housing and Planning Act which affects the HRA's financial position is the requirement for local authorities to dispose of high-value vacant council houses, in order to fund both the increase in discounts arising from the extension of the Right to Buy to housing association tenants and the building of more affordable homes.
- 4.3 Whilst this legislation remains in place the Government's recent policy paper 'A New Deal for Social Housing' makes clear that it is not this Government's intention to implement the requirement for local authorities to dispose of high-value council houses and as such all assumptions relating to this requirement have been removed from the HRA MTFS and 30-year HRA business plan.

The Welfare Reform and Work Act 2016

- 4.4 The main elements of the Welfare Reform and Work Act 2016 affecting the HRA's financial position are:
- Rents for social housing will be reduced by 1% a year for 4 years from 2016-17.
 - Registered providers of social housing must ensure that the amount of rent payable in a relevant year by a tenant of their social housing in England is 1% less than the amount that was payable by the tenant in the preceding 12 months.
 - As Islington's HRA business plan had been predicated on reaching 'Target Rent' the business plan had an annual increase of CPI +1% + £2 built in. The impact of the 1% rent reduction is an effective reduction of rental income of approximately 5% incrementally or £7m per annum equating to a loss of approximately 20% or £28m over the 4-year period.
 - 2019-20 is the last year of the 1% rent reduction. Thereafter, current government policy has yet to be confirmed and has been subject to a recent consultation paper.

- 4.5 In order to mitigate the financial impact of the 1% rent reduction, the following key measures have previously been taken:
- The ongoing re-financing of all HRA debt over the term of the 30-year business plan.
 - The New Build Capital Programme will not be subsidised from significant HRA revenue contributions. Instead, funding will be limited primarily to open market sale receipts, Right-to-Buy receipts and other receipts from disposals.
 - A programme of HRA savings/increased income totalling £17.2m has been delivered, in the main, as part of prior years' HRA budget setting.

Immediate Revocation of the Limit on HRA Indebtedness Determination – Issued by Government in October 2018

- 4.6 The revocation of this Determination removed the limit on HRA borrowing. This will allow the HRA to borrow to build increased numbers of new social rented properties using the extra net rental income to cover the cost of borrowing.

HRA – Detailed Budget and MTFS

- 4.7 The HRA 30-year business plan is currently balanced over the medium term.
- 4.8 The proposed HRA budget for 2019-20 and the forecast budgets over the medium-term, based on current knowledge and assumptions, are shown at **Appendix D1**. The HRA budgets set out at **Appendix D1** include the following Growth and Savings (or increased Income) items set out in **Tables 4-5**:

Table 4 - HRA Growth 2019-22

	2019-20 £m	2020-21 £m	2021-22 £m	TOTAL £m
Loss of Thames Water Commission	0	1.50	0	1.50
Loss of Shared Digital savings	0.50	0	0	0.50
Increase the capacity of the New Build Team to build more new council homes	1.00	0	0	1.00
Review and correction of the allocation of costs incurred by General Fund departments in respect of HRA activities	3.00	0	0	3.00
TOTAL	4.50	1.50	0	6.00

Table 5 - HRA Savings/Increased Income 2019-22

	2019-20 £m	2020-21 £m	2021-22 £m	TOTAL £m
Increase in Leaseholders' service charges to address under-charging	0.630	0.630	0.630	1.890
Increase in Tenants' service charges to address under-charging	1.980	0	0	1.980
Re-design of the Homes and Communities division	0.570	0.430	0	1.000
Adjusting budgets to reflect an expected ongoing reduction in the number of void properties requiring works	0.200	0	0	0.200
Extending the lifespan of the repairs vehicle fleet from 4 to 5 years	0.125	0	0	0.125
Increase the staffing vacancy factor from an average of 1% to 2%	0.500	0	0	0.500
HRA general efficiency savings	0.900	0	0	0.900
TOTAL	4.905	1.060	0.630	6.595

Rental Income and Other HRA Fees and Charges

- 4.9 HRA 2019-20 rents will be set in accordance with the proposals as set out in the Welfare Reform and Work Bill.

LBI Managed General Needs Properties (excluding New Build Properties)

- 4.10 **Table 6** sets out proposed rent changes for existing tenancies – 2018-19 actual rents less 1%.

Table 6 – Existing Tenancies Weekly Rent 2019-20

	Proposed 2019-20
Average Weekly Rent 2018-19	£109.13
Decrease (£)	-£1.09
Decrease (%)	-1%
Average Weekly Proposed Rent	£108.04

- 4.11 **Table 7** sets out proposed rent changes for properties Re-Let during 2019-20 – the 2019-20 rent is the higher of 2018-19 target rent less 1% or the 2018-19 actual rent less 1%.

Table 7 – Re-Let Properties Weekly Rent 2019-20

	Proposed 2019-20
Average Weekly Target Rent 2018-19	£114.39
Decrease (£)	-£1.14
Decrease (%)	-1%
Average Weekly Proposed Target Rent	£113.24

LBI Managed General Needs New Build Properties

- 4.12 Existing tenancies – 2018-19 rents will reduce by 1%.
- 4.13 Re-Lets and New-Lets in 2019-20 - Rents will be set at 2019-20 target rent (i.e. 2018-19 target plus CPI (+2.4% at September 2018) plus 1%).

LBI Managed Non-General Needs Properties

- 4.14 Properties used for temporary accommodation (including reception centres) – existing tenancies and re-lets set at 2018-19 actual rents minus 1%.
- 4.15 Specialised supported housing is exempt from the 1% rent reduction hence 2019-20 rents will be set in line with current Council policy and increase by CPI (+2.4% at September 2018) plus 1%.

Partners for Islington Managed Properties

- 4.16 The Welfare Reform and Work Act exempts properties managed under a Private Finance Initiative (PFI) scheme from the 1% rent reduction. It is proposed that existing Council policy continues to apply to all PFI properties managed by Partners for Islington.
- 4.17 This means that the principles of rent restructuring will continue to apply and that PFI properties not currently at target rent will move to the 2019-20 target rent subject to the affordability cap of the 2018-19 actual rent plus CPI (+2.4% at September 2018) plus 1% plus £2.
- 4.18 However, PFI properties already at target rent will simply increase by CPI (+2.4% at September 2018) plus 1%.
- 4.19 PFI property re-lets will be set at 2019-20 target rents (i.e. the 2018-19 target rent plus CPI (+2.4% at September 2018) plus 1%).
- 4.20 **Table 8** below sets out proposed rent changes for PFI properties (existing tenancies not yet at target rent).

**Table 8 – Existing Tenancies (Not at Target Rent in 2018-19)
PFI Properties Weekly Rent 2019-20**

	Proposed 2019-20
Average Weekly Rent 2018-19	£145.72
Increase (£)	£5.68
Increase (%)	3.9%
Average Weekly Proposed Rent	£151.40

4.21 **Table 9** below sets out proposed rent changes for PFI properties (re-lets and existing tenancies already at target rent).

**Table 9 – Re-Lets and Existing Tenancies (at Target Rent in 2018-19)
PFI Properties Weekly Rent 2019-20**

	Proposed 2019-20
Average Weekly Target Rent 2018-19	£157.51
Increase (£)	£5.36
Increase (%)	3.4%
Average Weekly Proposed Target Rent	£162.87

Other HRA Fees and Charges

4.22 These are set out at **Appendix D2**. All fees and charges are increasing in line with RPI at September 2018, i.e. +3.3%, with the exception of the following charges:

- 4.22.1 Caretaking/Cleaning and Estate Services – The charges for 2019-20 incorporate the results of a review of the costs associated with the provision of these services. Charges have been increased by £2.59 per week or +18% to reflect both the direct and indirect costs related to providing these services. It should be noted that the overall average weekly increase to tenants when combining rent and service charges (taking into account the 1% rent reduction) is an average increase of £1.21 or +0.99%.
- 4.22.2 Digital TV aerials – Digital TV aerial installation charges were levied over a 10-year period. The 10-year period is coming to an end, in tranches, over the next 3 years. As the charges in respect of the installation element elapse, tenants will continue to be a charged the maintenance element which for 2019-20 reduces the charge from 33p to 20p per week.
- 4.22.3 Heating and Hot Water – Even though it is anticipated that there will be a significant increase in gas prices, it is proposed to freeze gas charges to tenants for the third year and use the tenants heating reserve (which was set up to smooth the annual fluctuating gas costs) to absorb any increases in costs.
- 4.22.4 Concierge Service - The charges for 2019-20 incorporate the results of a review of the costs associated with the provision of this service. Charges have been increased by an average of £1.18 per week or +19% to reflect the costs related to providing this service. It should be noted that the overall average weekly increase to tenants in receipt of the concierge service when combining rent and all service charges including caretaking/cleaning and estate services (taking into account the 1% rent reduction) is an average increase of £2.43 or +1.95%.

5 **CAPITAL PROGRAMME**

- 5.1 The capital programme 2019-22 is summarised by directorate in **Table 10** below. This will deliver £379m of capital investment over the next three years and includes the continuation of ongoing programmes of investment in new homes (£260m), housing major works and improvements (£75m), the 'Invest to Save' acquisition of Council owned temporary accommodation (£13m), traffic and engineering improvements (£12m) and school buildings (£7m). The Council will also continue to invest in new vehicles (£5m) to help meet all new emissions standards in London (ULEZ).

Table 10 – Capital Programme 2019-22

	2019-20 £000	2020-21 £000	2021-22 £000	Total £000
Housing and Adult Social Services	114,171	131,067	103,224	348,462
Children's, Employment and Skills	6,170	870	250	7,290
Environment and Regeneration	10,013	8,375	5,275	23,663
Total Capital Programme	130,354	140,312	108,749	379,415

- 5.2 The Council has a fully funded Capital Strategy for the period 2019-22. This is set out at **Appendix E1**, including:
- The capital programme 2019-20 and provisional programme 2020-22 summarised by each major ongoing programme or scheme;
 - The estimated funding of the capital programme and underlying need to borrow to finance capital expenditure (linked to the Treasury Management and Investment Strategy 2019-20 at **Appendix E2** that was considered by Audit Committee on 31 January 2019);
 - Affordability prudential indicators and the minimum revenue provision (MRP) policy for the annual repayment of debt associated with the financing of capital expenditure.

5.3 Related to the Capital Strategy and the Treasury Management and Investment Strategy, the Council also has a Strategy for Other Investments (including Commercial Investments) 2019-20. This is set out at **Appendix E3**.

6 COUNCIL TAX AND RETAINED BUSINESS RATES 2019-20

Islington Council Tax Base 2019-20

- 6.1 On 31 January 2019, the Audit Committee agreed for 2019-20 a council tax base of 79,524.3 Band D properties for the Council's whole area, and 45.2 Band D properties for the Lloyd Square Garden Committee area. The council tax base figures assume a collection rate of 98.0% for the Council's whole area and 98.0% for the Lloyd Square Garden Committee Area.

Council Tax 2019-20

- 6.2 Sections 31A and 31B of the amended Local Government Finance Act (LGFA) 1992 require the Council to calculate its gross expenditure, gross income and council tax requirement. For these purposes, HRA expenditure and income is included even though it has no effect on council tax, and the gross expenditure figure includes special expenses relating to part only of the Council's area. The calculation of the 2019-20 council tax requirement is set out in **Table 11** below.

Table 11 – Section 31A (amended LGFA 1992) Calculation 2019-20

	£
Aggregate of the amounts which the Council estimates for items set out in Section 31A (2) (a) to (f) of the LGFA 1992 (A)	£981,195,900.00
Aggregate of the amounts which the Council estimates for items set out on Section 31A (3) (a) to (d) of the LGFA 1992 (B)	(£888,201,938.09)
Calculation of the council tax requirement under Section 31A (4), being the amount by which the sum aggregated at (A) above exceeds the aggregate at (B) above	£92,993,961.91

- 6.3 The calculation of the relevant (average) 2019-20 council tax per Band D property is set out in **Table 12** below.

Table 12 – Section 31B (amended LGFA 1992) Calculation 2019-20

Council Tax Requirement	£92,993,961.91
Council Tax Base	79,524.3
2019-20 Relevant Band D Council Tax	£1,169.38
Increase Compared to 2018-19	2.99%

- 6.4 Each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, a referendum must be held in relation to that amount. For 2019-20, the relevant basic amount of council tax for Islington would be excessive if it is 3% or more higher than its relevant basic amount of council tax for 2018-19. Therefore, the proposed 2.99% increase in the relevant basic amount of Band D Islington council tax is not excessive.
- 6.5 Additional council tax calculations are required where special items relate to part only of the Council's area (for Islington, the Lloyd Square Garden Committee special expense). The calculation of the 2019-20 basic amount of council tax for dwellings in Islington to which no special item relates (i.e. outside the Lloyd Square Garden Committee area) is shown in **Table 13** below.

Table 13 – 2019-20 Basic Council Tax for All Other Parts of the Council’s Area

Council Tax Requirement (including Lloyd Square Garden Committee special expense)	£92,993,961.91
Less Lloyd Square Garden Committee special expense	(£17,201.91)
Council Tax Requirement (excluding special expenses)	£92,976,760.00
Council Tax Base	79,524.3
2019-20 Basic Band D Council Tax for All Other Parts of the Council’s Area	£1,169.16
Increase Compared to 2018-19	2.99%

- 6.6 The Lloyd Square Garden Committee special expense is £17,201.91 in 2019-20. When this is divided by the Lloyd Square Garden Committee Band D taxbase (45.2), it gives a charge of £380.57 per Band D property for 2019-20. This will be charged to Lloyd Square Garden area dwellings in addition to the basic Islington Band D council tax of £1,169.16 for all other parts of the Council’s area.
- 6.7 The 2019-20 basic amount of Islington council tax for each valuation band for the Lloyd Square Garden area and all other parts of the Council’s area are shown in **Table 14** below. These amounts are calculated by multiplying the Band D council tax amount per property by the proportions set out in Section 5(1) of the LGFA 1992.

Table 14 – Basic Islington Council Tax 2019-20

Valuation Bands	Lloyd Square Garden Area (£)	All Other Parts of the Council’s Area (£)
A	1,033.16	779.44
B	1,205.35	909.35
C	1,377.54	1,039.25
D	1,549.73	1,169.16
E	1,894.11	1,428.97
F	2,238.51	1,688.79
G	2,582.89	1,948.60
H	3,099.47	2,338.32

- 6.8 The 2019-20 GLA precept for each valuation band is shown in **Table 15** below.

Table 15 – GLA Precept 2019-20

Valuation Bands	GLA (£)
A	213.67
B	249.29
C	284.90
D	320.51
E	391.73
F	462.96
G	534.18
H	641.02

6.9 In accordance with Section 30(2) of the LGFA 1992, **Table 16** below shows the total amount of 2019-20 council tax (including GLA precept) for each valuation band over each of the Council's areas.

Table 16 – Total Islington and GLA Council Tax 2019-20

Valuation Bands	Lloyd Square Garden Area (£)	All Other Parts of the Council's Area (£)
A	1,246.83	993.11
B	1,454.64	1,158.64
C	1,662.44	1,324.15
D	1,870.24	1,489.67
E	2,285.84	1,820.70
F	2,701.47	2,151.75
G	3,117.07	2,482.78
H	3,740.49	2,979.34

London Business Rates Pilot Pool

- 6.11 Approval is sought in the recommendations of this report for the Council to participate in the proposed London Business Rates Retention Pilot Pool in 2019-20. The pilot pool has been developed by London Councils and will require London Boroughs, the City of London and the Greater London Authority to pool 75% of business rates received in 2019-20. Pooling is voluntary and all pool members must formally agree to join for it to happen but are free to leave after a year. The Memorandum of Understanding is attached at **Appendix F**.
- 6.12 The Council's overall level of core settlement funding in 2019-20 will be the same inside the pool as it would be outside it. However, the composition of core settlement funding will change from being part of the pool, with Revenue Support Grant and top-up grant replaced by a greater retained share of business rates income and a tariff payment to the pool.
- 6.13 All pool members will share the benefits of future growth in business rates income, with 15% of growth proceeds allocated to a Strategic Investment Pot and the remaining 85% distributed to pool members. There is no guarantee that the Council will not be worse off inside the pool than it would be outside it. The Council will not be worse off, unless pool growth is negative.
- 6.14 There will be no upper levy (ceiling) on growth proceeds that can be retained by the pool, and a safety net (floor) will protect 95% of income.
- 6.15 No new burdens will be imposed by the Government and participation will not prejudice the outcome of the Government's so-called Fair Funding Review for London boroughs.

7 MATTERS TO CONSIDER IN SETTING THE BUDGET

COMMENTS OF THE SECTION 151 OFFICER

- 7.1 The Council, when determining the budget and thereby the level of council tax, must take into account the report of its Section 151 Officer. The report must comment on the robustness of the estimates included in the budget and parallel consideration of the adequacy of the Council's proposed reserves. This section of the report includes consideration of these specific areas and enables the authority to discharge its duty to take account of the statutory report under Section 25(2) of the Local Government Act 2003.
- 7.2 The process for challenging, compiling and collating the budget begins in April prior to the year for which the council tax is being set. The process involves all of the spending departments, and assumptions are scrutinised throughout the year. It is the thoroughness of this process, which provides the assurance that all strategic, operational and financial risks facing the authority have been taken into account, as far as they are reasonably anticipated to be incurred by the Council in the next financial year.
- 7.3 The scale of the revenue budget gap in 2019-20 and the uncertainty over local authority funding in the following years has been a challenge for the organisation. Important financial management principles have been applied to the closing of the budget gap for 2019-20 and the forecast gap for the following two years. The principles have been to make prudent forecasts of funding levels, inflation and budget pressures, to avoid using one-off resources to close the ongoing budget gap and to look to produce a set of base budget savings proposals to cover a three-year period. This has been a significant challenge but an important one in order to provide a level of financial resilience when heading into a very uncertain future for local authority funding. It should be noted that between 2020-21 and 2021-22 a further £8m of efficiency savings is expected from all services and work will need to be undertaken to identify in detail those savings. The future

years' budgets from 2020-21 look extremely challenging for the Council and will result in the need to take further tough decisions to ensure the budget is balanced.

- 7.4 The challenge to close a revenue budget gap of c£50m over the period 2019-22 should be considered against the Council already having delivered £225m of savings since 2010, having faced significant cash cuts to Central Government funding in every budget year (continuing at least until 2020) and with inflationary and demographic pressures rising at a trajectory even beyond that for which we attempt to budget. There are no easy decisions left to make. Given the difficulty in identifying such significant savings proposals, there is inevitably a degree of risk with their achievement - that risk has increased year-on-year as finding savings has got harder. The risk with these budget proposals will be mitigated through a new programme management approach introduced this year, proposals for robust project and financial monitoring, financial discipline by services in managing budgets and having prudent levels of base budget contingency and reserves. Budget contingency has been increased in this budget to reflect the level of risk. It is welcomed that on 6 September 2018 the Executive agreed, in principle, to increase General Fund balances in the 2019-20 budget to £10.7m (5% of the net budget requirement) from the previous level of £8.7m (4% of the net budget requirement). This level is considered to be a minimum level in the context of the medium-term risk to the budget and the aim is to see it increased in the future when opportunities arise.
- 7.5 Subject to the concerns raised in **paragraphs 7.3** and **7.4** above, it is the opinion of the Section 151 Officer that the estimates for 2019-20 have been prepared on a robust basis.
- 7.6 In setting the level of General Fund reserves and balances, account has been taken of the key financial assumptions underpinning the budget, the views of the Council's auditors, the level of earmarked reserves and provisions, and the risks facing the Council over the medium-term. The MTFs has been updated for the 2019-20 budget to set a policy for the minimum of general balances to be at 5% of the budget requirement. It is the Section 151 Officer's view that the level of General Fund balances over the medium-term should be increased. Earmarked reserves are currently sufficient, at the level set out in this report, but as the scale of investment required in the transformation programme becomes clear and able to be better estimated, it is expected that the Transformation Reserve will require further funds over the medium-term.

COMMENTS OF THE MONITORING OFFICER

Overall

- 7.7 This report sets out the basis upon which a recommendation will be made for the adoption of a lawful budget and the basis for the level of the council tax for 2019-20. It also outlines the Council's current and anticipated financial circumstances, including matters relating to the General Fund budget and MTFs, the HRA, the capital programme, and borrowing and expenditure control.
- 7.8 The setting of the budget and council tax by Members involves their consideration of choices. No genuine and reasonable options should be dismissed out-of-hand and Members must bear in mind their fiduciary duty to the council taxpayers of Islington.
- 7.9 Members must have adequate evidence on which to base their decisions on the level of quality at which services should be provided. Where a service is provided pursuant to a statutory duty, it would not be lawful to fail to discharge it properly or abandon it, and where there is discretion as to how it is to be discharged, that discretion should be exercised reasonably. Where a service is derived from a statutory power and is in itself discretionary that discretion should be exercised reasonably.
- 7.10 The report sets out the relevant considerations for Members to consider during their deliberations and Members are reminded of the need to ignore irrelevant considerations.

Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision which no reasonable authority could come to; balancing the nature, quality and level of services which they consider should be provided against the costs of providing such services.

- 7.11 Under the constitutional arrangements, the setting of the Council budget is a matter for the Council, having considered recommendations made by the Executive. Before the final recommendations are made to the Council, the Policy and Performance Scrutiny Committee must have been given the opportunity to scrutinise these proposals and the Executive should take into account its comments when making those recommendations.

London Business Rates Pilot Pool

- 7.12 The Council has power to participate in the London Business Rates Retention Pilot Pool for 2019-20, and participation would be reasonable, lawful and for a proper purpose.
- 7.13 Two or more relevant authorities can be designated by the Secretary of State for the purposes of pooling their business rates, with the effect that business rates can be retained by those authorities: Part IX of Schedule 7B to the Local Government Finance Act 1988. The authorities that can be designated include the London Boroughs and the Greater London Authority. The Council has billing functions and can participate in the pooling arrangement that will be subject to the Secretary of State's designation by virtue of section 111 of the Local Government Act 1972 (the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions). The Council's participation in the pooling arrangement appears to have a number of potential advantages: in particular, the ability to receive additional business rates, and benefiting (directly or indirectly) from the strategic investment projects that will be made across London. Obtaining this additional income, and benefitting from the strategic investment projects, would be proper and lawful purposes for entering into the pooling arrangement. There is no longer a 'no detriment' guarantee that no member of the pool will be worse off inside the pool than outside of it, but this should only arise if pool growth is negative. The reasonableness of the proposed arrangement is also supported by the fact that the arrangement is a pilot for 2019-20 only. The Government is looking to put the pooling arrangement onto statutory footing for 2020-21 onwards.
- 7.14 There are a variety of mechanisms that could be established for pooling, and discussions have taken place under the auspices of London Councils as to which mechanism to put forward. The preferred mechanism is for the London Boroughs and the GLA to enter into a Memorandum of Understanding (rather than a more formal contractual arrangement), with delegation to the Lead Authority (there has to be a Lead Authority in accordance with the Schedule 7B framework: in this case, that would be the City of London Corporation) and a degree of consultation before decisions are made. The Council has power to delegate decision-making and administrative functions to another local authority. It would be lawful for the Council to adopt this mechanism on the basis that it provides for a degree of flexibility and allows for an appropriate level of participation in the decision-making through the consultative process. The Council will not have a veto on decision-making for the Pool's Strategic Investment Pot: however, it does have a role in the decision-making process, and should take some reassurance from the fact that (i) decisions will only be taken if two-thirds of participating boroughs agree; and (ii) no entire sub-region is in disagreement with the decision.
- 7.15 It is not necessary for the Council to engage in consultation with respect to participating in the business rates pilot pool; there is no statutory obligation to do so and no common law obligation either. There are no obvious equality implications that would require a residents' impact assessment.

RESIDENT IMPACT ASSESSMENT

- 7.16 The Equality Act 2010 sets out the requirement for the Council to pay due regard in the exercise of its functions to the need to:
- 7.16.1 Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - 7.16.2 Advance equality of opportunity between people who share a protected characteristic and those who do not; and
 - 7.16.3 Foster good relations between people who share a protected characteristic and those who do not.
- 7.17 A Resident Impact Assessment (RIA) of the 2019-22 budget proposals is set out at **Appendix G**. It is supplemented at a departmental level by detailed RIAs of major proposals. These demonstrate that the Council has met its duties under the Equality Act 2010 and has taken account of its duties under the Child Poverty Act 2010.
- 7.18 It is difficult to make savings on the scale required without any impact on residents, and there will inevitably be some impact on particular groups, including those with protected characteristics as defined by the Equality Act. The Council is not legally obligated to reject savings with negative impacts on any particular groups but must consider carefully and with rigour the impact of its proposals on the Public Sector Equality Duty (as set out above), take a reasonable and proportionate view about the overall impact on particular groups and seek to mitigate negative impacts where possible. In this context, the Council's proposals for achieving savings are considered to be reasonable overall and take adequate account of the three duties set out under the Equality Act 2010.
- 7.19 The Council must have due regard to the Public Sector Equality Duty, which is integral to the Council's functions, and which is set out in Section 149 of the Equality Act 2010 as follows:
- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it...
 - (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to-
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
 - (4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

- (5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- (a) tackle prejudice; and
 - (b) promote understanding.
- (6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.
- (7) The relevant protected characteristics are—
- age;
 - disability;
 - gender reassignment;
 - pregnancy and maternity;
 - race;
 - religion or belief;
 - sex; and
- sexual orientation.

Annual Pay Policy Statement 2019-20

- 7.20 Section 38 of the Localism Act 2011 requires local authorities to publish an annual 'Pay Policy Statement', setting out their policies in respect of chief officer remuneration and other specified matters. Regard must be had to guidance to be published by the Secretary of State in preparing the statement, which must be approved by full Council. The Council is then constrained by its pay policy statement when making determinations on chief officer pay, although the statement may be amended at any time by a further resolution of the full Council. The Council's Annual Pay Policy Statement for 2019-20 is provided at **Appendix H**.

Final Report Clearance

Signed by

Executive Member for Finance, Performance
and Community Safety

Date

Received by

Head of Democratic Services

Date

Responsible Officer : Alan Layton, Service Director Financial and Asset Management
(Acting Section 151 Officer)

Report Authors : Tony Watts, Head of Financial Planning
Martin Houston, Strategic Financial Advisor

Legal Implications Author:

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APPENDIX A - GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2019-20 TO 2021-22

	2018-19	2019-20					2020-21					2021-22				
	Budget £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Projected £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Projected £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Projected £000
DEPARTMENTS																
Chief Executive	2,075	73	(145)		(50)	1,953				(75)	1,878				(75)	1,803
Children, Employment and Skills	81,720	2,000	426	880	(2,338)	82,688		774		(2,208)	81,254		(80)		(2,113)	79,061
Environment and Regeneration	13,959	2,507	1,770	90	(2,930)	15,396	226			(2,250)	13,372	244			(1,954)	11,662
Housing and Adult Social Services	78,375	4,386	(3,889)	3,562	(4,031)	78,403				(970)	77,433				(680)	76,753
Public Health	0		194		(194)	0				(208)	(208)				(180)	(388)
Resources	48,595	1,498	(8,270)		(2,852)	38,971				(780)	38,191				(2,325)	35,866
NET COST OF SERVICES	224,724	10,464	(9,914)	4,532	(12,395)	217,411	226	774	0	(6,491)	211,920	244	(80)	0	(7,327)	204,757
Corporate Growth / Savings	4,567	150	(4,450)		(1,380)	(1,113)	8,200	(4,000)	5,000	(2,080)	6,007	8,200		5,000	(4,100)	15,107
Continuous Improvement Savings Target	0					0				(4,000)	(4,000)				(4,000)	(8,000)
Corporate Financing Account	(26,579)		1,536			(25,043)		283			(24,760)		23			(24,737)
Central Pensions Costs	0		9,348			9,348					9,348					9,348
Levies	22,277	508	(2,823)			19,962	900				20,862	1,580				22,442
Special Expense - Lloyd Square Garden Committee	17					17					17					17
NET OPERATING EXPENDITURE	225,007	11,122	(6,304)	4,532	(13,775)	220,582	9,326	(2,943)	5,000	(12,571)	219,394	10,024	(57)	5,000	(15,427)	218,934
Contingency	2,000		3,080			5,080		(80)			5,000					5,000
Transfer to/(from) Other Earmarked Reserves	(7,219)		3,012			(4,207)		1,400			(2,807)		2,807			0
New Homes Bonus Grant	(6,176)		1,125			(5,051)		970			(4,081)		1,902			(2,179)
Council Tax Administration Grants	(600)		35			(565)					(565)					(565)
AMOUNT TO BE MET FROM BUSINESS RATES AND COUNCIL TAX	213,012	11,122	948	4,532	(13,775)	215,839	9,326	(653)	5,000	(12,571)	216,941	10,024	4,652	5,000	(15,427)	221,190
CHANGE COMPARED TO PREV YEAR (%)	2.17%					1.33%					0.51%					1.96%
Revenue Support Grant	0					0					0					0
Retained Business Rates	(169,232)		39,417			(129,815)					(129,815)					(129,815)
(Top-up)/Tariff	54,668		(32,807)			21,861					21,861					21,861
SETTLEMENT FUNDING ASSESSMENT (SFA)	(114,564)	0	6,610	0	0	(107,954)	0	0	0	0	(107,954)	0	0	0	0	(107,954)
Additional Retained Business Rates Income	(5,455)		(7,700)			(13,155)		4,000			(9,155)					(9,155)
Transfers (from)/to the Collection Fund	(4,229)		2,493			(1,736)		1,736			0					0
COUNCIL TAX REQUIREMENT	88,764	11,122	2,351	4,532	(13,775)	92,994	9,326	5,083	5,000	(12,571)	99,832	10,024	4,652	5,000	(15,427)	104,081

APPENDIX B: GENERAL FUND SAVINGS 2019-22

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2019-20 £000s	2020-21 £000s	2021-22 £000s	TOTAL £000s
1	Corporate/Project	2020 Customer Programme	Redesigning our customer service offer across the council, bringing together transactional services to provide a better service for residents	280	330	400	1,010
2	Resources	Post, Stationery, Cleaning	Savings on postage, stationery and facilities management costs as a result of new ways of working	200	0	0	200
3	Corporate/Project	2020 Organisation Design	Savings resulting from a review of management spans and tiers and improved administrative processes across the council	550	250	200	1,000
4	Resources	Property	Savings resulting from a new property strategy, increasing income, more co-locating with partners and reducing the council's office footprint	377	595	2,325	3,297
5	Housing and Adult Social Services	Adult Social Care Case Reviews	Conduct annual reviews of Adult Social Care packages in line with relevant legislation, applying a strengths-based approach to create better outcomes for residents in the care system	1,510	660	680	2,850
6	Corporate/Project	Adults Localities	Implementation of the new "Localities" model in partnership with the voluntary and community sector, health organisations and our other local partners to align preventative services and reduce long-term demand	0	1,000	2,500	3,500
7	Children's, Employment and Skills Department	Children's Early Help	Redesigning our early help services to improve our preventative offer in children's services	20	100	328	448
8	Public Health	Public Health Lifestyle	Change the way we deliver public health behaviour-change programmes, including health checks and exercise on referral, through our universal services and other more cost-effective methods	194	208	180	582
9	Children's, Employment and Skills Department	Children in Need	Recruitment of additional children's social workers to reduce longer-term demand	981	1,682	1,682	4,345
10	Children's, Employment and Skills Department	CES efficiencies	Increasing income received by the Health and Wellbeing Service and realising efficiencies and reducing back-office costs in the Children's, Employment and Skills directorate	140	20	0	160
11	Children's, Employment and Skills Department	Play and Youth	Maintaining the availability and scope of play and youth provision by reducing its costs through new commissioning arrangements and more efficient back-office support	175	90	35	300
12	Children's, Employment and Skills Department	Youth Offending Service Management	Reduced operational costs for the Youth Offending Service to reflect a reduction in the cohort of young people requiring the service	0	90	0	90
13	Housing and Adult Social Services	Temporary Accommodation	Improving the quality and reducing the cost of temporary accommodation through purchasing homes to be owned by the council and used by it for temporary accommodation	600	200	0	800
14	Environment and Regeneration	Community Safety	Focusing Trading Standards and Environmental Health teams on high-risk areas, securing additional external income for Pest Control and reduced back-office support	130	175	0	305
15	Environment and Regeneration	HMO Licensing	Increased income as a result of a new Homes in Multiple Occupation licensing scheme in Finsbury Park	85	0	0	85
16	Environment and Regeneration	Traffic and Parking	Financial impact of separate policy decisions to be taken by the Executive in January to improve the borough's air quality	1,930	1,175	875	3,980
17	Environment and Regeneration	Increased Income	Increased income in Environment and Regeneration from Leisure Management, trading services in tree management and commercial waste, and stricter monitoring of works carried out on the public highway	325	94	237	656
18	Environment and Regeneration	Service Integration	Reduced costs as a result of better integration of public realm services within Environment and Regeneration and on housing estates	260	115	225	600
19	Environment and Regeneration	Public Realm Transformation	Management savings in Environment and Regeneration as a result of implementing new technology	100	300	317	717
20	Environment and Regeneration	WRC Reorganisation	A more efficient operation at the Waste and Recycling Centre, using technology to automate access to the facility	100	155	300	555
21	Resources	Corporate Service Redesign	Re-design of support services in Financial Management, Procurement and Human Resources to reduce costs	825	0	0	825
22	Chief Executive's Department	Chief Executive's Department Savings	Staffing reductions in the Chief Executive's department and securing additional commercial income for print services	50	75	75	200
23	Corporate/Project	Commissioning and Procurement	Savings resulting from a corporate review of contracting and procurement arrangements, helping to get a better deal for the council and apply a category-management approach	550	500	500	1,550
24	Resources	Revenues and Benefits Efficiencies	Efficiency savings in Revenues and Benefits, including deleting some vacant posts, increasing income from externally traded services and improved collection of current and older debt, realigning the Resident Support Scheme in line with demand and process improvements that reduce costs	1,352	0	0	1,352
25	Resources	Legal Services	Efficiency savings in Legal Services as a result of implementing a new electronic case-management system, and increasing charges for Right to Buy lease extensions in line with other boroughs	70	185	0	255
26	Resources	Elections and Registration	Back-office efficiencies in the Elections team and introduction of new discretionary charges for optional registration services	28	0	0	28
27	Children's, Employment and Skills Department	Continuous Improvement	An ongoing programme of service reviews within the Children's, Employment and Skills directorate through improved commissioning	47	226	68	341
28	Housing and Adult Social Services	Adult Social Care Transformation Programme	Savings from a comprehensive transformation of our in-house provided Adult Social Care services, ensuring they provide a modern, strengths-based service that meets residents' needs	1,500	0	0	1,500

APPENDIX B: GENERAL FUND SAVINGS 2019-22

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2019-20 £000s	2020-21 £000s	2021-22 £000s	TOTAL £000s
29	Housing and Adult Social Services	Telecare	Reduced costs from moving our existing telecare offer to a more modern assistive technology offer and reducing the need for traditional care packages	281	0	0	281
30	Housing and Adult Social Services	Adult Social Care contracts	The council, working with partners, will review the provision of daytime activities and daytime services in Islington with a view to broadening participation and extending the use of local community facilities	80	50	0	130
31	Housing and Adult Social Services	Adult Social Care Advocacy Services	A new approach to non-statutory advocacy services, using existing mainstream service provision rather than a separate, specific offer	60	60	0	120
32	Children's, Employment and Skills Department	Employment Services	Reorganise the council's approach to youth employment, with savings from contract management and more efficient administration	93	0	0	93
33	Children's, Employment and Skills Department	Young People's Accommodation	Purchasing additional high-quality accommodation via HASS where previously more expensive placements have been purchased	100	0	0	100
34	Children's, Employment and Skills Department	Bright Start	Savings from the termination of a contract with an external provider to display information on electronic screens in a number of children's centres (now no longer used) and staff efficiencies	40	0	0	40
35	Children's, Employment and Skills Department	Vacancy Factor	Applying a vacancy factor to low-risk posts in the Children's, Employment and Skills directorate based on anticipated service demand	500	0	0	500
36	Environment and Regeneration	Invest to Save	Investment in LED lighting and controls for street furniture, and a new, floodlit, artificial-grass football pitch in Highbury Fields for hire and community use	0	236	0	236
37	Children's, Employment and Skills Department	Adult Community Learning and Libraries	Savings from deleting vacant posts in Adult and Community Learning, a reduction in sessional tutors made possible by more efficient use of currently under-utilised permanent staff and a reduction in back-office support. Re-align purchases of books, periodicals, magazines and audio-visual materials in line with current demand and delete some vacant posts in the Library service	242	0	0	242
38	Corporate/Project	Enterprise Resource Planner	Introduction of an Enterprise Resource Planner, integrating and automating internal support functions and reducing costs	0	0	500	500
			Total	13,775	8,571	11,427	33,773
			Corporate/Project	1,380	2,080	4,100	7,560
			Chief Executive's Department	50	75	75	200
			Children's, Employment and Skills Department	2,338	2,208	2,113	6,659
			Environment and Regeneration	2,930	2,250	1,954	7,134
			Housing and Adult Social Services	4,031	970	680	5,681
			Public Health	194	208	180	582
			Resources	2,852	780	2,325	5,957
			Total	13,775	8,571	11,427	33,773

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
CHARGE FOR BIRTHS, DEATHS AND MARRIAGES CERTIFICATES / REGISTRATION				
Licence for approved premises	Licence for a three year period	£1,500.00	£1,550.00	3.33%
Licensed Venues external to Town Hall	Monday to Friday	£600.00	£620.00	3.33%
	Saturday	£680.00	£700.00	2.94%
	Sunday	£780.00	£800.00	2.56%
	Bank Holiday	£780.00	£800.00	2.56%
Licensed Venues external to Town Hall (out of hours 6pm to 10pm)	Monday to Saturday	£780.00	£800.00	2.56%
	Sunday / Bank Holiday / Christmas Eve, New Years Eve	£880.00	£900.00	2.27%
Richmond Room	Saturday only (2pm to 6pm with max 60 guests)	£480.00	£500.00	4.17%
Mayor's Parlour - marriage or civil partnerships	Tuesday, Wednesday, Thursday, Friday	£380.00	£400.00	5.26%
	Saturday	£580.00	£600.00	3.45%
	Sunday	£680.00	£700.00	2.94%
Room 99 - Marriages or Partnership ceremonies	Basic ceremony (max 30 guests): Monday	£54.00	£54.00	0.00%
	Basic ceremony (max 30 guests): Tuesday, Wednesday, Thursday	£180.00	£190.00	5.56%
	Basic ceremony (max 30 guests): Friday	£230.00	£240.00	4.35%
	Saturday (max 30 guests)	£280.00	£290.00	3.57%
Re-booking of ceremony		£35.00	£40.00	14.29%
Council Chamber - marriage or Civil Partnership or Renewal of vows & Naming Ceremonies	Tues, Weds, Thurs, Fri (includes use of balcony)	£480.00	£500.00	4.17%
	Saturday (includes use of balcony)	£680.00	£700.00	2.94%
	Sunday (includes use of balcony)	£780.00	£800.00	2.56%
Births, deaths, marriages and civil partnership certificates	Express same day within 1 hour (walk in service before 11am)	£20.00	£25.00	25.00%
	Per child	£40.00	Service discontinued	0.00%
Nationality check and send (incl. VAT) for citizenship applicants (Mon-Fri)	Per single adult application	£80.00	Service discontinued	0.00%
	Per child	£45.00	Service discontinued	0.00%
Nationality check and send (incl. VAT) for citizenship applicants - Saturday Service & evening appointments	Per single adult application	£90.00	Service discontinued	0.00%
	Per single adult application	£20.00	Service discontinued	0.00%
Passport Checking Service	Per single adult application	£20.00	£25.00	25.00%
European Passport Return Service	Per single adult application	£120.00	£125.00	4.17%
Private Citizenship Ceremony (Mon - Fri)	Per (per family)	£180.00	£185.00	2.78%
	Per single adult	£10.00	£10.00	0.00%
Proof of Life stamping	Per single adult	£150.00	£155.00	3.33%
Private Citizenship Ceremony (Sat)	Per (per family)	£225.00	£230.00	2.22%
ISLINGTON ASSEMBLY HALL				
Commercial Rates				
Wedding celebration package any day, incl VAT	10-hire hour of venue, including security, basic AV support, room set-up, bar open and staffing. Drinks package additional.	£3,310.00	£3,400.00	2.72%
Wedding dry hire package, incl VAT	10-hire hour of venue, including security and room set-up. AV support, use of AV equipment and bar/drinks not included.	£3,500.00	£3,600.00	2.86%
Civil ceremony package Friday-Sunday, incl VAT	6-hire hour of main hall, including security, basic AV support, room set-up and staffing. Drinks package additional.	£1,900.00	Service discontinued	0.00%
Live event hire for a downstairs standing only live event, not incl VAT	10-hour hire of the main hall only for a standing live event, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	£1,450.00	£1,500.00	3.45%
Live event hire for a full venue live event, not incl VAT	10-hour hire of the main hall and balcony for a standing (downstairs) and seated (upstairs) live event, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	£1,650.00	£1,700.00	3.03%
Live event hire for a two-night run live event, not incl VAT	10-hour hire of the main hall and balcony for a two-night run, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	£2,800.00	£2,900.00	3.57%
Non-Commercial Rates				
Council event full-day Monday-Wednesday	8-hour hire of main hall, including basic AV support, room set-up and staffing	£1,200.00	£1,240.00	3.33%
Council event half-day Monday-Wednesday	4-hour hire of main hall, including basic AV support, room set-up and staffing	£700.00	£720.00	2.86%
Council evening event Monday-Wednesday	6-hire hour of main hall, including basic AV support, room set-up, bar staffing	£1,300.00	£1,350.00	3.85%
Community and charity rates	We can offer a reduction on the private / corporate hire rates on Mon-Wed, subject to availability.		£0.00	0.00%
CHILDREN'S, EMPLOYMENT AND SCHOOLS				
Primary School Meals		£2.00	£2.00	0.00%
Children's Centres and Community Centres				
Term Time and Holidays Under 2s - Per week				
Band 1 (Up to £24,999)		£188.17	£193.82	3.00%
Band 2 (£25,000 - £30,999)		£199.12	£205.09	3.00%
Band 3 (£31,000 - £39,999)		£216.69	£223.19	3.00%
Band 4 (£40,000 - £49,999)		£240.12	£247.33	3.00%
Band 5 (£50,000 - £59,999)		£269.40	£277.49	3.00%
New Band 6 (£60,000 - £69,999)		£304.54	£313.68	3.00%
New Band 7 (£70,000 - £79,999)		£316.48	£325.98	3.00%
New Band 8 (£80,000 - £89,999)		£365.04	£379.64	4.00%
New Band 9 (£90,000 - £99,999)		£385.99	£401.43	4.00%
New Band 10 (£100,000 - £120,000)		£393.10	£408.83	4.00%
New Band 11 (above £120,000)		£407.53	£427.91	5.00%
Out of Borough/Marketed		£429.65	£451.14	5.00%
Term Time and Holidays 2 to 3s - Per week				
Band 1 (Up to £24,999)		£184.27	£189.80	3.00%
Band 2 (£25,000 - £30,999)		£195.22	£201.07	3.00%
Band 3 (£31,000 - £39,999)		£212.45	£218.82	3.00%
Band 4 (£40,000 - £49,999)		£235.41	£242.48	3.00%
Band 5 (£50,000 - £59,999)		£264.12	£272.05	3.00%
New Band 6 (£60,000 - £69,999)		£298.57	£307.53	3.00%
New Band 7 (£70,000 - £79,999)		£310.28	£319.58	3.00%
New Band 8 (£80,000 - £89,999)		£331.84	£345.12	4.00%
New Band 9 (£90,000 - £99,999)		£350.89	£364.93	4.00%
New Band 10 (£100,000 - £120,000)		£357.36	£371.66	4.00%
New Band 11 (above £120,000)		£370.47	£389.00	5.00%
Out of Borough/Marketed		£390.59	£410.12	5.00%
Term Time 3 & 4s - Entitled to 15hrs free - Per week				
Band 1 (Up to £24,999)		£129.13	£133.01	3.00%
Band 2 (£25,000 - £30,999)		£136.65	£140.75	3.00%
Band 3 (£31,000 - £39,999)		£148.71	£153.17	3.00%
Band 4 (£40,000 - £49,999)		£164.79	£169.73	3.00%
Band 5 (£50,000 - £59,999)		£184.88	£190.43	3.00%
New Band 6 (£60,000 - £69,999)		£209.00	£215.27	3.00%
New Band 7 (£70,000 - £79,999)		£217.19	£223.71	3.00%
New Band 8 (£80,000 - £89,999)		£232.29	£241.58	4.00%
New Band 9 (£90,000 - £99,999)		£245.63	£255.45	4.00%
New Band 10 (£100,000 - £120,000)		£250.16	£260.16	4.00%
New Band 11 (above £120,000)		£259.33	£272.30	5.00%
Out of Borough/Marketed		£273.41	£287.08	5.00%
Term Time 3 & 4s - Entitled to 30hrs free - Per week				
Band 1 (Up to £24,999)		£73.80	£76.01	3.00%
Band 2 (£25,000 - £30,999)		£78.09	£80.44	3.00%
Band 3 (£31,000 - £39,999)		£84.98	£87.53	3.00%
Band 4 (£40,000 - £49,999)		£94.17	£96.99	3.00%
Band 5 (£50,000 - £59,999)		£105.64	£108.81	3.00%
New Band 6 (£60,000 - £69,999)		£119.43	£123.01	3.00%
New Band 7 (£70,000 - £79,999)		£124.11	£127.83	3.00%
New Band 8 (£80,000 - £89,999)		£132.74	£138.05	4.00%
New Band 9 (£90,000 - £99,999)		£140.36	£145.98	4.00%
New Band 10 (£100,000 - £120,000)		£142.95	£148.67	4.00%
New Band 11 (above £120,000)		£148.19	£155.60	5.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Out of Borough/Marketed		£156.24	£164.05	5.00%
Holidays 3 & 4s - Per Week				
Band 1 (Up to £24,999)		£147.58	£152.01	3.00%
Band 2 (£25,000 - £30,999)		£156.18	£160.86	3.00%
Band 3 (£31,000 - £39,999)		£169.96	£175.05	3.00%
Band 4 (£40,000 - £49,999)		£188.33	£193.98	3.00%
Band 5 (£50,000 - £59,999)		£211.30	£217.64	3.00%
New Band 6 (£60,000 - £69,999)		£238.86	£246.03	3.00%
New Band 7 (£70,000 - £79,999)		£248.23	£255.67	3.00%
New Band 8 (£80,000 - £89,999)		£265.47	£276.09	4.00%
New Band 9 (£90,000 - £99,999)		£280.71	£291.94	4.00%
New Band 10 (£100,000 - £120,000)		£285.89	£297.32	4.00%
New Band 11 (above £120,000)		£296.38	£311.20	5.00%
Out of Borough/Marketed		£312.47	£328.09	5.00%
LIBRARY & HERITAGE SERVICES				
Sale of Obsolete Stock	Sales - to help with the purchase of new books	10p to £2 on books, 50p to £2 on CD, computer games, video, DVDs	10p to £2 on books, 50p to £2 on CD, computer games, video, DVDs	0.00%
Digital images (Local history)	Per image	£16.00	£16.00	0.00%
Reservation charges for items not in stock	Service charge - for books obtained via library interloans scheme	£3.80	Full Charge	
PC Printing	Hire charge - cost recovery	15p b/w, 50p colour	15p b/w, 50p colour	0.00%
Genealogical Research	Service charge - cost recovery	£15 per half-hour (Minimum 1 hour)	£15 per half-hour (Minimum 1 hour)	0.00%
Local history photography pass	Per day	£6.00	£6.00	0.00%
Charges for Overdue Books	Fines - to help ensure the timely return of books for other users of the Library Service	17p per day (£7.20 maximum charge per item)	17p per day (£7.20 maximum charge per item)	0.00%
Hire of Music	Hire charge for CDs	50p; 60+ free	50p; 60+ free	0.00%
Photocopying	Charge for use of photocopier - cost recovery	15p A4 b/w; 20p A3 b/w; 50p A4 colour; £1 A3 colour	15p A4 b/w; 20p A3 b/w; 50p A4 colour; £1 A3 colour	0.00%
Hall Lettings	Hall lettings	Increase in line with inflation (round to £29 to £175 per hour)	Increase in line with inflation (round to £29 to £175 per hour)	0.00%
Charges for Lost Items	Cost of replacing lost items	Original purchase price	Original purchase price	0.00%
Replacement Library Cards	Cost of replacing lost card	£2.10	£2.20	4.76%
DVDs Hire charge per night	New feature films	£2.00	£2.00	0.00%
	Other / Non feature films	£1.50	£1.50	0.00%
Local History and re-sale materials sales	Sales - cost recovery	Price range from 25p to £26	Price range from 25p to £26	0.00%
Local History Centre - Commercial Reproduction Charges: Books, periodicals, printed materials, e-books, CDs.				
Front cover / jacket	UK rights (World rights double fee)	£80.00	£80.00	0.00%
Interior	UK rights (World rights double fee)	£55.00	£55.00	0.00%
Leaflets and brochures	UK rights (World rights double fee)	£55.00	£55.00	0.00%
Advertising in newspapers and periodicals	UK rights (World rights double fee)	£80.00	£80.00	0.00%
Postcards*, greetings cards*, giftware, calendars, posters, publicity material	UK rights (World rights double fee)	£140.00	£140.00	0.00%
* +100 copies		£0.00	£0.00	0.00%
Commercial Interior Design and Decoration				
For up to 5 images, additional images £25		£275.00	£275.00	0.00%
Television				
Per transmission	One showing, one country including TV advertisements	£80.00	£80.00	0.00%
5-year unlimited transmission	Excluding video & DVD	£275.00	£275.00	0.00%
DVDs, films, videos & CD-ROMS				
UK rights (World rights double fee)		£140.00	£140.00	0.00%
Exhibitions				
Exhibitions		£80.00	£80.00	0.00%
Web Use				
Including blog posts and social media		£80.00	£80.00	0.00%
Education Library Service				
Primary School	Per pupil	£18.00	£18.00	0.00%
Secondary School	Full subscription	£5,290.00	£5,464.60	3.30%
	Tutor Box Only	£2,530.00	£2,613.50	3.30%
PVI Nurseries		£190.00	£196.30	3.32%
Out of Borough schools : Artefact Topic boxes	Per box + £15 delivery and collection charge	£70.00	£75.00	7.14%
RESOURCES				
Telecare				
Monitoring Service	Per week	£3.60	£3.70	2.78%
Full Service	Per week	£7.12	£7.40	3.93%
Peabody Trust - Alleyn House	Annual	£5,967.05	£6,164.00	3.30%
Peabody Trust - Lampson House	Annual	£4,339.67	£4,482.90	3.30%
Islington & Shoreditch	Annual	£2,845.07	£2,939.00	3.30%
Crown Housing	Annual	£3,426.27	£3,539.30	3.30%
From 20/11/2017 Barnsbury Housing Association				
HOUSING & ADULT SOCIAL SERVICES				
Adult Social Services				
Community care charges	No unit charge, individually assessed charge under Government regulations. The Care Act 2014 provides local authorities with the power to charge adults in receipt of care and support services.			
Residential care charges	No unit charge, individually assessed charge under Government regulations. The Care Act 2014 provides local authorities with the power to charge adults in receipt of care and support services.			
Meals in day care centres		£3.00	£3.10	3.33%
Deferred Payments	Set up fee	£1,495.00	£1,544.00	3.28%
	Annual fee	£529.00	£546.50	3.31%
	Complex case fee per hour	£126.00	£130.20	3.33%
Deputyship	Annual management fee	Various fixed rates	Various fixed rates	0.00%
Protection of Property	Admin Fee	£363.00	£375.00	3.31%
	Fee per hour	£27.32	£28.20	3.22%
Protection of Property - Pets	Flat fee per week - for a dog	£16.38	£16.90	3.17%
	Flat fee per week - for a cat	£10.89	£11.20	2.85%
Housing Needs & Strategy				
Furniture Storage		£143.77	£148.50	3.29%
ENVIRONMENT & REGENERATION				
PUBLIC PROTECTION				
Charges for carrying out works in default following service of Notices	Per case	£250.00 or 30% of cost of works, whichever is greater	£250.00 or 30% of cost of works, whichever is greater	
Land Charges LA Searches				
LLC1	Additional parcel £1	£24.00	£26.00	8.33%
Con29R	Additional Parcel £20	£98.00	£106.00	8.16%
Enhanced Personal search		£0.00	£0.00	0.00%
Information search		£53.00	£57.00	7.55%
Personal inspection of the Local Land Charges Register under EIR		£0.00	£0.00	0.00%
Part 2 (Con29Q) questions		£11.00	£12.00	9.09%
Part 3 (your own) questions		£23.00	£24.00	4.35%
Right of Light Registration		£74.00	£80.00	8.11%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
LAND SEARCH ENQUIRIES				
Per reply letter		£69.00	£71.00	2.90%
Per copy of consent		£1.00	£1.00	0.00%
SCIENTIFIC SERVICES				
First Copy (per sheet)		£14.50	£15.00	3.45%
Each subsequent (per sheet)		£5.20	£5.30	1.92%
ANIMAL SERVICES				
Dog Recovery		£30.00	£31.50	5.00%
Animal Rehoming		£53.00	£55.65	5.00%
Animal Boarding		£12.00	£12.60	5.00%
Register of Seized Dogs		£4.20	£4.41	5.00%
Animal Boarding Establishments Act 1963				
Licence		£353.00	£370.65	5.00%
Renewal		£353.00	£370.65	5.00%
Breeding Dogs Act 1973				
Licence		£291.00	£305.55	5.00%
Renewal		£291.00	£305.55	5.00%
Dangerous Wild Animals Act 1976				
Licence		£353.00	£370.65	5.00%
Renewal		£353.00	£370.65	5.00%
Performing Animals (Regulations) Act 1925				
Registration (once only)		£55.00	£57.75	5.00%
Copy Certificate		£21.00	£22.05	5.00%
Pet Animals Act 1951				
Licence		£353.00	£370.65	5.00%
Renewal		£353.00	£370.65	5.00%
Riding Establishments Act 1964				
Licence		£498.00	£522.90	5.00%
Renewal of Provisional Licence		£498.00	£522.90	5.00%
Pest Control				
Contracted Pest Control treatments - per hour plus VAT		£182.00	£187.10	2.80%
RESIDENTIAL ENVIRONMENTAL HEALTH				
Notices served and Orders made under Housing Act 2004				
HMO licensing	Per letting	£280.00	£288.00	2.86%
HMO licensing - accredited landlords	Per letting	£239.00	£245.00	2.51%
HMO licensing - assisted applications	Per HMO	£343.00	£352.00	2.62%
Renewal of HMO licence after 5 year term from 11/12	Per letting	£218.00	£224.00	2.75%
Renewal of HMO licence for accredited landlord after 5 year term from 11/12	Per letting	£197.00	£202.00	2.54%
HMO Licensing of large student accommodation blocks	Per letting	£32.00	£33.00	3.13%
HMO licensing s257 HMOs	Per building	£685.00	£703.00	2.63%
HMO licensing - accredited landlords s257 HMOs	Per building	£581.00	£597.00	2.75%
HMO licensing - assisted applications s257 HMOs	Per building	£176.00	£181.00	2.84%
Renewal of HMO licence after 5 year term from 15/16 s257 HMOs	Per building	£550.00	£565.00	2.73%
Renewal of HMO licence for accredited landlord after 5 year term from 15/16 for s257 HMOs	Per building	£477.00	£490.00	2.73%
COMMERCIAL ENVIRONMENTAL HEALTH				
Food Hygiene Training		£69.00	£69.00	0.00%
EH & TS Regulatory Services (including PAP)	Per hour	£72.70	£75.00	3.16%
PROPERTY RECORD VIEWING, PHOTOCOPYING & VIEWING (CHARGE PER PROPERTY)				
Solicitor's enquiry (24 hour response)		£129.80	£134.00	3.24%
TRADING STANDARDS				
Business Advice				
Charge (per hour or part thereof) for business advice and ancillary advice services.		£70.00	£72.00	2.86%
Primary Authority (Regulatory Enforcement and Sanction Act 2008) charge (per hour or part thereof) for business advice and ancillary advice services.		£70.00	£72.00	2.86%
Explosives Regulations Act 2014	Charges for the licences are set under the Health and Safety and Nuclear (Fees) Regulations 2016 and cannot be changed	Figure set by legislation	Figure set by legislation	0.00%
Explosives Regulations Act 2014	Renewals	Figure set by legislation	Figure set by legislation	0.00%
Explosives Regulations Act 2014	New Applications	Figure set by legislation	Figure set by legislation	0.00%
London Local Authorities Act 2007 Section 75	Registration of Mail Forwarding Business	£100.00	£100.00	0.00%
Weighing and Measuring Equipment				
Charges for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment. Charges are per officer/hr.		£99.00	£102.00	3.03%
Weights				
Exceeding 5kg or not exceeding 5g		£14.50	£15.00	3.45%
Other weights		£13.50	£14.00	3.70%
Measures				
Linear measures not exceeding 3m		£14.50	£15.00	3.45%
Weighing machines				
Not exceeding 15kg		£35.00	£36.00	2.86%
15kg to 100kg		£54.00	£55.00	1.85%
100kg to 250 kg		£70.00	£72.00	2.86%
250 kg to 1 tonne		£125.00	£128.00	2.40%
1 tonne to 10 tonne		£218.00	£224.00	2.75%
10 tonne to 30 tonne		£426.00	£438.00	2.82%
30 tonne to 60 tonne		£633.00	£650.00	2.69%
Measuring Instruments for Intoxicating Liquor				
Not exceeding 150 ml		£24.00	£25.00	4.17%
Other		£25.00	£26.00	4.00%
Measuring Instruments for Liquid Fuel and Lubricants				
Multigrade				
Container Type (unsubdivided)		£99.00	£102.00	3.03%
a) solely price adjustment		£125.00	£128.00	2.40%
b) otherwise		£218.00	£224.00	2.75%
Other types-single outlets				
a) Solely price adjustment		£98.00	£101.00	3.06%
b) otherwise		£135.00	£139.00	2.96%
Other types - multi outlets - rate per meter		£135.00	£139.00	2.96%
Other Charges				
If without prior notice an appointment is cancelled or altered significantly by the person requesting the service, a minimum charge of £95 (£142.50 in respect of appointments outside the hours 9.00 a.m. - 5.00 p.m. Monday to Friday) will be made for the first hour or part thereof and then at a rate of £95 (£142.50) per hour thereafter. This will include travelling time to and from the premises.				
Minimum Charge between 9am-5pm Monday - Friday for the first hour or part thereof			£95.00	
Minimum Charge outside the hours of 9am-5pm Monday-Friday per hour or part thereof			£142.50	
When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed above, each visit may be subject to a minimum charge of £95 per Officer per visit regardless of the nature or amount of work requested or completed.			£95.00	
If the Service has to hire additional weights or equipment to carry out any testing or examination, then the additional cost will be payable by the submitter.				
GLC General (Powers) Act 1984				
Sale of Goods by Competitive Bidding		£239.00	£245.00	2.51%
Scrap Metal Dealers Act 2013				
Scrap Metal Dealer - Site Licence	Valid for 3 Years	£528.00	£542.00	2.65%
Scrap Metal Dealer renewal		£528.00	£542.00	2.65%
Scrap Metal Dealer variation		£265.00	£272.00	2.64%
Scrap Metal Collector		£317.00	£326.00	2.84%
Scrap Metal Collector renewal		£317.00	£326.00	2.84%
Scrap Metal Collector variation		£253.00	£260.00	2.77%
Duplicates for either		£5.40	£6.00	11.11%
Tables and chairs				
Management fee - all bands		£417.00	£428.00	2.64%
Band A - Small Business - Price per seat up to 4 seats		£77.00	£77.00	0.00%
Band A - Medium Business - Price per seat 1 - 12 seats		£77.00	£79.00	2.60%
Band A - Medium/Large Business Price per seat 13 upward		£57.00	£59.00	3.51%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Band B - Small Business - Price per seat up to 4 seats		£52.00	£52.00	0.00%
Band B - Medium Business - Price per seat 1 - 12 seats		£52.00	£53.00	1.92%
Band B - Medium/Large Business - Price per seat 13 upward		£37.00	£38.00	2.70%
Band C - Small Business - Price per seat up to 4 seats		£31.50	£31.50	0.00%
Band C - Medium Business Price per seat 1 - 12 seats		£31.50	£32.00	1.59%
Band C - Medium/Large Business - Price per seat 13 upward		£26.50	£27.00	1.89%
A Boards & Tables and Chairs				
Band A price per A board added to existing Tables and Chair licence		£285.00	£293.00	2.81%
Band B price per A board added to existing Tables and Chair licence		£204.00	£210.00	2.94%
Band C price per A board added to existing Tables and Chair licence		£82.50	£85.00	3.03%
A Boards only				
Band A price per A board		£397.00	£408.00	2.77%
Band B price per A board		£285.00	£293.00	2.81%
Band C price per A board		£122.00	£125.00	2.46%
GAMBLING ACT 2005				
Licence Fees				
Bingo Club - New Application		£1,980.00	£2,033.00	2.68%
Bingo Club Annual Fee		£1,010.00	£1,037.00	2.67%
Bingo Club - Variation		£1,390.00	£1,428.00	2.73%
Bingo Club - Transfer		£180.00	£185.00	2.78%
Bingo Club - Re-instatement		£180.00	£185.00	2.78%
Bingo Club - Provisional Statement		£1,980.00	£2,033.00	2.68%
Bingo Club - New Application from Provisional Statement holder		£180.00	£185.00	2.78%
Betting Premises excluding Tracks - New Application		£1,980.00	£3,000.00	51.52%
Betting Premises excluding Tracks Annual Fee		£580.00	£600.00	3.45%
Betting Premises excluding Tracks - Variation		£1,020.00	£1,500.00	47.06%
Betting Premises excluding Tracks - Transfer		£180.00	£185.00	2.78%
Betting Premises excluding Tracks - Re-instatement		£180.00	£185.00	2.78%
Betting Premises excluding Tracks - New Application from Provisional Statement holder		£180.00	£185.00	2.78%
Betting Premises excluding Tracks - Application for Provisional Statement		£1,980.00	£2,033.00	2.68%
Tracks - New Application		£1,980.00	£2,033.00	2.68%
Tracks - Transfer		£420.00	£431.00	2.62%
Tracks - Re-instatement		£420.00	£431.00	2.62%
Tracks - Provisional Statement		£1,980.00	£2,033.00	2.68%
Tracks - New Application from provisional statement holder		£420.00	£431.00	2.62%
CCTV Enquiries/Requests form info Solicitors,				
DVD Single Camera footage		£100.00	£103.00	3.00%
DVD Multiple camera footage		£125.00	£128.00	2.40%
PLANNING & DEVELOPMENT				
Research fee				
Admin time per hr		£55.00	£56.00	1.82%
Self Build/Custom build Register				
Application for entry onto the Register		£350.00	£359.00	2.57%
Pre-application and other advice fees				
Duty Planning Officer Slot		£64.40	£66.50	3.26%
Householder application		£278.00	£287.20	3.31%
Householder application with site visit		£453.00	£467.90	3.29%
Householder follow up meeting /site visit		£180.00	£185.90	3.28%
Listed building consent		£414.00	£427.70	3.31%
Listed building consent with site visit		£595.00	£614.60	3.29%
Listed Building consent follow up meeting		£206.40	£213.20	3.29%
Small scale minor application (up to 3 residential units, or 499 sq.m commercial)		£788.00	£814.00	3.30%
Small scale minor application with site visit		£1,153.00	£1,191.00	3.30%
Small scale minor follow up meeting		£660.00	£681.80	3.30%
Larger scale minor development (4-6 residential units, or 500-999 sq.m commercial) - 4a category		£1,838.00	£1,898.70	3.30%
Large scale minor follow up meeting (4-6) 4a		£1,142.40	£1,180.10	3.30%
Larger scale minor development (7-9 residential units, or 500-999 sq.m commercial) - 4b category		£2,204.00	£2,276.70	3.30%
Large scale minor follow up meeting (7-9) 4b		£1,372.80	£1,418.10	3.30%
(5a) Major application: 10-20 residential units or 1000 to 1999sqm commercial floorspace		£7,956.00	£8,218.50	3.30%
(5a) Major Applications follow up meeting		£2,367.00	£2,445.10	3.30%
(5b) Major application >21 residential units or >2000sqm commercial floorspace		£10,440.00	£10,784.50	3.30%
(5b) Major application per extra meeting		£5,220.00	£5,392.30	3.30%
Planning Performance Agreement - (5a) Major application		£7,920.00	£8,181.40	3.30%
Planning Performance Agreement - (5b) Major application		£9,000.00	£9,297.00	3.30%
5b) Major - Planning Performance Agreement (package includes: initial meeting, follow up meeting, one Design Review Panel and agreement to take forward bespoke determination period into application stage.		£28,888.81	£29,842.10	3.30%
PPA Bespoke - to be agreed for any application proposing >150 residential units and/or >20,000sqm commercial floorspace		To be negotiated	To be negotiated	
Planning Performance Agreement (conditions) - initial set up fee and then a charge of £500 per condition forming part of the agreement (to reflect likely hourly input). Meetings to be charged for in addition to this		£2,400.00	£2,479.20	3.30%
Planning Performance Agreement (s73) - for Major 5a Development Type. Additional charges for meetings and unforeseen / extra costs to the LPA		£2,400.00	£2,479.20	3.30%
Planning Performance Agreement (s73) for Major 5b development type. Additional charges for meetings and unforeseen / extra costs to the LPA		£5,000.00	£5,165.00	3.30%
Planning performance Agreement (s73) relating to a development of >150 residential units or >20,000sqm of commercial floorspace		To be negotiated	To be negotiated	
Extensions of time - small scale		£500.00	£516.50	3.30%
Extensions of time - minor 4a		£1,200.00	£1,239.60	3.30%
Extensions of time - minor 4b		£1,600.00	£1,652.80	3.30%
Extension of times Majors (5a)		£7,956.00	£8,218.50	3.30%
Extension of times Majors (5b)		£10,440.00	£10,784.50	3.30%
Design review panel		£4,229.00	£4,368.60	3.30%
Design review panel follow up		£3,239.00	£3,345.90	3.30%
Officer research/ correspondence per hour		£137.00	£141.50	3.28%
Express Enforcement correspondence		£628.00	£648.70	3.30%
Refund for returned invalid application		20% of application fee	20% of application fee	
Streetbook Surgeries		£1,582.00	£1,634.20	3.30%
BUILDING CONTROL				
Property Record Viewing, Photocopying & Viewing (Charge Per Property)				
Enquiry Charge - all information readily available on back-office/land charges or statutory register		£90.00	£94.50	5.00%
Enquiry Charge - additional research required	Additional hours (or part thereof) to deal with enquiry to be charged at standard hourly rate.	£90.00	£94.50	5.00%
Additional page/drawing		£1.00	£1.00	0.00%
Each single copy of microfiche		£10.00	£10.50	5.00%
Solicitor's enquiry (48 hour response)		£270.00	£283.50	5.00%
Temporary Structure-Renewals				
Professional/Technical time per hr	Standard Hourly Rate	£90.00	£94.50	5.00%
Administrative time per hr	Standard Hourly Rate	£90.00	£94.50	5.00%
Demolition notice under section 10 of the London Local Authorities Act 2004	Standard applications	£450.00	£472.50	5.00%
Demolition notice under section 10 of the London Local Authorities Act 2005	Complex applications	£810.00	£850.50	5.00%
Temporary Structure-New Structures & S21 London Building Ct 1939				
Minimum charge	Minimum charge is £300 paid on application, with additional charges to be assessed on a case by case basis based on nature of structure and resources required in order to deal with application.	£300.00	£315.00	5.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Dangerous Structures				
Standard Charge on issue of Notice		£270.00	£283.50	5.00%
Site visits and time spent on dealing with matter to be charged at standard hourly rate	Time to be charged at standard hourly rate	On application	On application	
Miscellaneous Charges				
Misc. charges and services delivered that are not specifically stated		On application	On application	
Refunds and Cancellations	£100 + any time spent on application charged at hourly rate	£110.00	£115.50	5.00%
Street Naming or Numbering: New sites or developments				
1-9 units		£200.00	£215.00	7.50%
10-20 units		£264.00	£280.00	6.06%
For each additional unit over 20		£37.00	£40.00	8.11%
Naming a new street (including access ways, mews, cul-de-sacs)		£0.00	£0.00	0.00%
Street Naming or Numbering: Existing property				
Renaming a street		£422.00	£455.00	7.82%
Naming or re-naming of a property		£243.00	£263.00	8.23%
Renumbering of a property		£243.00	£263.00	8.23%
Postcode enquiries		£0.00	£0.00	0.00%
Resubmission with new proposals if original application refused and within 1 month of refusal		£0.00	£0.00	0.00%
ENVIRONMENTAL SERVICES - HIGHWAYS GROUP				
Enquiries/Requests form info Solicitors, Developers/Business Orgs				
Level 1 - Highway search - provide plan		£44.00	£48.00	9.09%
Level 2 - Highway search plan & written response to 1 question		£85.00	£93.00	9.41%
Level 3 - Highway Search plan and written response provided up to 5 questions		£159.00	£170.00	6.92%
Level 4 - Highway search plans and written response to 6+ questions		£212.00	£225.00	6.13%
Permissions Highways Act 1980				
Section 50 opening of highway -Works duration up to 3 days		£340.00	£360.00	5.88%
Section 50 opening of highway -Works duration 4-10 Days		£750.00	£800.00	6.67%
Section 50 opening of highway -Works duration over 10 days		£1,975.00	£2,075.00	5.06%
Section 50 opening of highway - Non excavation		£245.00	£260.00	6.12%
Section 50 opening of highway - Extension fee Footway Works			£200.00	
Section 50 opening of highway - Extension fee Carriageway Works			£400.00	
Temporary Crossover permission- Standard Vehicle		£750.00	£800.00	6.67%
Temporary Crossover permission- Heavy Duty Vehicle Over 5 ton in weight		£1,975.00	£2,100.00	6.33%
Extension fees Temporary crossovers		£175.00	£200.00	14.29%
Site Inspection fee for valid complaints or unauthorised overstay		£175.00	£200.00	14.29%
Skips				
Highways management /Coordination		£90.00	£95.00	5.56%
Highways Licence				
Highways occupation licence		£530.00	£560.00	5.66%
Highways pre works advice for developments & Construction management	Hourly rate	£52.00	£55.00	5.77%
Materials License Fee				
Deposit value <£750 Level 1 Fee		£340.00	£360.00	5.88%
£751-<£1500 Level 2 Fee		£540.00	£570.00	5.56%
£1501-<£3000 Level 3 Fee		£855.00	£900.00	5.26%
£3001-<£6000 Level 4 Fee		£1,000.00	£1,050.00	5.00%
£6001-< Level 5 Fee		On application	Fee 38% of deposit	
Scaffold license fee				
Deposit value <£750 Level 1 Fee		£340.00	£360.00	5.88%
£751-<£1500 Level 2 Fee		£540.00	£570.00	5.56%
£1501-<£3000 Level 3 Fee		£855.00	£900.00	5.26%
£3001-<£6000 Level 4 Fee		£1,000.00	£1,050.00	5.00%
£6001-< Level 5 Fee		On application	Fee 38% of deposit	
Scaffold Gantry license fee				
Deposit value <£750 Level 1 Fee		£700.00	£740.00	5.71%
£751-<£1500 Level 2 Fee		£1,070.00	£1,140.00	6.54%
£1501-<£3000 Level 3 Fee		£1,400.00	£1,500.00	7.14%
£3001-<£6000 Level 4 Fee		£1,500.00	£1,600.00	6.67%
£6001-< Level 5 Fee		On application	Fee 38% of deposit	
Hoarding License Fee				
Deposit value <£750 Level 1 Fee		£340.00	£360.00	5.88%
£751-<£1500 Level 2 Fee		£540.00	£570.00	5.56%
£1501-<£3000 Level 3 Fee		£855.00	£900.00	5.26%
£3001-<£6000 Level 4 Fee		£1,000.00	£1,050.00	5.00%
£6001-< Level 5 Fee		On application	Fee 38% of deposit	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 1			£200.00	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 2			£300.00	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 3			£400.00	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 4			£500.00	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 5		£175.00	£600.00	242.86%
Site Inspection fee for valid complaints or unauthorised overstay		£175.00	£200.00	14.29%
Crane Operation licenses				
Oversailing the highway		£800.00	£850.00	6.25%
Operation on the highway		£380.00	£400.00	5.26%
Overhang licence section 177 Highways Act 1980		£350.00	£400.00	14.29%
Containers				
Management fee		£190.00	£200.00	5.26%
Weekly storage fee on the highway		£200.00	£210.00	5.00%
Legal Notices and Works Road Traffic (Regulations) Act 1984				
Temporary Traffic Restriction Orders/Notices (incl statutory press notices) under section 14(1) for max of 3 months or Emergency works 14(2)		£3,425.00	£3,500.00	2.19%
Extension to section 14 closure per month		£488.00	£525.00	7.58%
Temporary Traffic Restriction Orders/Notices (incl statutory press notices) under section 16A Commercial street parties		£3,425.00	£3,500.00	2.19%
Permanent traffic orders under all sections of the highways, traffic regulation and road traffic acts		£2,355.00	£2,475.00	5.10%
Rechargeable works				
Professional fees for works : Site Visits/Estimates /Works management		25% of total value for works up to £20,000 then 17.5% of total value	30% of works cost	
Emergency call out works: Vehicle and response team		£645.00	£680.00	5.43%
COMMERCIAL WASTE CHARGES				
Waste Management				
Sacks (per 50 sacks)	Per 50	£87.00	£89.90	3.33%
Bulk (per metre)	Metre = 12 bags	£23.00	£23.80	3.48%
Paladin	Per lift	£15.75	£16.30	3.49%
Paladin	Annual hire	£126.00	£130.20	3.33%
Wheellie Bin 240 litre	Per lift	£7.25	£7.50	3.52%
Wheellie Bin 330/360 litre	Per lift	£9.03	£9.30	2.99%
Eurobin 550/660 litre	Per lift	£12.60	£13.00	3.17%
Eurobin 550/660 litre	Annual hire	£136.50	£141.00	3.30%
Eurobin 770 litre	Per lift	£13.65	£14.10	3.30%
Eurobin 770 litre	Annual hire	£157.50	£162.70	3.30%
Eurobin 1100 litre	Per lift	£16.80	£17.40	3.57%
Eurobin 1100 litre	Annual hire	£189.00	£195.20	3.28%
Eurobin 1280 litre	Per lift	£17.85	£18.40	3.08%
Eurobin 1280 litre	Annual	£210.00	£217.00	3.33%
Skips Light Waste (8 yarder)	Per lift	£294.00	£304.00	3.40%
Skips Building Material (8 yarder)	Per lift	£357.00	£369.00	3.36%
Special Collections (Minimum Charge)	One off	£84.00	£86.80	3.33%
Confidential Waste Collection	One off	£68.25	£70.50	3.30%
To purchase Eurobins:				
240 litre		£55.65	£57.50	3.32%
360 litre		£100.80	£104.10	3.27%
660 litre		£399.00	£412.00	3.26%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
770 litre		£420.00	£434.00	3.33%
1100 litre		£451.50	£466.00	3.21%
1280 litre		£462.00	£477.00	3.25%
CHARITY/EDUCATIONAL ESTABLISHMENT WASTE CHARGES				
Waste Management				
Sacks (per 50 sacks)	Per 50	£43.00	£44.40	3.26%
Paladin hire	Per lift	£8.51	£8.80	3.47%
Paladin hire	Annual hire	£126.00	£130.20	3.33%
Wheellie Bin 240 litre	Per lift	£4.31	£4.40	2.21%
Wheellie Bin 330/360 litre	Per lift	£6.41	£6.60	3.04%
Eurobin 550/660 litre	Per lift	£6.83	£7.10	4.03%
Eurobin 550/660 litre	Annual hire	£136.50	£141.00	3.30%
Eurobin 770/800 litre	Per lift	£7.98	£8.20	2.76%
Eurobin 770/800 litre	Annual hire	£157.50	£162.70	3.30%
Eurobin 1100 litre	Per lift	£8.51	£8.80	3.47%
Eurobin 1100 litre	Annual hire	£189.00	£195.20	3.28%
Eurobin 1280 litre	Per lift	£9.66	£10.00	3.52%
Eurobin 1280 litre	Annual hire	£210.00	£216.90	3.29%
Skips Light Waste (8 yarder)	Per lift	£210.00	£216.90	3.29%
Skips Light Waste (12 yarder) perm	Per lift	£220.50	£227.80	3.31%
Special Collections (Minimum Charge)	One off	£100.80	£104.10	3.27%
Confidential Waste Collection	One off	£68.25	£70.50	3.30%
To purchase Eurobins:				
240 litre		£55.65	£57.50	3.32%
360 litre		£101.85	£105.20	3.29%
660 litre		£399.00	£412.00	3.26%
770 litre		£420.00	£434.00	3.33%
1100 litre		£451.50	£466.00	3.21%
1280 litre		£462.00	£477.00	3.25%
Duty of Care Document Charge	Quarter	£16.80	£17.40	3.57%
	Half year	£33.60	£34.70	3.27%
	Annual	£66.15	£68.30	3.25%
CLINICAL WASTE CHARGES				
Removal of Bagged Clinical Waste				
Min charge per visit & up to 7 bags (inclusive)	Up to 7 bags	£36.75	£38.00	3.40%
Each additional bag over 7 collected	Each bag	£5.78	£6.00	3.90%
Sharps				
Min charge per visit & up to 5 boxes (inclusive)	Up to 5 boxes	£36.75	£38.00	3.40%
Each additional box over 5 collected	Each box	£5.78	£6.00	3.90%
BULKY WASTE CHARGES				
Removal of Bulky Waste				
Bulky Waste	Per item (minimum charge £30)	£10.00	£10.30	3.00%
Reusable bulky waste	Per item (minimum charge £15)	£5.00	£5.20	4.00%
PARKING PERMITS				
Blue Badge				
Blue Badge processing		£0.00	£0.00	0.00%
Associated residents permit for Blue Badge holders		£0.00	£0.00	0.00%
Blue Badge replacement for lost 1st one in 3 years		£0.00	£0.00	0.00%
Blue Badge replacement for stolen 1st one in 3 years		£0.00	£0.00	0.00%
Blue Badge replacement for lost subsequent ones in 3 years		£10.00	£10.00	0.00%
All Diesel Vehicles - Surcharge in additional to Standard Resident Permit Prices - subject to some vehicle-type policy exemptions				
1 month permit		£8.30	£10.00	20.48%
3 month permit		£24.95	£30.00	20.24%
6 month permit		£49.85	£60.00	20.36%
12 month permit		£99.65	£120.00	20.42%
Residents Parking Permit - based on CO2 emissions				
Zero emission - electric vehicles		£0.00	£0.00	0.00%
Band A - (up to 100g/km) - 1 month permit		£0.00	£0.00	0.00%
Band A - (up to 100g/km) - 3 month permit		£0.00	£0.00	0.00%
Band A - (up to 100g/km) - 6 month permit		£0.00	£0.00	0.00%
Band A - (up to 100g/km) - 12 month permit		£0.00	£0.00	0.00%
Band B - (101-110g/km) - 1 month permit		£6.85	£7.25	5.84%
Band B - (101-110g/km) - 3 month permit		£6.85	£7.25	5.84%
Band B - (101-110g/km) - 6 month permit		£9.10	£11.00	20.88%
Band B - (101-110g/km) - 12 month permit		£18.20	£22.00	20.88%
Band C - (111-120g/km) - 1 month permit		£6.85	£7.25	5.84%
Band C - (111-120g/km) - 3 month permit		£7.65	£7.90	3.27%
Band C - (111-120g/km) - 6 month permit		£15.30	£15.80	3.27%
Band C - (111-120g/km) - 12 month permit		£30.60	£31.60	3.27%
Band D - (121-130g/km) - 1 month permit		£6.80	£7.25	6.62%
Band D - (121-130g/km) - 3 month permit		£20.40	£21.05	3.19%
Band D - (121-130g/km) - 6 month permit		£40.75	£42.10	3.31%
Band D - (121-130g/km) - 12 month permit		£81.50	£84.20	3.31%
Band E - (131-140g/km) - 1 month permit		£8.30	£8.60	3.61%
Band E - (131-140g/km) - 3 month permit		£24.90	£25.70	3.21%
Band E - (131-140g/km) - 6 month permit		£49.75	£51.40	3.32%
Band E - (131-140g/km) - 12 month permit		£99.50	£102.80	3.32%
Band F - (141-150g/km) - 1 month permit		£9.00	£9.25	2.78%
Band F - (141-150g/km) - 3 month permit		£26.75	£27.65	3.36%
Band F - (141-150g/km) - 6 month permit		£53.50	£55.30	3.36%
Band F - (141-150g/km) - 12 month permit		£107.00	£110.60	3.36%
Band G - (151-165g/km) - 1 month permit		£11.15	£11.55	3.59%
Band G - (151-165g/km) - 3 month permit		£33.45	£34.55	3.29%
Band G - (151-165g/km) - 6 month permit		£66.75	£68.95	3.30%
Band G - (151-165g/km) - 12 month permit		£133.50	£137.90	3.30%
Band H - (166-175g/km) - 1 month permit		£12.75	£13.20	3.53%
Band H - (166-175g/km) - 3 month permit		£38.25	£39.50	3.27%
Band H - (166-175g/km) - 6 month permit		£76.50	£79.00	3.27%
Band H - (166-175g/km) - 12 month permit		£153.00	£158.00	3.27%
Band I - (176-185g/km) - 1 month permit		£15.00	£15.45	3.00%
Band I - (176-185g/km) - 3 month permit		£44.75	£46.25	3.35%
Band I - (176-185g/km) - 6 month permit		£89.50	£92.45	3.30%
Band I - (176-185g/km) - 12 month permit		£179.00	£184.90	3.30%
Band J - (186-200g/km) - 1 month permit		£19.00	£19.55	2.89%
Band J - (186-200g/km) - 3 month permit		£56.75	£58.65	3.35%
Band J - (186-200g/km) - 6 month permit		£113.50	£117.25	3.30%
Band J - (186-200g/km) - 12 month permit		£227.00	£234.50	3.30%
Band K - (201-225g/km) - 1 month permit		£22.00	£22.75	3.41%
Band K - (201-225g/km) - 3 month permit		£66.00	£68.20	3.33%
Band K - (201-225g/km) - 6 month permit		£132.00	£136.35	3.30%
Band K - (201-225g/km) - 12 month permit		£264.00	£272.70	3.30%
Band L - (226-255g/km) - 1 month permit		£30.75	£31.80	3.41%
Band L - (226-255g/km) - 3 month permit		£92.25	£95.30	3.31%
Band L - (226-255g/km) - 6 month permit		£184.50	£190.60	3.31%
Band L - (226-255g/km) - 12 month permit		£369.00	£381.20	3.31%
Band M - (256g/km and above) - 1 month permit		£40.00	£41.00	2.50%
Band M - (256g/km and above) - 3 month permit		£118.75	£122.70	3.33%
Band M - (256g/km and above) - 6 month permit		£237.50	£245.35	3.31%
Band M - (256g/km and above) - 12 month permit		£475.00	£490.70	3.31%
Residents Parking Permit - pre-2001 vehicles				
Electric vehicles - zero emissions		£0.00	£0.00	0.00%
Band A - 1 month permit		£0.00	£0.00	0.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Band A - 3 month permit		£0.00	£0.00	0.00%
Band A - 6 month permit		£0.00	£0.00	0.00%
Band A - 12 month permit		£0.00	£0.00	0.00%
Band B - (1-900cc) - 1 month permit		£6.85	£7.25	5.84%
Band B - (1-900cc) - 3 month permit		£6.85	£7.25	5.84%
Band B - (1-900cc) - 6 month permit		£9.10	£11.00	20.88%
Band B - (1-900cc) - 12 month permit		£18.20	£22.00	20.88%
Band C - (901-1100cc) - 1 month permit		£6.85	£7.25	5.84%
Band C - (901-1100cc) - 3 month permit		£7.65	£7.90	3.27%
Band C - (901-1100cc) - 6 month permit		£15.30	£15.80	3.27%
Band C - (901-1100cc) - 12 month permit		£30.60	£31.60	3.27%
Band D - (1101-1200cc) - 1 month permit		£6.80	£7.25	6.62%
Band D - (1101-1200cc) - 3 month permit		£20.40	£21.05	3.19%
Band D - (1101-1200cc) - 6 month permit		£40.75	£42.10	3.31%
Band D - (1101-1200cc) - 12 month permit		£81.50	£84.20	3.31%
Band E - (1201-1300cc) - 1 month permit		£8.30	£8.60	3.61%
Band E - (1201-1300cc) - 3 month permit		£24.90	£25.70	3.21%
Band E - (1201-1300cc) - 6 month permit		£49.75	£51.40	3.32%
Band E - (1201-1300cc) - 12 month permit		£99.50	£102.80	3.32%
Band F - (1301-1399cc) - 1 month permit		£9.00	£9.25	2.78%
Band F - (1301-1399cc) - 3 month permit		£26.75	£27.65	3.36%
Band F - (1301-1399cc) - 6 month permit		£53.50	£55.30	3.36%
Band F - (1301-1399cc) - 12 month permit		£107.00	£110.60	3.36%
Band G - (1400-1500cc) - 1 month permit		£11.15	£11.55	3.59%
Band G - (1400-1500cc) - 3 month permit		£33.45	£34.55	3.29%
Band G - (1400-1500cc) - 6 month permit		£66.75	£68.95	3.30%
Band G - (1400-1500cc) - 12 month permit		£133.50	£137.90	3.30%
Band H - (1501-1650cc) - 1 month permit		£12.75	£13.20	3.53%
Band H - (1501-1650cc) - 3 month permit		£38.25	£39.50	3.27%
Band H - (1501-1650cc) - 6 month permit		£76.50	£79.00	3.27%
Band H - (1501-1650cc) - 12 month permit		£153.00	£158.00	3.27%
Band I - (1651-1850cc) - 1 month permit		£15.00	£15.45	3.00%
Band I - (1651-1850cc) - 3 month permit		£44.75	£46.25	3.35%
Band I - (1651-1850cc) - 6 month permit		£89.50	£92.45	3.30%
Band I - (1651-1850cc) - 12 month permit		£179.00	£184.90	3.30%
Band J - (1851-2100cc) - 1 month permit		£19.00	£19.55	2.89%
Band J - (1851-2100cc) - 3 month permit		£56.75	£58.65	3.35%
Band J - (1851-2100cc) - 6 month permit		£113.50	£117.25	3.30%
Band J - (1851-2100cc) - 12 month permit		£227.00	£234.50	3.30%
Band K - (2101-2500cc) - 1 month permit		£22.00	£22.75	3.41%
Band K - (2101-2500cc) - 3 month permit		£66.00	£68.20	3.33%
Band K - (2101-2500cc) - 6 month permit		£132.00	£136.35	3.30%
Band K - (2101-2500cc) - 12 month permit		£264.00	£272.70	3.30%
Band L - (2501-2750cc) - 1 month permit		£30.75	£31.80	3.41%
Band L - (2501-2750cc) - 3 month permit		£92.25	£95.30	3.31%
Band L - (2501-2750cc) - 6 month permit		£184.50	£190.60	3.31%
Band L - (2501-2750cc) - 12 month permit		£369.00	£381.20	3.31%
Band M - (2751cc and above) - 1 month permit		£40.00	£41.00	2.50%
Band M - (2751cc and above) - 3 month permit		£118.75	£122.70	3.33%
Band M - (2751cc and above) - 6 month permit		£237.50	£245.35	3.31%
Band M - (2751cc and above) - 12 month permit		£475.00	£490.70	3.31%
Motorcycle Parking Permits				
Solo Motorcycle - 1 month permit		£6.85	£7.25	5.84%
Solo Motorcycle - 3 month permit		£13.75	£14.25	3.64%
Solo Motorcycle - 6 month permit		£27.50	£28.45	3.45%
Solo Motorcycle - 12 month permit		£55.00	£56.85	3.36%
Residents Match day permit - valid only during match or event days		£0.00	£0.00	0.00%
Hire Car permit (linked to hire car vouchers)		£14.80	£15.30	3.38%
Residents permit - black taxi concession - one band lower than the norm		Various	Various	0.00%
Residents Parking Permit refunds for unused permits (per complete month, based on annual permit surrender)				
Band A		£0.00	£1.65	0.00%
Band B		£1.45	£1.80	24.14%
Band C		£2.65	£2.60	-1.89%
Band D		£6.80	£7.00	2.94%
Band E		£8.30	£8.60	3.61%
Band F		£9.00	£9.25	2.78%
Band G		£11.15	£11.55	3.59%
Band H		£12.75	£13.20	3.53%
Band I		£15.00	£15.45	3.00%
Band J		£19.00	£19.55	2.89%
Band K		£22.00	£22.75	3.41%
Band L		£30.75	£31.80	3.41%
Band M		£40.00	£41.00	2.50%
Admin fee - refund handling charge		£24.40	£25.10	2.87%
Diesel vehicle surcharge refund - 1 month		£8.00	£10.00	25.00%
Visitor Parking Vouchers				
Half hour vouchers (books of 20)		£11.60	£12.00	3.45%
3-hour vouchers (books of 10)		£31.80	£33.00	3.77%
All day voucher		£14.80	£15.20	2.70%
Half hour vouchers (concessionary)		£5.80	£6.00	3.45%
3-hour vouchers (concessionary)		£15.90	£16.50	3.77%
All day voucher (concessionary)		£7.40	£7.60	2.70%
E-visitor voucher charges (per half hour)		£0.50	£0.50	0.00%
E-visitor voucher charges (concessionary - per half hour session)		£0.25	£0.25	0.00%
E-visitor vouchers - all day		£14.25	£14.25	0.00%
E-visitor vouchers - all day (concessionary)		£7.10	£7.10	0.00%
E-visitors - evenings (C & K zones only)		Free	Free	0.00%
Hire car permit holder vouchers - half hour (books of 20)		£9.20	£9.40	2.17%
Hire car permit holder vouchers - 3 hour (books of 10)		£26.50	£27.40	3.40%
1-hour business voucher (books of 10)		£12.80	£13.20	3.12%
New parents vouchers - 40 hours free		£0.00	£0.00	0.00%
1-hour business visitor vouchers(books of 20, max 10 books per annum)		£55.20	£57.00	3.26%
Business Visitor parking vouchers				
Business visitor Half hour vouchers (books of 20)		£13.80	£14.20	2.90%
Business visitor All day voucher		£30.65	£31.70	3.43%
Other permits				
Doctors parking permit - annual		£259.50	£268.00	3.28%
(New Doctors parking place installation - includes 1 permit)		£2,935.00	£3,030.00	3.24%
Essential Services Permit - annual (formerly Teacher Permit)		£367.00	£379.00	3.27%
Business permit - annual (under 150kg/m2 or up to 1600cc)		£735.00	£755.00	2.72%
Business permit - annual (under 150kg/m2 or up to 1600cc) 2nd permit		£980.00	£1,010.00	3.06%
Business permit - annual (over 151kg/m2 or over 1600cc)		£1,215.00	£1,255.00	3.29%
Business permit - annual (over 151kg/m2 or over 1600cc) 2nd permit		£1,448.00	£1,495.00	3.25%
Business permit - electric		£565.00	£584.00	3.36%
Business permit - annual permit linked to vouchers scheme		£19.20	£19.80	3.13%
Match day and event day trader permits - annual		£671.00	£693.00	3.28%
Permission to Park - per day		£26.50	£27.40	3.40%
Permission to Park - per week		£106.00	£109.50	3.30%
Permission to Park - per month		£412.00	£425.90	3.37%
Universal all-zone permit - annual only (1-25 fleet vehicles)		£4,020.00	£4,150.00	3.23%
Universal all-zone permit - annual only (26-50 fleet vehicles)		£2,675.00	£2,765.00	3.36%
Universal all-zone permit - annual only (50+ fleet vehicles)		£1,360.00	£1,410.00	3.68%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Universal all-zone permit - per month (non-fleet)		£350.00	£360.00	2.86%
Universal permit - discounted fee for electric vehicles		£2,900.00	£2,995.00	3.26%
Universal permit - discounted fee for registered charities		£2,900.00	£2,995.00	3.26%
Car club permit		£245.00	£253.00	3.27%
Trader's Permit		£25.50	£26.35	3.33%
PARKING				
Parking Place Suspensions				
Permission to place a licensed skip in a parking place - no dedicated suspension		£61.25	£63.30	3.35%
Suspension admin charge (non residents) - first day		£201.00	£207.50	3.23%
Suspension admin charge (residents) - first day		£96.20	£99.40	3.33%
Suspension admin charge (all applicants) - subsequent days, per day		£30.65	£31.65	3.26%
Film work waiver - per day		£58.50	£60.40	3.25%
Yellow line essential parking waiver (day rate)		£60.25	£62.25	3.32%
Pay and Display Tariffs				
Minimum made order - band 1 (per hour)		£1.20	£1.25	4.17%
Minimum made order - band 2 (per hour)		£1.80	£1.85	2.78%
Minimum made order - band 3 (per hour)		£2.00	£2.05	2.50%
Minimum made order - band 4 (per hour)		£2.40	£2.45	2.08%
Minimum made order - band 5 (per hour)		£3.00	£3.05	1.67%
Minimum made order - band 6 (per hour)		£3.60	£3.70	2.78%
Minimum made order - band 7(per hour)		£4.00	£4.10	2.50%
Minimum made order - band 8 (per hour)		£4.80	£4.95	3.13%
Minimum made order - band 9 (per hour)		£5.00	£5.15	3.00%
Minimum made order - band 10 (per hour)		£5.40	£5.55	2.78%
Minimum made order - band 11 (per hour)		£6.00	£6.20	3.33%
Diesel vehicle surcharge (per hour)		£2.00	£3.00	50.00%
Abandoned vehicle disposal				
Removal of abandoned vehicle from private land - motor vehicle		£200.00	£206.50	3.25%
Removal of abandoned vehicle from private land - motorcycle (or PTW)		£150.00	£155.00	3.33%
Cycle Hangars				
Annual rental of secure covered parking space		£104.00	£104.00	0.00%
Refundable Key deposit		£25.00	£25.00	0.00%
Daily charges for external bus hire clients	Half day charge	£65.00	£75.00	15.38%
PARKS - SPORTS				
Tennis				
Highbury Fields and Tufnell Park	Adult standard	£10.00	£10.50	5.00%
Highbury Fields and Tufnell Park	Adult BETTER (any)	£8.50	£9.00	5.88%
Highbury Fields and Tufnell Park	Child Standard	£4.50	£4.75	5.56%
Highbury Fields and Tufnell Park	Child BETTER (any)	£3.50	£3.75	7.14%
Football				
Barnard Park - Redgra	No changing rooms - 1 hour	£0.00	£0.00	0.00%
Highbury Fields - Astroturf - 1 hour session	Full rate - full pitch	£75.70	£78.00	3.04%
Highbury Fields - Astroturf - 1 hour session	BETTER Card / Clubmark - full pitch	£63.65	£66.76	4.89%
Highbury Fields - Astroturf - 1 hour session	Child rate - full pitch	£36.50	£38.00	4.11%
Highbury Fields - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£31.25	£32.50	4.00%
Paradise Park - Astroturf - 1 hour session	Full rate - full pitch	£42.75	£45.00	5.26%
Paradise Park - Astroturf - 1 hour session	BETTER Card / Clubmark - full pitch	£37.25	£39.00	4.70%
Paradise Park - Astroturf - 1 hour session	Child rate - full pitch	£25.50	£26.50	3.92%
Paradise Park - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£21.20	£22.00	3.77%
Rosemary Gardens - Astroturf - 1 hour session	Full rate - full pitch	£85.90	£89.00	3.61%
Rosemary Gardens - Astroturf - 1 hour session	Full rate - half pitch	£42.75	£44.50	4.09%
Rosemary Gardens - Astroturf - 1 hour session	BETTER Card / Clubmark - full pitch	£74.50	£77.00	3.36%
Rosemary Gardens - Astroturf - 1 hour session	BETTER Card / Clubmark - half pitch	£37.25	£38.50	3.36%
Rosemary Gardens - Astroturf - 1 hour session	Child rate - full pitch	£51.75	£53.00	2.42%
Rosemary Gardens - Astroturf - 1 hour session	Child rate - half pitch	£25.50	£26.50	3.92%
Rosemary Gardens - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£42.25	£43.50	2.96%
Rosemary Gardens - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - half pitch	£21.20	£21.75	2.59%
Tufnell Park - Grass - 2 hour session	Full rate - per 11 a side pitch	£94.75	£97.60	3.01%
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 11 a side pitch	£83.75	£86.50	3.28%
Tufnell Park - Grass - 2 hour session	Child rate - per 11 a side pitch	£56.75	£58.50	3.08%
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 11 a side pitch	£47.50	£49.00	3.16%
Tufnell Park - Grass - 2 hour session	Full rate - per 9 a side pitch	£77.25	£80.00	3.56%
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 9 a side pitch	£67.25	£69.25	2.97%
Tufnell Park - Grass - 2 hour session	Child rate - per 9 a side pitch	£46.50	£48.00	3.23%
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 9 a side pitch	£38.50	£40.00	3.90%
Tufnell Park - Grass - 2 hour session	Full rate - per 7 a side pitch	£60.00	£62.00	3.33%
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 7 a side pitch	£52.50	£54.25	3.33%
Tufnell Park - Grass - 2 hour session	Child rate - per 7 a side pitch	£36.00	£37.25	3.47%
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 7 a side pitch	£30.20	£31.25	3.48%
Whittington Park - Astroturf - 1 hour session	Full rate - full pitch	£94.75	£97.60	3.01%
Whittington Park - Astroturf - 1 hour session	Full rate - 3rd of pitch		£44.00	
Whittington Park - Astroturf - 1 hour session	BETTER Card / Clubmark - full pitch	£83.75	£86.25	2.99%
Whittington Park - Astroturf - 1 hour session	BETTER Card / Clubmark - 3rd of a pitch		£39.00	
Whittington Park - Astroturf - 1 hour session	Child rate - full pitch	£57.00	£58.15	2.02%
Whittington Park - Astroturf - 1 hour session	Child rate - 3rd of a pitch		£26.00	
Whittington Park - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£45.00	£45.90	2.00%
Whittington Park - Astroturf - 1 hour session	Child BETTER Card / Clubmark / School - 3rd of a pitch		£21.00	
Touch Rugby				
Paradise Park - Grass - 1 hour session	Full rate - per pitch	£52.50	£55.00	4.76%
Paradise Park - Grass - 1 hour session	BETTER Card / Clubmark - per pitch	£44.00	£45.80	4.09%
Paradise Park - Grass - 1 hour session	Child rate - per pitch	£31.50	£32.50	3.17%
Paradise Park - Grass - 1 hour session	Child BETTER Card / Clubmark / School - per pitch	£25.80	£26.75	3.68%
Cricket				
Wray Crescent - Grass - 1pm to dusk	Full rate	£96.00	£99.00	3.13%
Wray Crescent - Grass - 1pm to dusk	BETTER Card / Clubmark	£81.50	£84.00	3.07%
Wray Crescent - Grass - 1pm to dusk	Child rate	£41.00	£42.00	2.44%
Wray Crescent - Grass - 1pm to dusk	Child BETTER Card / Clubmark / School	£41.00	£42.00	2.44%
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Full rate	£71.50	£73.00	2.10%
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	IZZ Card / Clubmark	£60.00	£62.00	3.33%
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Child rate	£30.00	£31.00	3.33%
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Child IZZ Card / Clubmark / School	£30.00	£31.00	3.33%
BOWLS				
Finsbury Square - per person per hour		£6.50	£7.00	7.69%
NETBALL				
Highbury Fields - Tarmac - 1 hour session	Full rate - per court	£35.25	£36.40	3.26%
Highbury Fields - Tarmac - 1 hour session	BETTER Card / Clubmark - per court	£30.00	£31.00	3.33%
Highbury Fields - Tarmac - 1 hour session	Child rate - per court	£21.25	£22.00	3.53%
Highbury Fields - Tarmac - 1 hour session	Child BETTER Card / Clubmark - per court	£17.65	£18.20	3.12%
Highbury Fields - Tarmac - 1 hour session	School - whole tarmac area per hour - 8.0am to 4.00pm - Term time only	£23.25	£24.00	3.23%
Highbury Fields - Tarmac - 1 hour session	Community sports development - whole tarmac area per hour - Saturday 9.00am - 1.00pm	£23.25	£24.00	3.23%
ECOLOGY CENTRE				
Building hire to individuals & non-profit organisations	Per hour	£30.00	£32.50	8.33%
Building hire to individuals & non-profit organisations	Per day (8 hours)	£207.00	£225.00	8.70%
Building hire to individuals & non-profit organisations	Weddings & similar - per day (8 hours)	£340.00	£500.00	47.06%
Equipment Charges	Slide projector	£19.75	£21.50	8.86%
Equipment Charges	Flip chart - per pad	£7.25	£8.00	10.34%
Equipment Charges	Digital Projector and Laptop	£40.25	£43.50	8.07%
Equipment Charges	Plasma Screen	£15.50	£17.00	9.68%
Tuition charges for schools -	Islington Council schools 1 hour visit	£57.00	£61.50	7.89%
Tuition charges for schools -	Islington Council schools 1.5 hour visit	£67.50	£72.50	7.41%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2019-20

	Description/Unit	2018-19	2019-20	% Change
Private and out of borough schools	1 hour	£85.00	£92.00	8.24%
Private and out of borough schools	1.5 hour	£126.50	£138.00	9.09%
ALLOTMENTS (WITH EFFECT FROM JANUARY 2020 AS ALLOTMENT FEES HAVE TO BE AGREED ONCE YEAR IN ADVANCE)				
Large Plot Nominal 60m2		£84.00	£90.00	7.14%
Large Plot Concession Nominal 60m3		£41.50	£45.00	8.43%
Medium Plot Nominal 40m2		£56.00	£60.00	7.14%
Medium Plot Concession Nominal 40m3		£28.00	£30.00	7.14%
Small Plot Nominal 20m2		£28.00	£30.00	7.14%
Small Plot Concession Nominal 20m3		£14.00	£15.00	7.14%
PARKS EVENTS FEES & CHARGES				
The fees set out below cover a variety of services related to park events. They are a guideline only and are subject to variation depending on the site, the season, the nature of the event and various other circumstances. The fees will be confirmed upon application and submission of the required supporting documentation. An event will not be authorised until all necessary payments have been made.				
Application Fee				
This covers the cost of the event application management tool (EventApp) which is used to manage events, the annual charges that the Council pays for having music in our parks and the Officer time it takes to assess your application. This fee is non-refundable and must be made at the time of application.				
Community Event		£50.00	£50.00	0.00%
1 day events for up to 500 people without licensable activities		£100.00	£110.00	10.00%
Events longer than 1 day, for more than 500 people or with licensable activities		£300.00	£330.00	10.00%
Site Hire Fee				
This covers the hire of the park and is based on how the event impacts the everyday use of the site. Fees indicated are based on each person attending the event taking 2.5 square metres. If more space is required, for example for a rounder's pitch, sports track, obstacle course or temporary structures, fees will be higher. A proportion of the fee ensures the Council can maintain the parks as a valuable asset for local residents. The fee is also used to manage the impact on the park for example de-compaction and aeration of grassed areas, drainage etc. This fee must be paid at least two weeks before the event start date. If the event is cancelled cancellation fees may apply, see below for more information.				
These fees do not cover funfairs, circuses, markets/food fairs or promotional activities. Prices include an environmental impact fee. The environmental impact fee is charged for restorative works which are carried out throughout the year. If the site has gates this period is while the gates are open. If gates need to be opened early or closed late for access an additional set-up/down fee will be charged. Even if the event is for half a day there may be extra charges if the gates have to be opened early or closed late.				
No more than 50 people (over the course of the whole event)Half day		£500.00	£550.00	10.00%
No more than 50 people (over the course of the whole event)Full day		£750.00	£800.00	6.67%
51 to 500 people (over the course of the whole event)Half day		£750.00	£850.00	13.33%
51 to 500 people (over the course of the whole event)Full day		£1,200.00	£1,300.00	8.33%
501 to 1,000 people (over the course of the whole event)Half day		£1,200.00	£1,300.00	8.33%
501 to 1,000 people (over the course of the whole event)Full day		£1,500.00	£1,650.00	10.00%
1,001 to 2,500 people (over the course of the whole event)Half day		£1,500.00	£1,650.00	10.00%
1,001 to 2,500 people (over the course of the whole event)Full day		£1,800.00	£2,000.00	11.11%
2,501 to 5,000 people (over the course of the whole event)Half day		£1,800.00	£2,000.00	11.11%
2,501 to 5,000 people (over the course of the whole event)Full day		£2,100.00	£2,300.00	9.52%
Cancellation fee				
All commercial or private events are subject to a cancellation fee.				
More than 28 days prior to event		£0.20	£0.25	25.00%
15-28 days prior to event		£0.30	£0.50	66.67%
7-14 days prior to event		£0.50	£0.75	50.00%
Less than 7 days prior to event		£1.00	£1.00	0.00%
Overstay fee				
If the any part of the site is not vacated by the time stated on the approved event application the event organiser will be required to pay an Overstay Fee. The fee will be 20% of the daily site hire fee per hour overstayed.				

APPENDIX C2: GLL LEISURE FEES AND CHARGES 2019-20

	2018-19 Prices							2019-20 Prices													
	Better H&F over 60	Better H&F Adult Con	Better H&F Adult Non Member	Better H&F Adult	Better H&F Jnr Non Mem	Better H&F Junior	Better H&F Jnr Con	Better H&F over 60	% Change	Better H&F Adult Con	% Change	Better H&F Adult Non Member	% Change	Better H&F Adult	% Change	Better H&F Jnr Non Mem	% Change	Better H&F Junior	% Change	Better H&F Jnr Con	% Change
ACTIVITIES																					
Badminton																					
Adult Club League	£7.50	£7.50	£8.70	£7.65	£0.00	£7.50	£0.00	£7.65	2.0%	£7.65	2.0%	£8.95	2.9%	£7.90	3.3%	£0.00	0.0%	£7.65	2.0%	£0.00	0.0%
Clinic/Club	£7.50	£7.50	£8.70	£7.65	£0.00	£7.50	£0.00	£7.65	2.0%	£7.65	2.0%	£8.95	2.9%	£7.90	3.3%	£0.00	0.0%	£7.65	2.0%	£0.00	0.0%
Course x five	£46.75	£46.75	£54.00	£47.55	£0.00	£46.75	£0.00	£47.70	2.0%	£47.70	2.0%	£55.60	3.0%	£49.00	3.0%	£0.00	0.0%	£47.70	2.0%	£0.00	0.0%
Court 55 minutes: Off peak	£8.50	£8.50	£10.30	£8.70	£0.00	£8.50	£0.00	£8.70	2.4%	£8.65	1.8%	£10.65	3.4%	£8.95	2.9%	£0.00	0.0%	£8.65	1.8%	£0.00	0.0%
Court 55 minutes: Peak	£12.20	£12.30	£15.15	£12.55	£0.00	£12.30	£0.00	£12.45	2.0%	£12.55	2.0%	£15.65	3.3%	£12.95	3.2%	£0.00	0.0%	£12.75	2.0%	£0.00	0.0%
Junior Clinic/ Club 2 hrs	£0.00	£0.00	£0.00	£0.00	£5.30	£0.00	£0.00	£3.10	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.40	1.80%	£0.00	0.0%	£0.00	0.0%
Racket hire	£2.40	£2.40	£2.45	£2.45	£2.40	£2.40	£2.40	£2.45	2.1%	£2.45	2.0%	£2.50	2.0%	£2.55	4.1%	£2.45	2.20%	£2.45	2.2%	£2.45	2.2%
Basketball																					
1hr Basketball	£79.60	£79.60	£91.90	£81.10	£90.30	£79.65	£79.65	£81.20	2.0%	£81.20	2.0%	£94.65	3.0%	£83.55	3.0%	£92.10	2.00%	£81.25	2.0%	£81.25	2.0%
2hr open session-Sobell	£0.00	£0.00	£0.00	£0.00	£5.30	£4.20	£3.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.40	1.80%	£4.25	1.2%	£3.15	1.6%
Basketball at Finsbury	£53.00	£53.00	£64.90	£54.00	£63.75	£53.05	£53.05	£54.05	2.0%	£54.05	2.0%	£66.85	3.0%	£55.65	3.1%	£65.00	2.00%	£54.10	2.0%	£54.10	2.0%
Block Booking at Sobell	£79.60	£79.60	£91.90	£81.10	£90.30	£79.65	£79.65	£81.20	2.0%	£81.20	2.0%	£94.65	3.0%	£83.55	3.0%	£92.10	2.00%	£81.25	2.0%	£81.25	2.0%
Classes																					
Aerobics 55: Off-peak	£2.20	£3.55	£7.30	£5.65	£0.00	£0.00	£0.00	£2.25	2.3%	£3.60	1.4%	£7.50	2.7%	£5.80	2.7%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Aerobics 55: Peak	£2.80	£4.80	£8.70	£7.10	£0.00	£4.69	£0.00	£2.85	1.8%	£4.90	2.0%	£8.95	2.9%	£7.30	2.8%	£0.00	0.0%	£4.83	3.0%	£0.00	0.0%
Aerobics 55+: Off-peak	£2.70	£4.50	£8.20	£7.10	£0.00	£0.00	£0.00	£2.75	1.7%	£4.55	1.3%	£8.45	3.0%	£7.30	2.8%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Aerobics 55+: Peak	£2.90	£4.70	£9.40	£7.90	£0.00	£4.79	£0.00	£2.95	1.7%	£4.75	1.3%	£9.70	3.2%	£8.15	3.2%	£0.00	0.0%	£4.94	3.0%	£0.00	0.0%
Mind and Body 55+: Off-peak	£2.70	£4.90	£8.90	£7.80	£0.00	£5.00	£0.00	£2.75	1.7%	£5.00	2.1%	£9.20	3.4%	£8.00	2.6%	£0.00	0.0%	£5.15	3.0%	£0.00	0.0%
Mind and Body 55+: Peak	£2.90	£5.30	£10.70	£9.35	£0.00	£5.30	£0.00	£2.95	1.7%	£5.40	1.8%	£11.00	2.8%	£9.35	0.0%	£0.00	0.0%	£5.46	3.0%	£0.00	0.0%
Running Club	£2.70	£0.00	£4.40	£3.30	£0.00	£0.00	£0.00	£2.75	1.7%	£0.00	0.0%	£4.55	3.4%	£3.40	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Gym																					
Gym with swim: Inclusive	£0.00	£4.80	£7.80	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£4.90	2.0%	£8.05	3.2%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Cally Gym with Swim- Off peak	£0.00	£2.70	£5.80	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£2.75	1.8%	£5.95	2.6%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Cally Gym with Swim- peak	£2.70	£3.80	£5.80	£0.00	£0.00	£0.00	£0.00	£2.75	1.7%	£3.85	1.3%	£5.95	2.6%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Gym with swim: off-peak	£2.20	£3.75	£7.80	£0.00	£0.00	£0.00	£0.00	£2.25	2.3%	£3.80	1.3%	£8.05	3.2%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Gym with swim: Peak	£2.70	£4.75	£7.80	£0.00	£0.00	£0.00	£0.00	£2.75	1.7%	£4.85	2.0%	£5.05	-35.3%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Non Member day membership Cally	£0.00	£0.00	£13.05	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£13.45	3.1%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Non Member day membership Highbury	£0.00	£0.00	£21.60	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£22.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Non Member day membership Other Gym	£0.00	£0.00	£16.25	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£16.75	3.1%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Ice Rink																					
After School Session	£0.00	£0.00	£0.00	£0.00	£5.20	£4.20	£3.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.30	1.90%	£4.25	1.2%	£3.15	1.6%
Extra Family Member	£0.00	£0.00	£15.15	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Family Ticket	£0.00	£0.00	£27.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£27.80	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Parent and Toddler	£0.00	£3.10	£5.30	£4.30	£0.00	£0.00	£0.00	£0.00	0.0%	£3.15	1.6%	£5.45	2.8%	£4.45	3.5%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Skate Hire	£0.00	£0.00	£1.30	£0.00	£1.30	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£1.35	4.0%	£0.00	0.0%	£1.30	0.0%	£0.00	0.0%	£0.00	0.0%
Skating per session	£0.00	£3.80	£6.70	£5.80	£0.00	£0.00	£0.00	£0.00	0.0%	£3.85	1.3%	£6.90	3.0%	£4.45	-23.3%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swimming																					
Sauna	£2.75	£4.75	£8.70	£7.05	£0.00	£0.00	£0.00	£2.80	1.7%	£4.85	2.0%	£8.95	2.9%	£7.25	2.8%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swim Partial Service	£2.20	£4.80	£6.50	£5.80	£0.00	£0.00	£0.00	£2.25	2.3%	£4.90	2.0%	£6.70	3.0%	£5.95	2.6%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swimming Lessons																					
Swimming Classes 55min	£2.40	£3.75	£7.30	£5.40	£4.25	£3.20	£2.40	£2.45	2.2%	£3.80	1.3%	£7.50	2.7%	£5.55	2.8%	£4.30	1.20%	£3.25	1.60%	£2.45	2.2%
Swimming Lane Swim	£2.40	£2.40	£4.80	£3.95	£2.70	£1.05	£0.00	£0.00	0.0%	£2.45	2.2%	£4.95	3.1%	£4.05	2.5%	£2.75	1.70%	£1.05	0.0%	£0.00	0.0%
Swimming Club's Free Swimming	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swim For A Pound	£0.00	£0.00	£1.00	£0.00	£0.00	£1.00	£0.00	£0.00	0.0%	£0.00	0.0%	£1.00	0.0%	£0.00	0.0%	£0.00	0.0%	£1.00	0.0%	£0.00	0.0%
Swimming Annual	£0.00	£0.00	£367.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£378.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swimming Card Joining Fee	£0.00	£0.00	£37.80	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£38.95	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Swimming Monthly DD	£0.00	£0.00	£33.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£34.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Table Tennis																					
Adult Drop in	£0.00	£4.50	£6.45	£5.10	£0.00	£0.00	£0.00	£0.00	0.0%	£4.55	1.1%	£6.65	3.1%	£5.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Bat Hire	£2.50	£2.50	£2.55	£2.55	£0.00	£0.00	£0.00	£2.60	0.0%	£2.55	0.0%	£2.65	3.9%	£2.65	3.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Court booking	£5.00	£5.00	£7.10	£5.10	£0.00	£0.00	£0.00	£5.10	2.0%	£5.10	2.0%	£7.30	2.8%	£5.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Junior drop in	£0.00	£0.00	£0.00	£0.00	£5.20	£0.00	£4.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.30	1.90%	£0.00	0.0%	£4.20	1.2%
Tennis Casual																					
Casual Coached Session	£0.00	£5.20	£11.40	£9.05	£7.50	£6.25	£3.40	£0.00	0.0%	£5.30	1.9%	£11.75	3.1%	£9.35	3.3%	£7.60	1.46%	£6.40	2.4%	£3.45	1.8%
Munchkin Tennis	£0.00	£0.00	£0.00	£0.00	£4.40	£3.20	£2.70	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£4.45	1.10%	£3.25	1.6%	£2.75	1.7%
Play & Play: 2hrs	£0.00	£4.50	£8.65	£7.65	£0.00	£0.00	£0.00	£0.00	0.0%	£4.55	1.1%	£8.90	2.9%	£7.90	3.3%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Play & Play: 3hrs	£0.00	£5.40	£11.35	£9.25	£0.00	£0.00	£0.00	£0.00	0.0%	£5.50	1.9%	£11.70	3.1%	£9.55	3.2%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Tennis Courses																					
Indoor Adult	£0.00	£0.00	£15.15	£13.55	£0.00	£0.00	£0.00	£0.00													

APPENDIX C2: GLL LEISURE FEES AND CHARGES 2019-20

	Better H&F over 60	Better H&F Adult Con	Better H&F Adult Non Member	Better H&F Adult	Better H&F Jnr Non Mem	Better H&F Junior	Better H&F Jnr Con	Better H&F over 60	% Change	Better H&F Adult Con	% Change	Better H&F Adult Non Member	% Change	Better H&F Adult	% Change	Better H&F Jnr Non Mem	% Change	Better H&F Junior	% Change	Better H&F Jnr Con	% Change
Tennis Outdoor bookings																					
Adult playing with Concession/ Child off	£0.00	£0.00	£8.05	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£6.25	3.3%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Tennis	£0.00	£0.00	£10.00	£8.00	£4.80	£3.55	£0.00	£0.00	0.0%	£0.00	0.0%	£10.50	5.0%	£8.00	1.7%	£4.75	3.0%	£3.75	5.6%	£0.00	0.0%
Tennis : 7am-6pm + w/e	£0.00	£0.00	£0.00	£0.00	£4.80	£3.75	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£4.90	2.0%	£3.80	1.9%	£0.00	0.0%
Trampoline																					
FLC Junior over 60mins	£0.00	£0.00	£0.00	£0.00	£5.65	£4.50	£3.25	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.65	0.0%	£4.50	0.0%	£3.25	0.0%
SLC Junior over 60 mins	£0.00	£0.00	£0.00	£0.00	£5.15	£4.15	£3.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.15	0.0%	£4.15	0.0%	£3.10	0.0%
SLC Adult 120min (prev 90)	£7.25	£7.25	£8.70	£7.40	£0.00	£0.00	£0.00	£7.25	0.0%	£7.25	0.0%	£8.70	0.0%	£7.40	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
SLC Adult up to 90min	£6.10	£6.10	£7.65	£6.20	£0.00	£0.00	£0.00	£6.10	0.0%	£6.10	0.0%	£7.65	0.0%	£6.20	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
SLC Squad Adult	£7.25	£7.25	£8.70	£7.40	£0.00	£0.00	£0.00	£7.25	0.0%	£7.25	0.0%	£8.70	0.0%	£7.40	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
SLC Squad Junior	£0.00	£0.00	£0.00	£0.00	£5.20	£4.20	£3.05	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.20	0.0%	£4.20	0.0%	£3.05	0.0%
SLC Squad	£0.00	£3.10	£5.25	£4.20	£0.00	£0.00	£3.00	£0.00	0.0%	£3.10	0.0%	£5.25	0.0%	£4.20	-0.1%	£0.00	0.0%	£0.00	0.0%	£3.05	0.0%
Special Needs																					
Special Needs	£0.00	£3.10	£5.25	£4.20	£0.00	£0.00	£3.00	£0.00	0.0%	£3.10	0.0%	£5.25	0.0%	£4.20	-0.1%	£0.00	0.0%	£0.00	0.0%	£3.05	0.0%
MEMBERSHIPS																					
Pay and Play Borough Card (Previously Known as Izz Card)																					
Annual: 60 plus	£0.00	£0.00	£5.35	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£5.50	2.8%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual: Concession	£0.00	£0.00	£26.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£27.30	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual: Junior	£0.00	£0.00	£0.00	£0.00	£10.65	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£10.85	1.9%	£0.00	0.0%	£0.00	0.0%
Annual: Junior Concession	£0.00	£0.00	£0.00	£0.00	£5.35	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.45	1.9%	£0.00	0.0%	£0.00	0.0%
Annual: Regular	£0.00	£0.00	£56.20	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£57.90	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F Card																					
Annual: 60plus	£0.00	£0.00	£0.00	£195.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£200.85	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual	£0.00	£0.00	£0.00	£905.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£520.15	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- 60 Plus	£0.00	£0.00	£0.00	£5.20	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.35	2.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee	£0.00	£0.00	£0.00	£36.50	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£37.60	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- Student	£0.00	£0.00	£0.00	£31.20	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£32.15	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD - 60 plus	£0.00	£0.00	£0.00	£19.70	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£20.30	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD - Student	£0.00	£0.00	£0.00	£36.90	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£38.00	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD	£0.00	£0.00	£0.00	£49.95	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£51.45	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
one month card	£0.00	£0.00	£0.00	£78.05	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£80.40	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better Gym - Cally Pools & Gym	£0.00	£0.00	£0.00	£28.55	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£29.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F Junior DD	£0.00	£0.00	£0.00	£0.00	£14.25	£0.00	£10.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£14.55	2.1%	£10.35	2.0%
Better H&F Card Off Peak																					
Annual: 60plus	£0.00	£0.00	£0.00	£290.50	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£299.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual	£0.00	£0.00	£0.00	£452.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£465.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- Concession	£0.00	£0.00	£0.00	£26.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£26.80	3.1%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining fee	£0.00	£0.00	£0.00	£36.40	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£37.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD-Concession	£0.00	£0.00	£0.00	£27.10	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£27.90	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD	£0.00	£0.00	£0.00	£41.15	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£42.40	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F and Tennis Card																					
Adult	£0.00	£0.00	£0.00	£848.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£873.45	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee	£0.00	£0.00	£0.00	£36.40	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£37.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Family Card	£0.00	£0.00	£0.00	£77.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£79.30	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
CENTRES																					
Activity																					
Pool: 2hrs	£0.00	£0.00	£367.25	£313.30	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£378.30	3.0%	£322.70	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Pool: 1hr	£0.00	£0.00	£313.30	£270.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£322.70	3.0%	£278.10	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Pool: 30min swim: peak (60+)	£2.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2.45	2.2%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Pool: 15min swaves	£2.40	£2.40	£5.75	£4.15	£2.90	£1.45	£0.00	£2.45	2.0%	£2.45	2.0%	£5.95	3.5%	£4.30	3.6%	£2.95	1.7%	£1.50	3.4%	£0.00	0.0%
Pool: 15min swimming	£0.00	£2.45	£5.00	£3.85	£2.70	£1.45	£0.00	£0.00	0.0%	£2.50	2.0%	£5.15	3.0%	£4.00	3.9%	£2.75	1.7%	£1.50	3.4%	£0.00	0.0%
Cally																					
Main Pool: 1hr: CAL	£0.00	£0.00	£88.60	£0.00	£0.00	£0.00	£0.00	£91.25	3.0%	£0.00	0.0%	£91.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Main Pool: 1hr: CAL- Anaconda	£0.00	£0.00	£68.05	£0.00	£0.00	£0.00	£0.00	£70.10	3.0%	£0.00	0.0%	£70.10	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Party Pool Hire: additional fee: CAL	£0.00	£0.00	£20.05	£0.00	£0.00	£0.00	£0.00	£20.65	3.0%	£0.00	0.0%	£20.65	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Training Pool: 1hr: CAL- Anaconda	£0.00	£0.00	£49.75	£0.00	£0.00	£0.00	£0.00	£51.25	3.0%	£0.00	0.0%	£51.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Training Pool: 1hr: CAL	£0.00	£0.00	£67.00	£0.00	£0.00	£0.00	£0.00	£69.00	3.0%	£0.00	0.0%	£69.00	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Main pool	£0.00	£0.00	£124.25	£102.65	£0.00	£0.00	£0.00	£128.00	3.0%	£0.00	0.0%	£128.00	3.0%	£105.75	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Main Pool plus aqua run	£0.00	£0.00	£145.85	£113.45	£0.00	£0.00	£0.00	£150.25	3.0%	£0.00	0.0%	£150.25	3.0%	£116.85	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Shallow Pool	£0.00	£0.00	£102.65	£81.05	£0.00	£0.00	£0.00	£105.75	3.0%	£0.00	0.0%	£105.75	3.0%	£83.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Cally Master/ Premier Swim	£1.65	£3.50	£6.50	£5.10	£3.75	£2.20	£1.65														

APPENDIX C2: GLL LEISURE FEES AND CHARGES 2019-20

	Better H&F over 60	Better H&F Adult Con	Better H&F Adult Non Member	Better H&F Adult	Better H&F Jnr Non Mem	Better H&F Junior	Better H&F Jnr Con	Better H&F over 60	% Change	Better H&F Adult Con	% Change	Better H&F Adult Non Member	% Change	Better H&F Adult	% Change	Better H&F Jnr Non Mem	% Change	Better H&F Junior	% Change	Better H&F Jnr Con	% Change
Market Road																					
Adult one hour full pitch off peak	£48.25	£48.25	£56.00	£49.25	£0.00	£0.00	£0.00	£49.20	2.0%	£49.20	2.0%	£57.70	3.0%	£50.75	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Adult one hour full pitch peak	£89.25	£89.25	£94.75	£89.75	£0.00	£0.00	£0.00	£89.30	2.0%	£89.30	2.0%	£97.60	3.0%	£86.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Block Bookings	£0.00	£0.00	£74.75	£0.00	£37.75	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£77.00	3.0%	£0.00	0.0%	£39.50	2.00%	£0.00	0.0%	£0.00	0.0%
Football Hire	£0.00	£0.00	£3.25	£0.00	£3.25	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£3.35	3.0%	£0.00	0.0%	£3.30	1.50%	£0.00	0.0%	£0.00	0.0%
Junior one hour full pitch peak	£0.00	£0.00	£0.00	£0.00	£57.00	£45.00	£45.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£58.15	2.00%	£45.90	2.0%	£45.90	2.0%
Outdoor 5 a side 60min	£63.65	£63.65	£75.70	£64.80	£36.50	£31.20	£0.00	£64.90	2.0%	£64.90	2.0%	£78.00	3.0%	£66.75	3.0%	£37.30	2.20%	£31.80	1.9%	£0.00	0.0%
Sobell																					
Marial Arts	£0.00	£0.00	£27.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£27.80	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Outdoor 5 a side 60min	£63.75	£63.65	£75.70	£64.80	£36.50	£31.25	£0.00	£65.05	2.0%	£64.90	2.0%	£78.00	3.0%	£66.75	3.0%	£37.25	2.10%	£31.90	2.1%	£0.00	0.0%
Judo room: 1 hr	£0.00	£0.00	£33.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£34.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Rink Hire: 1 hour	£0.00	£0.00	£118.95	£101.85	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£122.50	3.0%	£104.90	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Studio 1hr - SLC	£0.00	£0.00	£45.80	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£47.00	3.1%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Studio: Day rate	£0.00	£0.00	£216.15	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£222.65	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
VIP Suite- Commercial Rate per session	£0.00	£0.00	£216.15	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£222.65	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
VIP suite- Community Use per session	£0.00	£0.00	£21.60	£10.85	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£22.25	3.0%	£11.20	3.3%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Bouncy Castle & catering room	£0.00	£0.00	£145.85	£126.45	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£150.25	3.0%	£130.25	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Ice Rink	£0.00	£0.00	£216.05	£194.65	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£222.55	3.0%	£200.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Soft Play: Off peak	£0.00	£0.00	£129.60	£113.40	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£133.50	3.0%	£116.80	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Soft Play: Peak	£0.00	£0.00	£205.35	£183.65	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£211.50	3.0%	£189.15	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Sports party & catering	£0.00	£0.00	£145.80	£129.65	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£150.20	3.0%	£133.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Trampoline & catering	£0.00	£0.00	£145.80	£129.65	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£150.20	3.0%	£133.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Zumba tonic Dance Parties	£0.00	£0.00	£145.80	£129.65	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£150.20	3.0%	£133.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Squash Clinic- Sobell	£6.75	£6.75	£8.15	£6.85	£0.00	£0.00	£0.00	£6.90	2.2%	£6.85	1.5%	£8.40	3.1%	£7.05	2.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Court 40min:SLC: Off-peak	£8.30	£8.30	£10.30	£8.50	£0.00	£0.00	£0.00	£8.45	1.8%	£8.45	1.8%	£10.60	2.9%	£8.75	2.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Court 40min:SLC: Peak	£9.90	£9.90	£12.55	£10.10	£0.00	£0.00	£0.00	£10.10	2.0%	£10.10	2.0%	£12.95	3.2%	£10.40	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Leaguer Players Per Person	£5.65	£5.65	£7.10	£5.80	£0.00	£0.00	£0.00	£5.75	1.8%	£5.75	1.8%	£7.30	2.8%	£6.00	3.4%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Racket hire	£2.40	£2.40	£2.45	£2.45	£0.00	£0.00	£0.00	£2.45	2.2%	£2.45	2.2%	£2.55	4.1%	£2.55	4.1%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Football Hire	£0.00	£0.00	£3.30	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£3.40	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Main Hall 60min	£79.70	£79.70	£91.90	£81.10	£0.00	£0.00	£0.00	£81.30	2.0%	£81.25	1.9%	£94.65	3.0%	£83.55	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Outdoor 60min	£63.65	£63.65	£75.70	£64.80	£0.00	£0.00	£0.00	£64.90	2.0%	£64.90	2.0%	£78.00	3.0%	£66.55	2.7%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Junior Gym	£0.00	£0.00	£0.00	£0.00	£5.20	£4.20	£3.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.30	1.90%	£4.25	1.2%	£3.15	1.8%
Sport session	£0.00	£0.00	£0.00	£0.00	£5.20	£4.20	£3.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.30	1.90%	£4.25	1.2%	£3.15	1.8%
Holiday Programme 5.5 hour day	£0.00	£0.00	£0.00	£0.00	£8.55	£6.60	£5.30	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£8.70	1.80%	£6.75	2.3%	£5.40	1.8%
Holiday Programme 5.5 hour playgroups	£0.00	£0.00	£0.00	£0.00	£5.55	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.65	1.60%	£0.00	0.0%	£0.00	0.0%
Soft Play Groups up to 20	£0.00	£0.00	£0.00	£0.00	£38.25	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£39.00	2.00%	£0.00	0.0%	£0.00	0.0%
Soft Play Groups up to 30	£0.00	£0.00	£0.00	£0.00	£60.55	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£61.75	2.00%	£0.00	0.0%	£0.00	0.0%
Soft Play over 1 m	£0.00	£0.00	£0.00	£0.00	£4.20	£3.15	£2.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£4.25	1.20%	£3.20	1.6%	£2.15	2.0%
Soft Play Under 1m	£0.00	£0.00	£0.00	£0.00	£4.20	£3.15	£2.10	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£4.25	1.20%	£3.20	1.6%	£2.15	2.0%

APPENDIX C3: CEMETERIES FEES AND CHARGES 2019-20

Description	2018-19		2019-20			
	Resident	Non Resident	Resident	% Increase	Non Resident	% Increase
BURIALS						
Private Grave						
Classic Grave Space	£1,300.00	£2,000.00	£1,300.00	0.00%	£3,000.00	50.00%
7'x3' Grave Space	£2,095.00	£3,515.00	£2,280.00	8.83%	£4,000.00	13.80%
9'x4' Grave Space	£2,375.00	£4,025.00	£2,430.00	2.32%	£4,500.00	11.80%
Woodland Burial	£2,150.00	£3,600.00	£2,200.00	2.33%	£3,690.00	2.50%
Front lawn areas - 7'x3' Grave Space	£3,645.00	£6,520.00	£3,735.00	2.47%	£6,685.00	2.53%
Front lawn areas - 9'x4' Grave Space	£5,635.00	£10,170.00	£5,780.00	2.57%	£10,420.00	2.46%
Trent Park- 8'x5' Grave Space	£1,435.00	£2,315.00	£1,470.00	2.44%	£3,000.00	29.59%
Children's Memorial Garden	£420.00	£825.00	£420.00	0.00%	£825.00	0.00%
Purchase of Right of Burial in an Ash Plot	£1,040.00	£1,235.00	£1,040.00	0.00%	£1,235.00	0.00%
Interment Fees						
Individual 16 yrs and over- all cemeteries	£1,125.00	£2,000.00	£1,150.00	2.22%	£2,050.00	2.50%
Individual under 16 yrs	£500.00	£885.00	£500.00	0.00%	£885.00	0.00%
Front lawn areas - Adult	£2,045.00	£3,765.00	£2,095.00	2.44%	£3,860.00	2.52%
Front lawn areas - under 16 yrs	£910.00	£1,615.00	£910.00	0.00%	£1,615.00	0.00%
Saturday Burial extra charge	£700.00	£700.00	£720.00	2.86%	£720.00	2.86%
Sunday Burial extra charge	£900.00	£900.00	£920.00	2.22%	£920.00	2.22%
Saturday burial of ashes extra charge	£130.00	£130.00	£145.00	11.54%	£145.00	11.54%
Sunday burial of ashes extra charge	£200.00	£200.00	£205.00	2.50%	£205.00	2.50%
Hand Digging Fee	£500.00	£500.00	£510.00	2.00%	£510.00	2.00%
Public Grave						
Adult	£290.00	£450.00	£295.00	1.72%	£460.00	2.22%
Child 3-16 yrs	£105.00	£140.00	£105.00	0.00%	£140.00	0.00%
Baby to 3 yrs	£65.00	£110.00	£65.00	0.00%	£110.00	0.00%
Burial of Cremated Remains - Hampstead Cemetery						
2nd- 4th Interment	£105.00	£105.00	£110.00	4.76%	£110.00	4.76%
Grave Units						
Purchase of Double vault including 1st Interment & 60 year lease	£6,750.00	£10,000.00	£6,920.00	2.52%	£10,250.00	2.50%
Purchase of Double front lawn vault inc 1st Interment & 60 year lease	£9,200.00	£14,100.00	£9,430.00	2.50%	£14,450.00	2.48%
Mausolea						
Purchase of single unit and Interment (inc burial rights)-1st and 3rd row	£6,080.00	£8,970.00	£6,080.00	0.00%	£8,970.00	0.00%
Purchase of single unit and Interment (inc burial rights)-2nd row	£6,820.00	£9,970.00	£6,820.00	0.00%	£9,970.00	0.00%
Miscellaneous Charges						
Burial of ashes - 16 yrs old and over	£90.00	£140.00	£90.00	0.00%	£140.00	0.00%
Burial of ashes - under 16 years	Free	Free	Free	0.00%	Free	0.00%
Scattering ashes from elsewhere (large casket)	£75.00	£75.00	£75.00	0.00%	£75.00	0.00%
Transfer Fee	£50.00	£50.00	£50.00	0.00%	£50.00	0.00%
Purchase In Reserve 50% Supplement						
Certificate of Burial	£30.00	£30.00	£30.00	0.00%	£30.00	0.00%
Burial Record Search for up to 3	£45.00	£45.00	£45.00	0.00%	£45.00	0.00%
Database Record Search	£15.00	£15.00	£15.00	0.00%	£15.00	0.00%
Extending standard grave to allow for extra large coffin	£70.00	£135.00	£70.00	0.00%	£135.00	0.00%
Renewal of Grave Lease 16.7% of total costs						
Weekday extended service time in chapel (extra half hour)	£110.00	£110.00	£110.00	0.00%	£110.00	0.00%
Weekend extended service time in chapel (extra half hour)	£150.00	£150.00	£150.00	0.00%	£150.00	0.00%
Admin fee for 2 interment in niche at columbarium	£25.00	£25.00	£25.00	0.00%	£25.00	0.00%
Exhumation Fee						
First coffin - admin fee	£475.00	£475.00	£485.00	2.11%	£485.00	2.11%
Second coffin - admin fee	£200.00	£200.00	£205.00	2.50%	£205.00	2.50%
Remove & Replace Memorial						
Lawn style memorial up to 7'x3'	£215.00	£215.00	£220.00	2.33%	£220.00	2.33%
Traditional style memorial up to 7'x3'	£325.00	£325.00	£335.00	3.08%	£335.00	3.08%
Memorial Plaques	£60.00	£60.00	£60.00	0.00%	£60.00	0.00%
Ash Plot Memorial	£60.00	£60.00	£60.00	0.00%	£60.00	0.00%
Memorial base	£130.00	£260.00	£130.00	0.00%	£260.00	0.00%
Memorial License Fees						
Old section Grave Spaces (Traditional)	£315.00	£315.00	£320.00	1.59%	£320.00	1.59%
Private Earthen Graves Lawn sections	£220.00	£220.00	£225.00	2.27%	£220.00	0.00%
Common Graves	£70.00	£70.00	£70.00	0.00%	£70.00	0.00%
Additional Memorial Work	£75.00	£75.00	£75.00	0.00%	£75.00	0.00%
Annual clean	£25.00	£25.00	£30.00	20.00%	£30.00	20.00%
Ash Plot	£150.00	£150.00	£150.00	0.00%	£150.00	0.00%
CREMATION						
Cremation Services						
Individual 16 years and over	£610.00	£610.00	£625.00	2.46%	£625.00	2.46%
Individual under 16 years	£35.00	£35.00	£35.00	0.00%	£35.00	0.00%
Early Morning Cremation	£310.00	£310.00	£325.00	4.84%	£325.00	4.84%
Double funeral service	£735.00	£735.00	£750.00	2.04%	£750.00	2.04%
Evenings and Saturday Cremation	£760.00	£760.00	£780.00	2.63%	£780.00	2.63%
Sunday Cremation	£930.00	£930.00	£950.00	2.15%	£950.00	2.15%
Weekday extended service time in chapel (extra half hour)	£110.00	£110.00	£110.00	0.00%	£110.00	0.00%
Weekend extended service time in chapel (extra half hour)	£150.00	£150.00	£150.00	0.00%	£150.00	0.00%
Contract Cremation	£130.00	£130.00	£130.00	0.00%	£130.00	0.00%
Use of Organist	£70.00	£70.00	£70.00	0.00%	£70.00	0.00%
Audio-Visual System						
Live Webcast	£30.00	£30.00	£30.00	0.00%	£30.00	0.00%
Live Webcast & Re-Watch again within 28 days	£45.00	£45.00	£45.00	0.00%	£45.00	0.00%
Webcast DVD/BluRay	£50.00	£50.00	£50.00	0.00%	£50.00	0.00%
Webcast CD	£45.00	£45.00	£45.00	0.00%	£45.00	0.00%
Webcast Additional DVD/BluRay (each)	£35.00	£35.00	£35.00	0.00%	£35.00	0.00%
Single Photo (continuously displayed throughout service)	£12.00	£12.00	£12.00	0.00%	£12.00	0.00%
Simple slideshow (Max 25 photos-played once during service)	£38.00	£38.00	£40.00	5.26%	£40.00	5.26%
Professional Tribute (Max 25 photos-Set to a music track of choice-Played once during service)	£70.00	£70.00	£70.00	0.00%	£70.00	0.00%
Family supplied tribute	£12.00	£12.00	£18.00	50.00%	£18.00	50.00%
Removing Ashes from Crematorium						
Holding ashes on temporary deposit	£20.00	£20.00	£20.00	0.00%	£20.00	0.00%
PET CEMETERY FEES						
Large grave	£550.00	£550.00	£560.00	1.82%	£560.00	1.82%
Medium grave	£445.00	£445.00	£455.00	2.25%	£455.00	2.25%
Small grave	£385.00	£385.00	£390.00	1.30%	£390.00	1.30%
Scattering of ashes	Free	Free	Free	0.00%	Free	0.00%
Burial of ashes with marker	£100.00	£100.00	£100.00	0.00%	£100.00	0.00%

APPENDIX D1

HRA - MEDIUM TERM FINANCIAL STRATEGY	2018-19	2019-20	2020-21	2021-22
	Revised Estimate	Estimate	Estimate	Estimate
	£Ms	£Ms	£Ms	£M's
HRA INCOME:				
Income From Dwellings:				
Tenants Rents	£150.5	£149.7	£155.4	£161.0
Tenants Service Charges	£13.3	£16.0	£16.3	£16.7
Income From Dwellings	£163.8	£165.7	£171.8	£177.6
Commercial Property Rents	£1.4	£1.6	£1.6	£1.6
Heating Charges (Tenants & Leaseholders)	£2.1	£2.7	£2.7	£2.7
LeaseHolder Annual Service Charges	£9.3	£10.1	£11.0	£11.8
LeaseHolder Charges for Major Works	£2.5	£2.5	£2.5	£2.5
LeaseHolder Charges	£11.8	£12.6	£13.5	£14.3
Other Charges for Services & Facilities	£5.3	£5.7	£4.4	£4.4
Private Finance Initiative Government Subsidy	£22.9	£22.9	£22.9	£22.9
Interest Receivable	£0.5	£0.5	£0.5	£0.5
Transfers from the General Fund for Shared Services	£0.8	£0.8	£0.8	£0.8
GROSS INCOME SUB TOTAL	£208.5	£212.4	£218.0	£224.8
HRA EXPENDITURE:				
General Management	£51.8	£53.9	£54.5	£55.6
Private Finance Initiative - Payments	£42.3	£44.0	£44.9	£45.9
Special Services	£19.4	£22.6	£23.0	£23.5
Repairs & Maintenance	£32.0	£33.0	£33.7	£34.4
Rents, Rates, Taxes & Other Charges	£0.6	£0.6	£0.6	£0.6
Interest Charges on Debt	£16.3	£16.4	£16.5	£16.6
Depreciation - Contribution to the Major Repairs Reserve (to fund the Capital Prog.)	£34.0	£35.0	£35.7	£36.4
Total Capital Financing Costs	£50.3	£51.4	£52.2	£53.0
Increase In Bad Debt Provision	£0.8	£0.8	£0.8	£0.8
HRA Contingency	£2.0	£1.1	£1.1	£1.1
Contribution to HRA Reserves	£9.4	£5.1	£7.3	£10.0
GROSS EXPENDITURE SUB TOTAL	£208.5	£212.4	£218.0	£224.8
NET HRA Position	£0.0	£0.0	£0.0	£0.0

HRA FEES AND CHARGES 2019-20

Tenant Service Charges and Digital TV Charges

	Proposed weekly charge or compensation sum
Caretaking and Cleaning	10.02
Estate Services (estate lighting, communal estate repairs and grounds maintenance)	5.15
Tenant Service Charge	15.17
Digital TV (Installation & maintenance)	0.33
Digital TV (maintenance only)	0.20
Compensation for loss of caretaking service	2.40 per day (after 5 consecutive days of lost service)
<p>Note: The weekly tenant service charge for caretaking and estate services increases by £2.30 per week from £12.87 to £15.17.</p> <p>Charges have increased by 18% to cover inflation & to more closely reflect the true cost of the services provided.</p> <p>Caretaking compensation has increased in line with the increase in caretaking charge.</p> <p>Digital TV installation charges were set to be levied over a 10 year period these are now starting to come to an end & as such some tenants will be charged for maintenance only hence the introduction of the new maintenance only charge.</p>	

Heating and Hot Water Charges

	Bedsit Weekly Charge £	1-Bed Weekly Charge £	2-Bed Weekly Charge £	3-Bed Weekly Charge £	4-Bed Weekly Charge £
General:					
Heating and Hot Water	8.55	9.48	11.24	13.22	14.98
Heating Only (60% Full Charge)	5.02	5.57	6.60	7.76	8.80
Bunhill Energy Network (St Luke's, Stafford Cripps and Redbrick)	7.70	8.53	10.11	11.90	13.48
<p>Compensation (after 3 consecutive weeks of lost service): Heating and Hot Water £7.40 per day Heating only £6.90 per day Hot Water only 90p per day</p>					
<p>Note: Although gas supply costs are expected to increase, the gas "pool" has been used to absorb this increase and hence charges to Tenants in 2019-20 can remain frozen for the 3rd consecutive year at 2016-17 levels.</p>					

APPENDIX D2

Estate Parking Charges

	EMISSION BANDS / CHARGES			
CARBON EMISSION AND ENGINE SIZES:	BAND A	BAND B	BAND C	BAND D
Carbon CO2 Rating G/km (Grams per kilometre)	0-120	121-150	151-185	186+
Engine Size CC (Cylinder Capacity)	0-1100	1101-1399	1400-1850	1851+
	Weekly Charge £	Weekly Charge £	Weekly Charge £	Weekly Charge £
Rent & Service Charge Payers:				
- Garage	10.00	19.99	19.99	21.99
- Car Cage	4.67	9.35	9.35	10.28
- Parking Space	2.56	5.10	5.10	5.61
- Internal Garage	6.90	13.77	13.77	15.16
Non-Rent & Service Charge Payers:				
- Garage	20.83	41.61	41.61	45.74
- Car Cage	9.77	19.45	19.45	21.40
- Parking Space	5.72	12.20	12.20	16.79
				£
Garages Used For Non-Vehicle Storage – Rent & Service Charge Payers				21.99
Garages Used For Non-Vehicle Storage – Non-Rent & Service Charge Payers				45.74
Diesel Surcharge - applies to both Rent/Serv. Charge Payers & Non Rent/Serv. Charge Payers in respect of all parking facilities				120.00 per Year or 2.26 per Week
A 50% or 100% discount is offered on all vehicle parking charges to holders of an Islington Council disability parking blue badge				
VAT will be added to the above charges where applicable				
Note: Charges increase in line with inflation (3.3% RPI September 2018). For example, the charge to an LBI resident for a garage with a band B vehicle increases by 64p from £19.35 to £19.99 per week.				
With the exception of the diesel surcharge which increases by 20%				

Concierge Service Charges

	Weekly Charge £
Category A (Concierge Office in Block)	12.48
Category B (Concierge Office in Estate)	9.37
Category C (Concierge Office – Remote multiple cameras)	5.63
Category D (Concierge Office – Remote a small number of cameras)	1.77
Note: Charges have increased by 19% to cover inflation & to more closely reflect the true cost of the service provided. For example the charge to tenants who receive a Category B service increases by £1.52 from £7.85 to £9.37.	

Parking Charge Notices (PCN)

	Council Estates £
Parking Charge Notices	100.00
Parking Charge Notices (Paid within 14 days of issue)	60.00
<p>Note: The maximum charges for unauthorised parking on council estates (off-street parking) are recommended by the British Parking Association on behalf of the Home Office. No increase is recommended in 2019-20. For on-street parking (outside council estates), the Council charges between £80 and £130 depending on the seriousness of the offence.</p>	

Storage Units

	Weekly Charge £
Rent & Service Charge Payers	1.79
Non-Rent & Service Charge Payers	3.59
<p>Note: Charges increase in line with inflation (3.3% RPI September 2018). The charge to Rent & Service Charge Payers has increased by 6p from £1.73 to £1.79 and that for Non-Rent & Service Charge Payers has increased by 11p from £3.48 to £3.59</p>	

Floor Coverings (including underlay, carpets & fitting):

Covering the Bedroom(s), Front Room, Hallway & Staircase

2019-20 charges to tenants commencing the scheme wef 2017-18 reflects a more robust/substantial underlay Increased in line with inflation (3.3% RPI at Sept.18)		
No of Beds	2019-20 Charge	Weekly Charge to Tenants over 5 years
1	£712	£2.74
2	£1,040	£4.00
3	£1,369	£5.27
4	£1,642	£6.32

Original charges levied in 2016-17 – no change in charge to tenants in 2019-20 (the final year) for those commencing the scheme in 2016-17 only		
No of Beds	2019-20 Charge	Weekly Charge to Tenants over 3 years
1	£449	£2.88
2	£651	£4.17
3	£850	£5.45
4	£1,000	£6.41

Home Ownership Unit Charges:

Fees have increased in line with inflation (3.3% RPI at Sept.18)

1. Lease Holder Fees in respect of Structural Alterations & Additions:

		Home Ownership Fees 2019-20	Technical Property Services Fees 2019-20
a	Minor alterations (e.g.: flues, extractor fans)	£87 – letter of consent	None
b	Deed of variation for windows	£219	None
c	Minor structural alterations	£87	£196
d	Major structural alterations (e.g. roofs, conservatories)	£109	£196 – technical inspections £60 per hour if additional technical work required
e	Retrospective consent	a/b/c/d +£310	£394 – technical inspections £60 per hour if additional technical work required
f	Re-drawing lease plans	£52	£446
g	Purchase of land/space e.g. garden/loft/basement	£109	£590 and any additional inspections £60 per hour, £492 valuation fee

2. Lease Holder Miscellaneous Fees:

		Home Ownership Fees 2019-20
a	Sub-let Registration	£42
b	Assignment pack	£191 L/Holder £82 F/Holder
c	Re-mortgage pack	£136 L/Holder £70 F/Holder
d	S146 costs	£274
e	Copy of lease	£27
f	Letter of Satisfaction	£55
g	Copy of service charge invoice	£27

2. Lease Holder Miscellaneous Fees continued:

		Home Ownership Fees 2019-20
h	Breakdown of charges for a previous year	£27
i	Notice of assignment or charge	£67
j	Combined notice of assignment and charge	£134
k	Removal of Land Registry charge	£113
l	Details of planned major works	£54
m	Postponement charge	£215
n	Major works extended payment plan – legal charge	£215
o	Removal of Land Registry charge for major works extended payment plan	£113
p	Letter before legal action	£40

Capital Strategy 2019-22

Introduction

The Council has a fully funded Capital Strategy for the period 2019-22. This will deliver £379m of capital investment over the next three years and includes the continuation of ongoing programmes of investment in new homes (£260m) and housing major works and improvements (£75m), the 'Invest to Save' acquisition of Council owned temporary accommodation (£13m), traffic and engineering improvements (£12m), investment in school buildings (£7m). The Council will also continue to invest in new vehicles (£5m) to help meet all new emissions standards in London (ULEZ).

Capital Programme 2019-22

The 2019-20 capital programme and the provisional programme for 2020-22 are summarised in the table below by each major ongoing programme or scheme. This incorporates re-profiled capital expenditure from the current financial year and latest estimates in each of the next three financial years. In some cases, particularly for schemes still at the feasibility stage, it is challenging to forecast the profile of expenditure accurately and additional time has been allowed for potential delays.

CAPITAL PROGRAMME 2019-22	2019-20 £000	2020-21 £000	2021-22 £000	TOTAL £000
Major Works and Improvements	25,000	20,000	30,000	75,000
New Homes Programme	76,046	111,067	73,224	260,337
Temporary Accommodation	13,125	0	0	13,125
HOUSING & ADULT SOCIAL SERVICES	114,171	131,067	103,224	348,462
Central Foundation School Expansion	1,600	120	0	1,720
Highbury Grove School Expansion	1,470	0	0	1,470
Tufnell Park School	3,100	750	250	4,100
CHILDREN'S, EMPLOYMENT & SKILLS	6,170	870	250	7,290
Energy Saving Council Buildings	390	0	0	390
Fleet Management	1,999	2,000	1,000	4,999
Greenspace	395	0	0	395
Highways	1,400	1,400	1,400	4,200
Leisure	475	475	375	1,325
Traffic and Engineering	5,354	4,500	2,500	12,354
ENVIRONMENT & REGENERATION	10,013	8,375	5,275	23,663
TOTAL	130,354	140,312	108,749	379,415

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The delivery of the capital programme will be monitored regularly as part of the 2019-20 financial monitoring and outturn process to the Executive and to the Policy and Performance Scrutiny Committee.

Capital Funding 2019-22

The estimated funding of the 2019-22 capital programme is summarised below. At the end of each financial year, the Section 151 Officer will apply resources to finance capital expenditure in the most cost effective way for the Council overall.

CAPITAL FUNDING 2019-22	2019-20 £000	2020-21 £000	2021-22 £000	TOTAL £000
Capital Receipts	27,592	45,427	49,024	122,043
Other External Funding & Revenue Contributions	3,782	5,199	5,200	14,181
Internal HRA Resources	75,366	55,324	30,000	160,690
General Fund Borrowing*	23,614	4,045	325	27,984
HRA Borrowing*	0	30,317	24,200	54,517
TOTAL	130,354	140,312	108,749	379,415

*The estimated General Fund and HRA borrowing requirements to finance the 2019-22 capital programme are reflected in the Capital Financing Requirement (CFR) and related forecasts in the Treasury Management and Investment Strategy 2019-20 at **Appendix E2**.

Affordability Prudential Indicators

The table below estimates the Council's net capital financing costs as a proportion of its revenue stream for both the General Fund and the HRA. Most of the Council's historical debt relates to the HRA, explaining why the HRA ratio is higher.

Ratio of Capital Financing Costs to Net revenue Stream	2019-20	2020-21	2021-22
General Fund	0.4%	0.5%	0.5%
HRA	7.5%	7.3%	7.2%

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The table below notionally estimates the incremental revenue cost of the General Fund capital programme on Band D council tax and the HRA capital programme on average weekly housing rents.

Incremental Impact of Capital Expenditure Plans	2019-20	2020-21	2021-22
Band D Council Tax	£20.35	£13.42	£2.44
Average Weekly Housing Rents	£0.00	£0.06	£0.10

Minimum Revenue Provision Policy

Each year the Council is required to agree a minimum revenue provision (MRP) policy for the 'prudent' annual repayment of debt associated with the financing of capital expenditure. The guiding principle of the regulations and statutory guidance is that MRP is charged over a period that is reasonably commensurate with the period over which the capital expenditure which gave rise to the debt provides benefits.

Since 2017-18, the Council has adopted the asset life (annuity) method (based on a prudent assessment of average asset life) for both 'supported' and 'unsupported' borrowing. In calculating the asset life (annuity) MRP, the average interest rates published by the Public Works Loans Board in the relevant financial year for new annuity loans will be used.

Based on this continuing policy, the estimated MRP in the 2019-20 budget is £2.158m.

Traffic and Transportation Schemes 2019-20

The traffic and transportation schemes listed below have been allocated funding from a range of sources and are likely to be progressed during 2019-20. All schemes are subject to consultation. Formal decisions are normally only required for schemes that require a traffic management order and will be taken by the Corporate Director of Environment and Regeneration in consultation with the Executive Member for Environment.

Scheme	Ward/s	Funding	Details of funding allocation
Archway Pedestrian and Public Realm Improvements	Hillrise, Junction	£50,000 (LIP funding)	Funding allocated by Executive, 18 October 2018

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Scheme	Ward/s	Funding	Details of funding allocation
Highbury and Islington Station Square	St Mary's, Highbury East	£100,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Central Street Master Plan	Bunhill	£75,000 (LIP funding)	Funding allocated by Executive, 18 October 2018; S106 funds also allocated
Advanced Stop Lines (ASLs) Review	Various	£15,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
King's Cross and Caledonian area public realm improvements	Caledonian	£25,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Farringdon and St John Street Neighbourhood Improvements	Clerkenwell	£75,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Old Street Roundabout and Public Realm Improvements	Bunhill	£25,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Pedestrian Accessibility Programme	Various	£50,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Making the Most of Public Spaces	Various	£100,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Safer Routes to Estates	Various	£50,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Borough wide Road Safety Schemes	Various	£350,000 (LIP funding)	Funding allocated by Executive, 18 October 2018

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Scheme	Ward/s	Funding	Details of funding allocation
Walking and Cycling Improvement Programme	Barnsbury, St Mary's, Canonbury, Clerkenwell, Highbury West	£75,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Secure Cycle Parking	Various	£20,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Play Streets	Various	£10,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Traffic Management improvements at sensitive locations	Various	£100,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Air Pollution Awareness	Various	£20,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Electric Vehicle Charging Point Programme	Various	£35,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Using new technologies to record and report speeding levels	Various	£30,000	Funding allocated by Executive, 18 October 2018
Traffic Management, environmental and road safety improvement – Clerkenwell Green	Clerkenwell	£75,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Islington Legible London Wayfinding Signs	Various	£100,000 (LIP funding)	Funding allocated by Executive, 18 October 2018
Cycle Route – Lever Street to Amwell Street	Bunhill, Clerkenwell	£100,000	Funding allocated by Executive, 18 October 2018

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Scheme	Ward/s	Funding	Details of funding allocation
Cycle Route - Quietway 2 (Bloomsbury to Walthamstow)	Bunhill, Clerkenwell Canonbury St Peter's	£75,000	Funding allocated by Executive, 18 October 2018
Cycle Route – Golden Lane/ Central Street/ Graham Street (Grid Phase 2)	Bunhill	£75,000	Funding allocated by Executive, 18 October 2018
Cycle Route – Charlton Place to Copenhagen Street	St Peter's, Barnsbury	£40,000	Funding allocated by Executive, 18 October 2018
Cycle Route – St John Street	Bunhill, Clerkenwell	£75,000	Funding allocated by Executive, 18 October 2018
Cycle Route – Farringdon to Palmer's Green via Finsbury Park	Highbury West, Highbury East, St Mary's, Holloway, Caledonian, Barnsbury, Clerkenwell	£500,000	Funding allocated by Executive, 18 October 2018
Cycle Route – Clerkenwell Road and Old Street	Bunhill, Clerkenwell	£200,000	Funding allocated by Executive, 18 October 2018
Cycle Route – Featherstone Street to Leonard Street (Grid Phase 1)	Bunhill	£50,000	Funding allocated by Executive, 18 October 2018
Cycle Route – White Lion Street/ Donegal Street/ Wharfdale Road	Barnsbury, Caledonian	£40,000	Funding allocated by Executive, 18 October 2018
Future Cycle Route 2 – Camden to Tottenham Hale	Various	£12,500	Funding allocated by Executive, 18 October 2018

APPENDIX E1

Scheme	Ward/s	Funding	Details of funding allocation
Future Cycle Route – Regents Canal to Highgate	Various	£75,000	Funding allocated by Executive, 18 October 2018

Report of: **Corporate Director of Finance and Resources**

Meeting of	Date	Agenda Item	Ward(s)
Audit Committee	31 January 2019		

Delete as appropriate	Exempt	Non-exempt

SUBJECT: Annual Treasury Management and Investment Strategy 2019-20

1. Synopsis

1.1 This report discusses the council's 2019-20 annual treasury management strategy and investment strategy.

2. Recommendations

2.1 To consider the Council's 2019-20 annual treasury management and investment strategy before full council's approval at its budget and council tax setting meeting on 28th February 2019. The strategy covers

- The balance sheet and treasury position
- Prospects for interest rates
- Borrowing requirement and strategy
- Debt rescheduling
- Investment strategy and policy
- HRA Self Financing

2.2 To note the key points of the treasury strategy summarised below:

Summary of the key points of the treasury strategy

- £131.4m is estimated to be required to be borrowed over the next 3 years
 - £48.9million to replace existing borrowing that matures
 - £82.5million of new borrowing to fund capital expenditure
- The borrowing strategy is to minimise borrowing costs, through
 - Using surplus internal cash, and
 - Borrowing at optimal times at either variable or fixed rates which can include borrowing in advance of need
- It is expected that sums for investments will be minimal. Investment activity is restricted to institutions set in para 3.7.
- The Council's investment priorities in order of importance are:
 - security of the invested capital;
 - liquidity of the invested capital;
 - an optimum yield which is commensurate with security and liquidity

3. Background

3.1 INTRODUCTION

- 3.1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) has defined treasury management as “the management of the organisations’ investments and cashflow, its banking, money market and capital market transactions; the effective control of the risks associated with these activities and the pursuit of optimum performance consistent with those risks.
- 3.1.2 Treasury management activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management). This Council adopted the Code of Practice on Treasury Management on 26th February 2002. The Council has incorporated the changes from the revised 2011 CIPFA Code of Practice into its treasury policies procedures and practices. The treasury risk management is conducted within the framework of the CIPFA and Accountancy Treasury Management Code of Practice 2017, requires the authority to approve a treasury management strategy before the start of each year.
- 3.1.3 The treasury management function is an important part of the overall financial management of the Council's affairs. Its importance has increased as a result of the freedoms provided by the Prudential Code. The Council is required to set out an Annual Treasury Strategy outlining at the least the expected treasury activity for the forthcoming three years.
- 3.1.4 Investments held for service purposes or for commercial profit are considered in a different report, Investment Strategy report and approved by full Council at its budget and council tax setting meeting on 28th February 2019.
- 3.1.5 A key requirement of this report is to explain both the risks, and the management of the risks, associated with treasury management which include:

- Liquidity Risk (Inadequate cash resources).
- Market or Interest Rate Risk (Fluctuations in interest rate levels).
- Inflation Risk (Exposure to inflation).
- Credit and Counterparty Risk (Security of Investments).
- Refinancing Risk (Impact of debt maturing in future years).
- Legal and Regulatory Risk.

3.2 Scope

3.2.1 This Treasury Management Strategy considers the impact of the Council's revenue budget and capital programme on the balance sheet position, the prospects for interest rates, borrowing requirement and strategy, debt rescheduling, investment strategy and policy, monitoring, members training and advisors.

Balance sheet and treasury position

3.2.2 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The CFR represents the level of borrowing for capital purposes. Revenue expenditure cannot be financed from borrowing. Net physical external borrowing should not exceed the CFR other than for short term cash flow requirements. It is permissible under the Prudential Code to borrow in advance of need, up to the level of the estimated CFR over the term of the Prudential Indicators. Where this takes place the cash will form part of the invested sums until the related capital expenditure is incurred. This being the case net borrowing should not exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years other than in the short term due to cash flow requirements.

3.2.3 The CFR together with balances and reserves are the core drivers of Treasury Management activity. The estimates, based on the current revenue budget and capital programmes and in advance of any changes to the 2019-20 budget to be considered in February, are set out in **Table 1** below:

Table 1 – Capital Financing, Balances and Reserves Forecasts

	31/03/2019 Estimate £m	31/03/2020 Estimate £m	31/03/2021 Estimate £m	31/03/2022 Estimate £m
General Fund CFR	154.0	175.8	173.6	163.5
Long term Liabilities- PFI	122.4	109.9	94.8	81.5
HRA CFR	442.3	442.3	472.6	496.8
Total CFR	718.7	728.0	741.0	741.8
Less Balances and Reserves	(225.8)	(160.6)	(155.4)	(213.4)
Net Balance Sheet Position	492.9	567.4	585.6	528.4

3.2.4 The Council's level of physical debt and investments is linked to these components of the balance sheet. Market conditions, affordability, interest rate expectations and credit risk considerations will influence the Council's strategy in determining the borrowing and investment activity against the underlying Balance Sheet position.

3.3 Prospects for interest rates

3.3.1 Treasury management activities such as borrowing, introduce risk to the Council via the impact of unexpected adverse movements in interest rates. The Council employs Arlingclose treasury consultants, to advice on the treasury strategy, to provide economic data and interest rate forecasts, to assist planning and reduce the impact of unforeseen adverse movements.

Appendix A draws together a number of current forecasts for short-term and longer-term fixed interest rates. The major external influence on the authority's treasury management strategy for 2019/20 will be the UK's progress in negotiating its exit from the European Union and agreeing future trading arrangements. Economic growth is forecast to remain relatively soft throughout 2019. The central case forecast is for UK Bank Rate to be hiked twice during the coming year to 1.25%. Gilt yields and PWLB rates are expected to move upwards from current levels due to strength of US economy and ECB's forward guidance on higher rates.

3.4 Borrowing Strategy

3.4.1 The Council's underlying need to borrow for capital purposes is measured by reference to its Capital Financing Requirement (CFR). To ensure that this expenditure will ultimately be financed, local authorities are required to make a Minimum Revenue Provision (MRP) for debt redemption from within the revenue budget each year.

3.4.2 Capital expenditure not financed from internal resources (i.e. capital receipts, capital grants and contributions, revenue or reserves) will produce an increase in the CFR (the underlying need to borrow) and in turn produce an increased requirement to charge MRP in the revenue account. The Council's borrowing requirement is shown in the **Table 2** below.

	2018-19	2019-20	2020-21	2020-22
	estimate £M	estimate £M	estimate £M	estimate £M
New Borrowing	31.6	23.6	34.4	24.5
Replacement borrowing	12.1	11.1	14.5	23.3
TOTAL	43.7	34.7	48.9	47.8

3.4.3 In conjunction with advice from our treasury advisor, Arlingclose Ltd, the Council will keep under review the options it has in borrowing from the Public Works Loan Board (PWLB), other local authorities and their pension funds, the market and other sources up to the available capacity within the Authorised Limit (contained within the Prudential Indicators in **Appendix B** to be adopted in the 2019-20 budget).

3.4.4 The chief objective of the council when borrowing money is to achieve an appropriate risk balance between securing low interest rates and cost certainty over the periods for which funds are required. Given the significant cuts to public expenditure and in particular local

government funding, the council's borrowing strategy continues to address the key issue of affordability without compromising the longer term stability of the debt portfolio. The types of borrowing that are still appropriate for a low interest rate environment from the PWLB are:

- Variable rate borrowing.
- Medium term equal instalments of principal (EIP) or annuity loans.
- Long term maturity loans where affordable.

3.4.5 The council's strategy is to minimise its borrowing costs over the medium to longer term and maintain maximum control over its borrowing activities as well as flexibility on its loans' portfolio. The use of internal resources in lieu of borrowing and short to medium term borrowing will continue because of the "cost of carry" (that is the differential between debt costs and investment earnings). Exposure to variable loans including PWLB rates will be kept under regular review, The Bank Rate is expected to be hiked twice to 1.25%. As at 31st December 2018, the council had agreed non-PWLB long term loans of £54.5m. All these loans are from other local authorities over outstanding periods of up to 3.5 years at an average rate of 2.0%.

3.4.6 Capital expenditure levels, cash flow projections, market conditions and interest rate levels will be monitored in conjunction with our treasury advisors, Arlingclose, to determine the most appropriate option.

3.4.7 The Council's borrowing requirement over the next three years is estimated to be around £131.4million, £48.9million of this borrowing will be used to replace existing PWLB debt taken in the 1980's that matures over the next three years. If market rates were to fall considerably or future rates were expected to rise, then some borrowing could be taken ahead of spend. The borrowing strategy will therefore consider opportunities to borrow not only for 2019-20 but ahead for the next two financial years.

3.5 **Debt rescheduling**

3.5.1 The factors affecting any decision on debt rescheduling will include, the generation of cash savings and / or discounted cash flow savings in interest cost, helping to fulfil the strategy outlined in the paragraphs above; enhancing the balance of the fixed to variable rate debt in the portfolio and, amending the maturity profile. All rescheduling activity will comply with the accounting requirements of the local authority Statement Of Recommended Practice (SORP) and regulatory requirements of the Capital Finance and Accounting Regulations (SI 2007 No. 573 as amended by SI 2008/414).

3.6 **Investment strategy and policy**

3.6.1 To comply with the Government's guidance and CIFA Code, the Council's general policy objective is to invest its surplus funds prudently.

3.6.2 The Council's investment priorities, in order of importance, are:

- security of the invested capital.
- liquidity of the invested capital.
- an optimum yield which is commensurate with security and liquidity.

3.6.3 The borrowing of monies purely to invest or on-lend and make a return is unlawful and the Council will not engage in such activity.

3.6.4 **Business model**

Under the new IFRS 9 standard, the accounting for certain investments depends on our business model for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore where other criteria are also met, these investments will continue to be accounted for at amortised cost

3.7 **Investment instruments approved counterparties.**

3.7.1. Potential instruments for the Council's use within its investment strategy are UK Government, local authorities or government backed public organisations, banks, corporates and registered providers.

3.7.2 The Council has reviewed the way it formulates its counterparty criteria. The lending list criteria is devised from the use of rating agencies which will include) as well as other factors. The main sovereign states whose banks are to be included are Australia, Canada, Finland, France, Denmark, Germany, Netherlands, Switzerland and the US. These countries and the Banks within them have been selected after analysis and careful monitoring of:

- Credit Ratings (minimum long-term A+ minimum short term F1).
- Credit Default Swaps.
- GDP; Net Debt as a Percentage of GDP.
- Sovereign Support Mechanisms / potential support from a well-resourced parent institution.
- Share Price.

3.7.3 The Council will also take into account information on corporate developments and market sentiment towards the counterparties. The Council and its Treasury Advisors, Arlingclose, will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.

3.7.4 The Council's internally managed investments as at 31 December totalled £110million and the forecast position for the end of March through 2019 will average £75million. The Council has restricted its investment activity to the following institutions while conditions in the financial sector are monitored for stability and cashflow positions are averaging around £75m:

- The Debt Management Agency Deposit Facility (The rates of interest from the DMADF are below equivalent money market rates. However, the returns are an acceptable trade-off for the guarantee that the Council's capital is secure).
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV).
- Deposits with other local authorities.
- Business reserve accounts and term deposits. These have been primarily restricted to UK institutions that are rated at least A+ long term.

- 3.7.5 If the cash flow positions were to increase because of forward borrowing, then investments criteria will revert to credit ratings as stated in paragraph 3.7.2
- 3.7.6 A copy of the Council's current Approved lending list and the institutions actually lent to as at December 2018 is attached as **Appendix C** for information. In addition, the Council has borrowed £58m at an average rate of 0.7% short term, from other Local Authorities & Public Bodies – this has proved to be a cheaper alternative to variable rate PWLB borrowing and cover periods from 10 days to 10months.
- 3.7.7 The bank rate was raised from 0.50% to 0.75% in August 2018. The Monetary Policy Committee re-emphasised that any further increases would be at a gradual pace. Our treasury advisors, Arlingclose's central case is for UK bank rate to be raised twice to 1.25% through 2019.
- 3.7.8 The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose, is attached as **Appendix A**. The Council will reappraise its strategy with evolving market conditions and expectations for future interest rates.
- 3.7.9 The Corporate Director of Finance and Resources under delegated powers will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators. All investments will be made in accordance with the Council's investment policies and prevailing legislation and regulations.
- 3.8 **Housing Revenue Account policy on apportioning interest**
- 3.8.1 Central Government completed its reform of the Housing Revenue Account Subsidy system at the end of 2011/12. Local authorities are required to recharge interest expenditure and income attributable to the HRA in accordance with determinations issued by the Department for Communities and Local Government. The CIPFA Code recommends that authorities present this policy in their TMSS.
- 3.8.2 On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. New long-term loans borrowed are assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) are charged/ credited to the respective revenue account.
- 3.9.3 **Internal borrowing**
Where the HRA or GF has surplus cash balances which allow either account to have external borrowing below its level of CFR (internal borrowing), the rate charged on this internal borrowing will be based on the 14.5 -15year PWLB fixed loan rate to reflect the assumed opportunity cost forgone.

3.10 Monitoring

3.10.1 Treasury management monitoring will be incorporated in the regular Executive financial monitoring reports. The Executive Member for Finance is regularly briefed on treasury activities. At the end of the financial year, an outturn report will be prepared on the Council's investment activity as part of its Annual Treasury Report. The Audit committees will scrutinise the Annual Treasury Strategy Statement before Council approval at its budget and council tax setting meeting.

3.11 Members Training

3.11.1 CIPFA's revised Code requires the Director of Finance to ensure that all Members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities. Training on treasury management is available to Members and can be tailored to their needs and should be assessed regularly to ensure knowledge and skills are maintained at appropriate levels

3.11 Advisors

3.11.1 Arlingclose, our appointed treasury advisors, undertake their role as advisors to enable the Council to make informed decisions.

3.12 Markets in Financial Instruments Directive

3.12.1 The council has opted up to professional client status with its providers of financial services, including advisors, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. The Director of Finance and Resources believes this to be the most appropriate status given the size and range of our treasury management activities.

4 Implications

4.1 Financial Implications

The activities of the treasury management function has resource implications on the council's revenue budget. The paramount objective of the treasury management function is capital security and the pursuit of optimum performance must be consistent with the risk undertaken.

4.2 Legal Implications

Local authorities have restricted freedoms with regard to the investment of surplus funds. The rules are prescribed by statute and are laid out under section 15(1)(a) of the Local Government Act 2003. Local authorities are also required to have regard to supplementary guidance provided by the Office of the Deputy Prime Minister (ODPM; now Communities and Local Government) and by CIPFA. CIPFA's guidance is defined as a proper practice for these purposes.

4.3 Resident Impact Assessment

4.3.1 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.

4.3.2 A resident equalities impact assessment has not been undertaken at this stage because this report is an update on an existing policy that is agreed at the annual council tax and budget setting.

4.4 **Environmental Implication**
None applicable to this report.

5. Conclusion and reasons for recommendations

5.1 This is the annual treasury and investment strategy statement report discussing the council's strategy on borrowing and investment and also reviewing current investment policy. Members are asked to consider this strategy before it is presented for approval at the council budget and council tax setting meeting on 28 February 2019.

Appendices: **Appendix A-** Arlingclose Economic and Interest Rate Forecast as at December 2018
Appendix B- Prudential Indicators
Appendix C- Current Lending List and Counterparty Schedule

Background papers:

Audit Commission National Report 2009; Council Budget Report on 22 February 2018
CIPFA guidance on treasury management issued in November 2009

Final Report Clearance

Signed by



Service Director Financial and Asset
Management

Date 22.01.2019

Received by

Head of Democratic Services

Date

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Appendix A- Arlingclose Economic and Interest Rate Forecast as at December 2018

Underlying assumptions:

- Our central interest rate forecasts are predicated on there being a transitional period following the UK's official exit from the EU.
- The MPC has a bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. We believe that MPC members consider that: 1) tight labour markets will prompt inflationary pressure in the future, 2) ultra-low interest rates result in other economic problems, and 3) higher Bank Rate will be a more effective policy weapon if downside risks to growth crystallise.
- Both our projected outlook and the increase in the magnitude of political and economic risks facing the UK economy means we maintain the significant downside risks to our forecasts, despite the potential for slightly stronger growth next year as business investment rebounds should the EU Withdrawal Agreement be approved. The potential for severe economic outcomes has increased following the poor reception of the Withdrawal Agreement by MPs. We expect the Bank of England to hold at or reduce interest rates from current levels if Brexit risks materialise.
- The UK economic environment is relatively soft, despite seemingly strong labour market data. GDP growth recovered somewhat in the middle quarters of 2018, but more recent data suggests the economy slowed markedly in Q4. Our view is that the UK economy still faces a challenging outlook as the country exits the European Union and Eurozone economic growth softens.
- Cost pressures are easing but inflation is forecast to remain above the Bank's 2% target through most of the forecast period. Lower oil prices have reduced inflationary pressure, but the tight labour market and decline in the value of sterling means inflation may remain above target for longer than expected.
- Global economic growth is slowing. Despite slower growth, the European Central Bank is conditioning markets for the end of QE, the timing of the first rate hike (2019) and their path thereafter. More recent US data has placed pressure on the Federal Reserve to reduce the pace of monetary tightening - previous hikes and heightened expectations will, however, slow economic growth.
- Central bank actions and geopolitical risks have and will continue to produce significant volatility in financial markets, including bond markets.

Forecast:

- The MPC has maintained expectations of a slow rise in interest rates over the forecast horizon, but recent events around Brexit have dampened interest rate expectations. Our central case is for Bank Rate to rise twice in 2019, after the UK exits the EU. The risks are weighted to the downside.
- Gilt yields have remained at low levels. We expect some upward movement from current levels based on our central case that the UK will enter a transitional period following its EU exit in March 2019. However, our projected weak economic outlook and volatility arising from both economic and political events will continue to offer borrowing opportunities.

	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Average
Official Bank Rate														
Upside risk	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.17
Arlingclose Central Case	0.75	0.75	1.00	1.00	1.25	1.13								
Downside risk	0.00	-0.50	-0.75	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-0.85
3-mth money market rate														
Upside risk	0.10	0.10	0.10	0.10	0.15	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.17
Arlingclose Central Case	0.90	0.95	1.10	1.30	1.40	1.40	1.40	1.35	1.35	1.35	1.35	1.35	1.35	1.27
Downside risk	-0.20	-0.45	-0.60	-0.80	-0.90	-0.90	-0.90	-0.85	-0.85	-0.85	-0.85	-0.85	-0.85	-0.76
1-yr money market rate														
Upside risk	0.20	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.33
Arlingclose Central Case	1.15	1.25	1.35	1.50	1.70	1.60	1.50	1.40	1.35	1.35	1.35	1.35	1.35	1.40
Downside risk	-0.35	-0.50	-0.60	-0.80	-0.90	-0.90	-0.90	-0.85	-0.85	-0.85	-0.85	-0.85	-0.85	-0.77
5-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.15	1.25	1.35	1.50	1.50	1.40	1.35	1.35	1.30	1.30	1.30	1.30	1.30	1.33
Downside risk	-0.50	-0.60	-0.65	-0.80	-0.80	-0.70	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.66
10-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.50	1.65	1.70	1.80	1.80	1.75	1.75	1.70						
Downside risk	-0.55	-0.70	-0.70	-0.80	-0.80	-0.75	-0.75	-0.70	-0.70	-0.70	-0.70	-0.70	-0.70	-0.71
20-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	2.00	2.10	2.20	2.18										
Downside risk	-0.60	-0.70	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.73
50-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.90	1.95	2.00	1.99										
Downside risk	-0.60	-0.70	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.73

EXTERNAL DEBT INDICATORS

1

Authorised Limit for External Debt (including PFI)							
			2018-19 £000s Approved	2018-19 £000s Revised	2019-20 £000s Estimate	2020-21 £000s Estimate	2021-22 £000s Estimate
Borrowing			461,000	318,000	413,000	462,000	509,000
Other Long Term Liabilities			127,000	122,000	110,000	95,000	82,000
TOTAL AUTHORISED LIMIT			588,000	440,000	523,000	557,000	591,000

The Authorised Limit for External Debt sets the maximum level of external borrowing that the Council can incur. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the Council's expected maximum borrowing need with headroom for unexpected cashflow. The limit also provides scope for the Council to borrow in advance of need. Other long-term liabilities include items such as PFI schemes and finance leases.

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Operational Boundary for External Debt (including PFI)							
			2018-19 £000s Approved	2018-19 £000s Revised	2019-20 £000s Estimate	2020-21 £000s Estimate	2021-22 £000s Estimate
Borrowing			431,000	298,000	383,000	432,000	479,000
Other Long Term Liabilities			117,000	112,000	100,000	85,000	72,000
TOTAL OPERATIONAL BOUNDARY			548,000	410,000	483,000	517,000	551,000

The Operational Boundary for External Debt is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during the year. It acts as an early warning indicator to ensure the authorised limit is not breached. Similarly to the authorised limit it also provides scope for the Council to borrow in advance of need. Other long-term liabilities include items such as PFI schemes and finance leases.

Actual External Debt (including PFI)						
						31.3.18 £000s Actual
Borrowing						258,000
Other Long Term Liabilities						122,000
TOTAL EXTERNAL DEBT						380,000

This is the actual external debt that the Council held at 31st March 2018
Other long-term liabilities include items such as PFI schemes and finance leases.

TREASURY MANAGEMENT INDICATORS

Adoption of CIPFA's Treasury Management Code of Practice	
The Council formally adopted CIPFA's Code of Practice on Treasury Management on 26th February 2002 and CIPFA's revised Code of Practice on Treasury Management on 25th February 2010.	

Maturity Structure of New Fixed Rate Borrowing							
					31.3.18 Existing (Benchmark) Level %	2019-20 Upper Limit %	2019-20 Lower Limit %
Under 12 months					5.0%	100%	4%
12 months and within 24 months					8.0%	100%	17%
24 months and within 5 years					12.0%	100%	15%
5 years and within 10 years					16.0%	100%	10%
10 Years and within 20 years					24.0%	100%	19%
More than 20 years					35.0%	100%	35%

These limits are set to reduce the Council's exposure to large fixed rate sums of borrowing falling due for refinancing in any one year.

Upper Limit for Total Principal Sums Invested for over 364 Days

			2018-19 £000s Approved	2018-19 £000s Revised	2019-20 £000s Estimate	2020-21 £000s Estimate	2021-22 £000s Estimate
6	Total principal sum invested		55,000	50,000	50,000	50,000	50,000

These limits are set to reduce the need for the early sale of an investment, and are based on the availability of investments at each year-end.

Credit Risk

The Council considers security, liquidity & yield in that order when making investment decisions.

It uses credit ratings along with a range of other criteria such as sovereign support mechanisms, credit default swaps & share prices to assess the credit strength of a counterparty

A full description of credit criteria used is included in section 3.6 of the Strategy Statement of the Councils Treasury Management

Interest Rate Exposure

	2019/20 Limit £'000s
8	
Upper limit on one-year revenue impact of a 1% rise in interest rates	5,682
Upper limit on one-year revenue impact of a 1% fall in interest rates	3,788

This indicator is set to control the Council's exposure to interest rate risk, on the assumption that maturing loans and investments will be replaced at current rates.

Counter-Party List - APPENDIX C

Minimum criteria	A+	F1	A1	P-1	A+	A-1												
	Fitch LT	Fitch ST	Moody's LT	Moody's ST	S & P LT	S & P ST	Sovereign Rating - F/M/S&P	5 year CDS	Share Price	Maximum Limit - £	Maximum Term		LBI	Arlinglose Current Advice	Lending at 31/12/2018			
UK Banks																		
Barclays	A+	F1	A1	P-1	A	A-1	AA/Aa2/Aau	96	158	30,000,000	36 Months							
HSBC	AA-	F1+	Aa3	P-1	AA-	A-1+	AA/Aa2/Aau	37	650	30,000,000	36 Months							
Lloyds	A+	F1	Aa3	P-1	A+	A-1	AA/Aa2/Aau	38	54	30,000,000	36 Months							
RBS	A+	F1	A1	P-1	A-	A-2	AA/Aa2/Aau	124	226	30,000,000	36 Months							
Santander UK	A+	F1	Aa3	P-1	A	A-1	AA/Aa2/Aau BBB+ Baa2/BBB+(Spain)	83	N/A	30,000,000	36 Months							
Standard Chartered	A+	F1	A1	P-1	A	A-1	AA/Aa2/Aau	53	614	30,000,000	36 Months							
UK Building Societies																		
Nationwide	A+	F1	Aa3	P-1	A	A-1	AA/Aa2/Aau	N/A	N/A	30,000,000	36 Months							
Non UK Banks																		
Australia																		
Australia & NZ Banking Group	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	100	N/A	15,000,000	36 Months							
Commonwealth Bank of Australia	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	130	N/A	15,000,000	36 Months							
National Australia Bank	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months							
Westpac Banking Group	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months							
Canada																		
Bank of Montreal	AA-	F1+	Aa2	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months							
Bank of Nova Scotia	AA-	F1+	Aa2	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months							
Canadian Imperial Bank of Commerce	AA-	F1+	Aa2	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months							
Royal Bank of Canada	AA-	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months							
Toronto-Dominion Bank	AA-	F1+	Aa1	P-1	AA-	A-1+	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months							
Finland																		
Germany																		
Netherlands																		
ING Bank	A+	F1	Aa3	P-1	A+	A-1	AAA/Aaa/AAAu	40	N/A	15,000,000	36 Months							
Rabobank	AA-	F1+	Aa3	P-1	A+	A-1	AAA/Aaa/AAAu	40	N/A	15,000,000	36 Months							
Sweden																		
Handelsbanken	AA	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	45	N/A	15,000,000	36 Months							
Nordea Bank AB	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	55	N/A	15,000,000	36 Months							
Switzerland																		
Credit Suisse	A	F1	A1	P-1	A	A-1	AAA/Aaa/AAAu	90	N/A	15,000,000	36 Months							
USA																		
Other																		
Deutsche Bank Global Liquidity Fund			Aaa / MR1+		AAA m		N/A	N/A	N/A	15,000,000	N/A							
UK Local Authorities					AAA		N/A	N/A	N/A	15,000,000	per authority 24 Months - amended 11/12/18							
Supra-National Bonds (EIB)	AAA		Aaa		AAA		N/A	N/A	N/A	Unlimited	Unlimited							
UK DMADF	AA		Aa2		AA		N/A	N/A	N/A	Unlimited	6 Months							

TOTAL FUNDS INVESTED

110,000,000

Strategy for Other Investments (Including Commercial Investments) 2019-20

Introduction

The Council invests its money for three broad purposes:

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
- to support local public services by lending to or buying shares in other organisations (**service investments**), and
- to earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy is a new report for 2019-20, meeting the requirements of statutory guidance issued by the government in January 2018, and focuses on the second and third of these categories.

Treasury Management Investments

The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of the GLA and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £75m and £100m during the 2019-20 financial year.

Contribution: The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details: Full details of the Council's policies and its plan for 2019-20 for treasury management investments are covered in a separate document, the Treasury Management Strategy, available on the same agenda.

Service Investments:

Contribution: The Council has lent money, £50,000, to its wholly owned subsidiary, Islington Limited (ICo). ICo provides local services and aims to raise revenue for the Council. The loan serves to support the working capital of ICo where the timings of its payments and receipts do not coincide. The loan has been made at an interest rate of 5% per annum.

Security: The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk, the Council ensures its exposure to service loans remains proportionate to the size of the Council and it regularly monitors the performance of ICo to ensure it remains capable of repaying the loan. The size of this loan does not expose the Council to undue risk

Accounting standards require the Council to set aside loss allowance for loans, reflecting the likelihood of non-payment. The figures for loans in the Council's statement of accounts from 2018-19 onwards will be shown net of this loss allowance. However, the Council makes every reasonable effort to collect the full sum lent and has appropriate credit control arrangements in place to recover overdue repayments.

Risk assessment: The Council assesses the risk of loss before entering into and whilst holding service loans by assessing the likelihood of ICo generating sufficient revenue to repay the loan. The Council has representation on the Board and regularly monitors ICo's performance.

Service Investments: Shares

Contribution: The Council holds shares of

1. Islington Limited (Ico): 100% shareholding
2. Transform Islington Phase 1 Holdings Limited 10% shareholding
3. Transform Islington Phase 2 Holdings Limited 10% shareholding

to support local public services and stimulate local economic growth. The fair value of these shares is immaterial and the shares are not traded in an active market. The Council has no current intention of disposing of some or all of these shareholdings.

Security: One of the risks of investing in shares is that they fall in value meaning that the initial outlay may not be recovered. However, the purpose of holding these shares is not necessarily to make a return but to support and control service delivery, e.g. the last two aim to manage the schools provided under BSF. These shares are also not traded in an active market. Normally, in order to limit this risk, upper limits on the sum invested in each category of shares would be set.

Commercial Investments: Property

Contribution: The Council currently holds 17 local commercial properties with the intention of making a profit (through rentals and / or capital growth) that will be spent on local public services. The most significant of these being retail and office space. The market value at 1st April 2018 of all such properties was £31.2m. These properties have been held for a significant time and the Council has not invested in new commercial properties in the recent past nor does it have any firm plans to do so in 2019-20. The rental income received in 2017-18 for these properties was £2.1m against direct expenditure of £0.5m.

Additionally, the Council has begun, alongside building dwellings for social housing within the HRA, building dwelling units to sell on the open market. The proceeds are then used to fund the building of additional social housing dwellings for Council tenants. The initial costs of building these for sale dwellings is met from capital receipts with minimal borrowing for cash flow purposes in the early stages of the scheme and any subsequent building costs met from sale proceeds.

In 2019-20 there is an anticipated spend of £13m on such for sale dwellings, of which £2m will be required from borrowing. This borrowing should all be repaid within 12-24 months as the dwellings are sold.

Security: In accordance with government guidance, the Council considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

A fair value assessment of the Council's investment property portfolio has been made within the past twelve months, and the underlying assets provide security for capital investment. Due to the historic nature of this portfolio accurate purchase costs is not easily available, however in the last two financial years the market value of the investment portfolio has increased by £8.8m. Should the 2018-19-year end accounts preparation and audit process value these properties below their purchase cost, then an updated investment strategy will be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

Liquidity: Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice, and can take a considerable period to sell in certain market conditions. To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the Council ensures dwellings are of a type and location that is marketable and has proven demand. The Council also has the option of letting any such properties for social housing or temporary accommodation and generate income whilst they are being marketed. In addition, the Council has ensured that its borrowing requirements have been kept to a minimum.

Loan Commitments and Financial Guarantees

Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments and financial guarantees carry similar risks to the Council and are included here for completeness.

The Council has committed to make up the liabilities of its subsidiary, Ico, should it request it. At present there is no indication this is likely to happen. The net liabilities of Ico as at 31.3.2018 were £0.1m.

Capacity, Skills and Culture

Elected members and statutory officers: There are a number of procedures and processes that enable Elected members and statutory officers to make appropriate investment decisions, including:

- All Elected members and statutory officers are aware of the Council's strategic objectives.
- The Council's constitution and Financial Regulations determine the authorisations required for financial decisions and these ensure appropriate scrutiny and delegated authorities.
- All relevant reports require financial and legal (including statutory and regulatory frameworks) consideration and implications to be part of the decision making process.
- The Council has set up a multi-disciplinary Project Delivery Board which approves business cases and then monitors the delivery of those projects.
- External specialist advice is sought and considered where it is deemed necessary and these costs are included as part of the investment / project costs to be recovered by the project.
- The Council has an embedded risk management framework and this reported regularly to Members

Commercial deals: External Advisors are used where appropriate to help advise on commercial transactions and internal rates of return are set and used to evaluate the terms of the deal. Expert legal advice where appropriate is also used for drafting and reviewing contract terms where deemed necessary. The Council ensures external advisors are fully aware of the statutory and regulatory framework the Council operate within.

Memorandum of Understanding on the London 75% business rates retention pilot 2019-20



MAYOR OF LONDON

Stuart Hoggan

Stuart Hoggan, Deputy Director, Local Government Finance - Ministry of Housing, Communities and Local Government

John O'Brien

John O'Brien, Chief Executive - London Councils

M. Clarke

Martin Clarke, Executive Director, Resources - Greater London Authority

Memorandum of Understanding on the 75% Business Rates Retention Pilot 2019-20 for London

Introduction

1. In the Spring Budget 2017, the London Devolution Memorandum of Understanding¹ included a commitment to exploring options for granting London government greater powers and flexibilities over the administration of business rates, including supporting the voluntary pooling of business rates within London, subject to appropriate governance structures being agreed.
2. Following the establishment of a pan London business rates pool to pilot the previously proposed principles of 100% Business Rates Retention in 2018-19, this Memorandum of Understanding confirms the commitment by the Government, the Mayor of London and London local government to pilot the principles of 75% business rates retention in 2019-20 through the continuation of the pan-London business rates pool. It sets out the basis on which the local authorities listed at **Annex A** will pilot 75% business rates retention.
3. This Memorandum of Understanding (MoU) comes into effect from 1 April 2019 and expires on 31 March 2020.
4. This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU.

Pilot principles

5. The pilot pool will be voluntary, but will include all 32 London boroughs, the City of London Corporation and the Greater London Authority [“the London authorities”].
6. From 1 April 2019 the London authorities will retain 75% of their non-domestic rating income². They will also receive section 31 grants in respect of Government changes to the business rates system which reduce the level of business rates income. Section 31 grant will amount to 75% of the value of the lost income. Tariffs and top-ups will be adjusted to ensure cost neutrality.
7. In moving to 75% business rates retention, the Ministry of Housing, Communities and Local Government will continue not to pay Revenue Support Grant to the

¹ <https://www.gov.uk/government/publications/memorandum-of-understanding-on-further-devolution-to-london>

² As defined in the Non-Domestic Rating (Rates Retention) Regulations 2013 (SI2013/452) (as amended).

London authorities in 2019/20. The value of these grants in 2019-20 is set out in **Annex B**.

8. The London authorities will not be subject to more onerous rules or constraints under the 75% rates retention pilot, than they would have been if they had remained subject to the 67% scheme in place in 2017-18, reflecting the incremental impact of the Greater London Authority's partial pilot as a result of the 'rolling in' of its Revenue Support Grant and the Transport for London investment grant. No 'new burdens' will be transferred to London and participation in the pilot will not affect the development or implementation of the Fair Funding Review.
9. Levy and safety net payments due from/to the London business rates pool will be calculated, in accordance with the Non-Domestic Rating (Levy and Safety Net) Regulations 2013 (SI 2013/737) (as amended), as if the London authorities were not 75% pilots, but instead were operating under the 50% rates retention scheme adjusted for the GLA's partial pilot for 2017-18, which is continuing as part of the pool and increased the locally retained share to 67%.
10. However, notwithstanding the calculation of levy and safety net payments under the Regulations, the Government will calculate levy and safety net payments due from/to the London business rates pool on the basis that it has a 'zero' levy rate and 'safety net threshold' of 95%, and that the London authorities will be retaining 75% of London's business rates income. The difference between any sums due under this calculation and the levy/safety net due under SI 2013/737 will be paid to the London business rates pool via a section 31 grant.
11. The piloted approach will have no impact on Enterprise Zones and 'designated areas' where the designations made by the Secretary of State come into force on or before 1 April 2019, along with other special arrangements, such as the statutory provision to reflect the unique circumstances of the City of London Corporation.

Distribution of any financial benefit

12. The 34 London authorities will prepare a framework agreement for the operation of a pilot pool in which, assuming the pool has 'growth' in comparison to its assessed business rates baseline:
 - each authority will receive at least as much from the pool as they would have individually under the existing 67% retention scheme;
 - 15% of any net financial benefit will continue to be set aside as a 'Strategic Investment Pot' (see paragraphs 13-16); and

- the resources not top-sliced for the investment pot will be shared between the GLA and the 33 billing authorities (the 32 boroughs and the City of London Corporation) in the ratio 36:64, in accordance with the principle previously agreed by London Councils and the GLA in the joint business rate devolution proposals to Government in September 2016.

Strategic investment

13. The Mayor of London commits that the GLA's share of any additional net financial benefit from the pilot will be spent on strategic investment projects. Decisions on the allocation of the GLA's share will be made by the Mayor of London.
14. For this purpose, and for the separate joint Strategic Investment Pot, 'strategic investment' will be defined as projects that will contribute to the sustainable growth of London's economy or support the delivery of new infrastructure, housing or employment, which lead directly to or are expected to facilitate an increase in London's overall business rates income.
15. The joint Strategic Investment Pot will be spent on projects that meet each of the following requirements:
- contribute to the sustainable growth of London's economy and an increase in business rates income either directly or as a result of the wider economic benefits anticipated;
 - leverage additional investment funding from other private or public sources; and
 - have broad support across London government in accordance with the proposed governance process (see paragraph 17-18).
16. It is anticipated that approximately 50% of net additional benefits arising from the pilot pool will continue to be spent on strategic investment projects.

Governance

17. Decisions regarding the Strategic Investment Pot will be taken formally by the City of London Corporation – as the lead authority – in consultation with all member authorities, reflecting voting principles designed to protect Mayoral, borough and sub-regional interests, agreed under the 2018-19 100% pilot and previously endorsed by Leaders and the Mayor in the London Finance Commission (both 2013 and 2017), and set out in London Government's detailed proposition on 100% business rates in September 2016. These are that:

- both the Mayor and a clear majority of the boroughs would have to agree;
- a majority would be defined as two-thirds of the 33 billing authorities (the 32 boroughs and the City of London Corporation), subject to the caveat that where all boroughs in a given sub-region disagreed, the decision would not be approved;
- if no decisions on allocation can be reached, the available resources would be rolled forward within the pot for future consideration at the next decision-making round.

18. It is envisaged that decisions will be taken annually. Each authority will be required to take the relevant decisions through its own constitutional decision-making arrangements.

Evaluation

19. The Government will undertake a qualitative evaluation on the progress of the pilot with focus on the governance mechanism and decision-making process, and the scale of resources dedicated to strategic investment.

Next steps

20. As specified in paragraph 3, the pilot will operate for one year. The Government is committed to giving local government greater control over the revenues they raise, and plans to implement 75% business rates retention across England from 2020-21 onwards. Piloting at 75% in a key area like London will provide information about the immediate future. The Government will work with London authorities to explore legislative changes:

- a. needed to develop a Joint Committee model for future governance of a London pool; and
- b. regarding the re-listing of central list assessments located wholly or primarily in the Greater London area, such as London Underground and Docklands Light Railway, in an 'area list.'

21. Neither are achievable without primary or secondary legislation and so if this were to be implemented it would be necessary for there to be a commitment to a longer-term London business rates pool.

22. The Government will reflect the pilot pool arrangements in the Provisional 2019-20 Local Government Finance Settlement in December 2018. If any authority decides to opt out within the following 28 days – that is, by 28 days after the Provisional Local Government Finance Settlement – the pool would not proceed.

23. London Government will update the existing pooling agreement between the 34 London authorities by which London Government collectively decides how to operate the pool and distribute the financial benefits. Each authority will be required to take the relevant decisions through its own constitutional decision-making arrangements.

Annex A

Authorities in the London Pilot

Barking & Dagenham
Barnet
Bexley
Brent
Bromley
Camden
City of London
Croydon
Ealing
Enfield
Greenwich
Hackney
Hammersmith & Fulham
Haringey
Harrow
Havering
Hillingdon
Hounslow
Islington
Kensington & Chelsea
Kingston upon Thames
Lambeth
Lewisham
Merton
Newham
Redbridge
Richmond upon Thames
Southwark
Sutton
Tower Hamlets
Waltham Forest
Wandsworth
Westminster
Greater London Authority

Annex B

Grants

The amount of Revenue Support Grant (RSG) to be 'rolled-in' to 75% rates retention for 2019/20 for each of the 33 billing authorities is set out below. This is in addition to the funding streams rolled in to the GLA's funding baseline in 2017-18 in respect of the Transport for London investment grant (£993 million in 2019-20) and the Greater London Authority's RSG (£127.9 million in 2019-20) under the GLA's partial pilot.

RSG	Amount (£m) for 2019/20
Barking & Dagenham	17.7
Barnet	6.2
Bexley	3.2
Brent	24.5
Bromley	0.0
Camden	22.3
City of London	6.2
Croydon	13.9
Ealing	17.2
Enfield	17.3
Greenwich	25.1
Hackney	34.8
Hammersmith & Fulham	17.1
Haringey	21.6
Harrow	1.6
Havering	1.4
Hillingdon	6.7
Hounslow	9.5
Islington	24.1
Kensington & Chelsea	9.9
Kingston upon Thames	0.0
Lambeth	31.7
Lewisham	27.5
Merton	5.1
Newham	36.2
Redbridge	10.2
Richmond upon Thames	0.0
Southwark	35.9
Sutton	6.6
Tower Hamlets	33.3
Waltham Forest	18.5
Wandsworth	23.1
Westminster	29.6

Budget 2019-22 Resident Impact Assessment

Title of plan, policy and/or procedure being assessed	Budget Savings Proposals 2019-22
Name of Service Area Assessed	Council-wide
Staff conducting assessment including contact details	Alan Layton alan.layton@islington.gov.uk
Date of assessment	29 November 2018

1. Introduction

This report provides an assessment of the likely impact of the Council's budget savings proposals for 2019-22 on residents and employees with 'protected characteristics' as defined by the Equality Act 2010.

Under Section 149 of the Act, the Council has a legal duty to have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity and
- foster good relations between different groups

The precise wording of the Public Sector Equality Duty (PSED) is set out at the end of this document, in Annex A.

In addition to our statutory duty, it is also our policy to assess the socio-economic, human rights and safeguarding impact of proposals.

The council is committed to crafting a fairer Islington and seeks to protect the borough's most vulnerable residents. We are required to demonstrate our fulfilment of our duty to pay 'due regard' in the decision making process and, as such, we need to understand the effect our policies and practices have on equality. Although the council is not legally obligated to reject savings that could have negative impacts on any particular groups, it must consider carefully and with rigour the impact of its proposals on the PSED, take a reasonable and proportionate view about the overall impact on particular groups and seek to mitigate negative impacts where possible.

The overall assessment is that there is no direct discrimination in the budget savings proposals outlined below.

From the detail available, we have identified that some of the savings could possibly:

- have some negative impact on equality of opportunity for staff;
- result in indirect consequences for people with protected characteristics; or
- impact on opportunities to promote good relations.

However, mitigations are in place as shown below to minimise these possibilities. In this context, the council's proposals for achieving savings are considered reasonable and have shown due regard to the PSED.

2. Context

As set out in our Corporate Plan 2018-22, our vision is to make Islington a fairer place – to create a place where everyone, whatever their background, has the same opportunity to reach their potential and enjoy a good quality of life.

Our priorities

In order to move us closer to this vision, we have the following priorities:

- Delivering decent and genuinely affordable homes for all
- Delivering an inclusive economy, supporting people into work and helping them with the cost of living
- Creating a safe and cohesive borough for all
- Making Islington the best place for all young people to grow up
- Making Islington a welcoming and attractive borough and creating a healthier environment for all
- Ensuring our residents can lead healthy and independent lives
- Continuing to be a well-run council and making a difference despite reduced resources

The council has also developed a number of equalities objectives:

- Supporting adults with mental health and learning disabilities needs into work through voluntary programmes
- Tackling violence against women and girls
- Improving access to mental health services for all, especially BAME residents
- Supporting adults with mental health and learning disabilities needs to live independently
- Focus on young people, including consulting them on major developments, supporting those at risk of being drawn into crime, supporting young people to grow up respecting difference, and providing a single point of access for children and young people with social, emotional and mental health needs.

We are currently expecting to have to close a budget gap of c£50m in the period 2019-22. This is in addition to the £225m savings which we have already had to make over the past eight years. Whilst every endeavour is made to protect those in greatest need and at most risk, the Council is faced with some extremely difficult choices. It is inevitable that with reductions in funding levels on such a scale there will be an impact on the services we deliver, including those services provided to residents with protected characteristics.

3. Evidence and Demographics

Monitoring information, from sources such as the 2011 Census, the Joint Strategic Needs Assessment and The Islington Evidence Hub, shows how the borough is made up and helps us to identify possible impacts and ensure that local decisions are made based upon the needs of the local population.

- **Population:** Islington has seen growth in its population from 211,000 in 2011 to nearly 242,600 in 2019, and it is predicted to increase to around 248,600 by 2029, a further increase of 3%. It is the most densely populated local authority area in England and Wales, with 15,818 people per square km. This is more than double the London average and more than 30 times the national average.
- **Age:** Islington has a relatively young population. The 2019 population includes over 177,000 residents aged 18 to 64, around 43,000 children and only about 22,000 (9%) over 65. The highest rate of growth over the next ten years will be among the older population (2% increase for people aged 65 and over), although in absolute numbers the older population will remain the smallest age group. As of February 2018, about 6% of people aged 18 to 59 years are claiming employment and support allowance in Islington. Islington has the second highest proportion (30%) of children in poverty among local authorities in England: 26% of primary pupils and 31% of secondary pupils are eligible for free school meals – the 3rd and 2nd highest proportions in London, respectively. 47% of primary and 67% of secondary pupils received deprivation-linked pupil premium. 18.7% of Islington school pupils have some form of Special Educational Needs compared with a national average of 14.6%.
- **Diversity:** Islington is a diverse borough, with Black or Minority Ethnic (BME) groups accounting for 32% of the whole population. The younger population, those aged 10-17, are more diverse than the overall population (53% of residents aged 10-17 are from a BME group). 32% of residents are estimated to be born outside of the UK; this compares with a national average of 14%. From national figures, it is known that children growing up in BME households are more likely than white children to be living in poverty.
- **Gender:** the proportions of men and women in the borough are evenly split. Life expectancy at birth for men in Islington is now 79.5 years, an increase of 6 years since 2000. However, life expectancy for men in Islington remains lower than London (80.4) and is the 10th lowest among all London boroughs. For women in Islington, life expectancy is 83.4 years and is similar to England (83.1). Men who live in the worst-off areas are expected to live 10 fewer years than men living in the best-off areas in the borough, and women in the worst-off areas are expected to live 7 fewer years than women in the best-off areas in the borough. 93% of lone parents with dependent children are female. Unemployment rates among lone parents are far higher than the wider population – this is likely to affect household income and therefore deprivation levels. As of 2015, instances of domestic violence are increasing, with 73% of female victims between the ages of 18 and 44 years.
- **Disability:** In February 2018, there were 7,580 people on Disability Living Allowance in Islington. 26% of the working age population who identified themselves as disabled or having a long-term health problem in Islington are economically active. National figures show that 28% of people in a family with at least one disabled person live in poverty, compared to 18% of people in families with no disabled people.
- **Socio-economic:** Overall, Islington is the 24th most deprived authority in England and the 5th most deprived in London – it ranks in the top 4 in the country for child and pensioner poverty. Every ward in Islington has at least one area that is among the 20% most deprived areas of England. Finsbury

Park is the most deprived ward, where 18 out of 25 socio-economic indicators are worse than the borough average. An estimated 11,300 in Islington are overcrowded, as the average-sized household in 2011 was 2.06 people. Only 28% of all householders own their own home, less than half the national average. 9% of households are lone parents. Around 28% of households receive council tax support.

4. Cumulative impact of proposals for 2019-22

The Council continues to seek to curb any negative impact on those with the greatest need when considering its budget savings. Where possible, savings have focused on optimising efficiencies in service delivery. However, some reductions in services have been unavoidable. Where this is the case, we have assessed the potential impact on groups with protected characteristics.

In addition to the impact of individual proposals, we recognise the potential for cumulative impact on groups with protected characteristics. This can happen when a series of proposals make the overall effect on a particular group more pronounced than when a single change is made in isolation.

Overview of cumulative impacts by protected characteristic

The following table lists the proposals that could potentially impact each protected characteristic. In the sections following the table the impacts, both positive and negative, are described for each of the Council’s objectives. Any potential cumulative impacts resulting from a series of proposals are highlighted and mitigations are proposed for any negative impacts identified.

Characteristic	Proposal	Main Objective
Age (older people)	2020 Customer Programme ASC Case Reviews Adults Localities Public Realm Transformation ASC transformation programme Telecare Age UK Adult Community Learning and Libraries	Cross Cutting Health and Independence Health and Independence Place and Environment Health and Independence Health and Independence Health and Independence Jobs and Money
Disability	2020 Customer Programme ASC Case Reviews Adults Localities Childrens Early Help Waste Collection Public Realm Transformation ASC transformation programme Telecare Advocacy Services	Cross Cutting Health and Independence Health and Independence Children and Young People Place and Environment Place and Environment Health and Independence Health and Independence Health and Independence

Age (younger people)	Childrens Early Help Children in Need Youth Offending Service Management Childrens services continuous improvement Young people's accommodation	Children and Young People Children and Young People Children and Young People Children and Young People Children and Young People
Gender	Public Health Lifestyle Environment & Regeneration investment	Health and Independence Place and Environment
Race	Public Health Lifestyle Youth Offending Service Management	Health and Independence Children and Young People
Pregnancy and maternity	Childrens Early Help	Children and Young People

Characteristic	Proposals
Sexual orientation	No specific impacts identified
Religion and belief	Not universally monitored
Marriage and civil partnerships	No specific impacts identified
Gender reassignment	No specific impacts identified

Homes - Delivering decent and genuinely affordable homes for all

The outcome covers two areas, temporary accommodation funded from the council's general fund and the housing revenue account, a ring-fenced account specifically held to deliver housing landlord services to council tenants and leaseholders.

General Fund

- Temporary Accommodation – £800k

Housing Revenue Account

- Leaseholder charges to redress undercharging (recover support services charges) and realignment of costs £1.892m
- Tenants charges (recover support services charges) and realignment of costs £1.984m

- Re-designing the delivery of a number of tenancy management services £1m
- Adjusting the budget to reflect an expected ongoing reduction in the number of void properties requiring work £200k
- Extended use of the repairs fleet £125k
- Increase vacancy factor from 1% to 2% £500k
- General efficiencies £900k

Reducing usage of private sector provision within temporary accommodation

The council is committed to reducing the number of households in temporary accommodation and has a relatively low number in comparison with other councils. However, on average a unit of temporary accommodation has a net cost to the council of £2,800 per annum. The saving proposal aims to increase the number of units of temporary accommodation that are cost-neutral through reducing the council's dependence on private sector housing provision. The council will do this by increasing the use of 1-bed flats from its own housing stock for 150 small families and through the acquisition of 20 family-sized properties for use as temporary accommodation.

- Households in temporary accommodation are more likely to be those with protected characteristics, such as women, those with a disability and BAME. Reducing the council's dependence on private sector housing provision will mean more households will be housed in the borough, resulting in more settled accommodation for families, closer to the schools and other services they use in Islington. This service change would have a positive impact on residents overall.

Saving proposals within the HRA aim to:

- Fairly apply charges to tenants and leaseholders for services received by estate residents.
- Redesign tenant-facing services to focus on the most vulnerable tenants by offering more simple transactions online
- Optimise the HRA's assets to increase income
- Improve cost effectiveness of the management of repairs
- Effective budget and asset management

Fairly applying charges

Tenants and leaseholders are required by law to have the appropriate fees and charges applied for services received.

Specifically, in relation to council tenants, services charged can be claimed for as part of a Housing Benefit (HB) or Universal Credit (UC) claim and therefore the most vulnerable residents will receive benefits payments to cover the proposed increases.

- Estimates from the council's rents database last year show that about 63% of residents are in receipt of housing benefit, of which 51% are on full HB and

49% are on partial HB. Rent and service charges increases do not incur additional costs for those on partial HB, as the rent they are responsible for relates to their earned income rather than their housing costs. Therefore, we anticipate that the financial impact on tenants will be minimal.

We do not hold much data on the demographics of leaseholders, as they tend to share less of this information with us. We do, however, know that a significant proportion of leaseholders let their properties out to private sector tenants. Although we do not receive many concerns from leaseholders about their ability to pay their service charge bills, any cases of hardship will be dealt with sensitively and support offered. Leaseholder charges in Islington are currently lower than other similar London Boroughs.

Redesign of tenancy services

The aim of the tenancy services redesign is to reduce the service costs of the simplest transactions and deliver a more outward-focused service, with officers spending more time on estates, focusing on the most vulnerable and challenging residents and spending less time on office-based processes. The customer services team will be remodelled and reduced to concentrate on statutory business processes, supporting officers working in a more mobile way, spending more time out on the estates we manage. The transformation aims to release staff to spend more time with tenants, supporting them in priority areas such as jobs and money, health and well-being and enable community development staff to work with the voluntary sector more on supporting residents to develop a greater sense of belonging.

- The service redesigns will focus service delivery towards our most vulnerable residents, some of who will be in protected characteristic groups.
- Those who are able to self-serve and require less support will be able to access more services online, at a time that suits them, and services will be delivered to them in a more time- and cost-efficient manner, promoting greater resilience in our communities. By freeing up resources, services will be able to focus on service users who are most in need of support and help at any point in time.
- Overall, we therefore anticipate a positive impact on our most vulnerable residents.

Managing the Housing Revenue Account

The council also seeks to make savings through effective HRA management, optimising assets and utilising underspends and staff vacancies, which will have minimal impact on residents.

Jobs and money - Delivering an inclusive economy, supporting people into work and helping them with the cost of living

Principal savings:

- Adult community learning (ACL) (£104k)
- Employment, iWork (£93k)
- Libraries and Heritage Services (£110k)
- Arts Service (£28k)

This objective has as its central focus the financial security of the borough's most vulnerable residents through providing support to gain and retain good jobs, developing skills, maximising income and enabling greater social inclusion. The council continues to commit to maintain its 11 libraries; fund resources through Adult Community Learning to build skills for life, including digital learning opportunities; and back our Arts Service to continue to support key priorities, including ensuring young people have fair access to cultural opportunities.

The savings proposed for the next 3-years' budget are mainly focused on efficiencies in employment services; more efficient use of earned income in the arts service; reduction in grants for festivals; savings in library stock to reflect the changing demand for the service; and staffing efficiencies. Staffing efficiencies include deletion of a post in the youth employment function as a result of moving from a reactive role to a coordination role across the whole school community via the new World of Work programme; deletion of posts in Adult Community Learning and Libraries to better utilise permanent staff, including deletion of vacancies, non front-line roles and reduction in sessional staff.

There is unlikely to be a negative impact on residents, as the majority of savings proposed will not affect frontline delivery. We have already piloted approaches that could have an adverse impact, such as stopping purchasing of audio-visual material which could affect poorer and older library users who may not have other means of obtaining them. It does not appear to have had an adverse and disproportionate impact, reflecting the fall in demand for these resources. We will continue to consider the potential impact and explore opportunities to counter the potential impacts.

The focus of all our services in this area is to reduce the impact of inequality on our most vulnerable residents, especially those experiencing socio-economic deprivation and those with disabilities, and aim to address the rising cost of living, the impact of benefit changes and entrenched unemployment.

Safety - Creating a safe and cohesive borough for all

Principal savings for this area:

- Business support and GIS - £130k
- Trading Standards - £40k
- Compliance - £80k
- Commercial Environmental Health - £30k
- Youth Offending Service – £90k

As highlighted in the Islington Residents' Survey 2018, tackling crime is one of the key concerns for Islington residents. The council works closely with the police and community to deal with crime and tackle anti-social behaviour, with a number of programmes of work focusing on early intervention and prevention. The council is

committed to delivering services to ensure the safety of residents. Saving proposals have been made as a result of positive performance within some areas and efficiency opportunities.

The savings proposed over the next 3-year budget will include:

- Reduction of 7 posts within E&R Public Protection
- Reduction of 2 management posts within the Youth Offending service

The council has committed to use our licensing powers to take action against businesses who are not complying with the rules. Tackling health inequalities and protecting legitimate businesses from unfair competition, including tackling counterfeit goods such as alcohol, tobacco and beauty products are areas of focused work, which will continue following savings. Islington has also led the way in London in developing programmes around protecting tenants' rights when renting a property and will be expanding this work further using new licensing powers concerning Homes of Multiple Occupancy. Statutory obligations drive much of the expenditure within this area, with expenditure focused to protect all residents, visitors and businesses. The proposals may reduce the ability to enforce low level environmental crime, such as littering and domestic fly tipping, and higher priority activity will be prioritised.

The likelihood of being a victim of crime varies greatly depending on the crime type and the sociodemographic profile. Young people and young adults are often overrepresented as both victims and perpetrators of crime. The borough has committed to focus on work to ensure that fewer young people are involved in crime, building on the work already done by the Integrated Gangs Team, helping more young people at risk of gang involvement and criminality. The borough has also invested in targeted support for young people, providing mentors and independent caseworkers. This work aims not only to reduce youth crime but also anti-social behaviour and inequalities among young people. Positive outcomes as a result of this work has resulted in reductions in first time entrants and reduced caseloads in the Youth Offending Service.

Positive results have presented the opportunity to review the YOS and restructure the workforce, taking into consideration the reduced caseloads. Due to disproportionately high numbers of BAME individuals within the Criminal Justice system nationally and locally, proposals for changes in services will consider how to make a positive impact on these groups. This will be done through ensuring diversity within the workforce, commissioning specialist mentoring services and addressing broader correlates of disproportionality, such as school exclusions. Any proposal for change of service will have to consider these factors.

Children and Young People - Making Islington the best place for all young people to grow up

Principal savings over the next 3 years:

- Children in Need (£1,957k additional investment to achieve £4,345k saving)

- Early help (£448k)
- Children, Employment and Skills efficiencies, including vacancy factor based on anticipated service demand; and continuous improvement (£1,001k)
- Play and Youth (£300k)
- Young People's accommodation (£100k)

The council, even after the savings identified, is committing to spending more than £75m each year over the coming 3 years on services for children, young people and families, in addition to funding for schools. This is one of the largest areas of expenditure for the council, reflecting the critical importance of giving all children and young people the best start in life. This is at the heart of making the borough a fairer place for all. We want Islington to be a place where children and young people can achieve their potential, regardless of their background.

The council will retain a strong focus on universal support, preventative work and targeted early intervention, building up the resilience of our families, enabling more children to thrive. Despite pressure on budgets, the council will continue to invest over £2.5m per year in open access adventure play and youth provision, including preserving the 12 adventure playgrounds and the youth hubs. The council will also continue to invest over £3.5m in targeted early help for families who need additional support.

Much of our effort, focus and expenditure is on a very small cohort of children and young people who are especially vulnerable and whose lives involve a high level of complexity and risk. Our work with these children, young people and their families is fundamentally geared to reducing inequality by working intensively with them to improve their outcomes including enabling more families to stay together and fewer children needing to come into the council's care. We are seeing more complexity of needs among the families we support, and this is putting our services under pressure (of which financial pressure is only one component). We are investing in more social workers to support these endeavours (£1,957k additional investment to achieve £3,148k saving).

The savings proposed in the next 3-year budget are a mixture of:

- efficiency and continuous improvement savings (£1,010k);
- a review of the council's early help service that will ensure continued high quality and joined-up provision at a reduced budget that delivers against government expectations, is consistent with research and evidence on best practice, and supports children and families early and in ways that best meet their needs, supporting positive and sustained outcomes, preventing escalation of need (£448k);
- changes to commissioning and contracts in ways that preserve the availability or scope of play and youth services (£300k);

The proposed savings have been designed to protect the quality and range of our front-line services and it is not anticipated that the majority of savings will have any adverse impact on children and young people.

Some of the proposals, including some of the continuous improvement savings, are in the service design stage and Resident Impact Assessments will be carried out as appropriate to ensure there is a continual focus on achieving positive equalities outcomes and careful consideration is given to how any potential negative impacts can be reduced or avoided.

There will be a continued focus and effort on reducing inequality for children in Islington: within that context, these savings are relatively small. Effective services and improved outcomes for children, young people and their families will remain our priority. We can only do this in dialogue with partners and crucially with children and their families and carers. We are working hard to develop our services in ways that improve outcomes and reduce the impact of inequality, enabling children and young people, including those with disabilities, to thrive and reach their potential. The creation of a People directorate, joining together services for children and adults, will ensure an all-age approach to disability and enable more effective and joined up services to benefit residents.

Place and environment - Making Islington a welcoming and attractive borough and creating a healthier environment for all

These proposals aim to ensure services are as efficient as possible whilst maintaining the council's high reputation for being clean, tidy and attractive to residents, visitors and businesses. In line with this, the savings proposals maintain all manifesto obligations with the emphasis of any change on back-office support and managerial roles.

Principal savings over the next three years:

- E&R Income (£656k)
- Service Integration (£600k)
- Public Realm Transformation (£717k)
- WRC re-org (£555k)
- E&R Investment (£236k)

With the introduction of waste container charges to private landlords, although there is a risk that the cost will be transferred to residents, this will be minimal (unlikely to be more than 10p p/a) and a full Resident Impact Assessment is being prepared. No other income proposal has a known staff or resident impact.

There are several teams providing similar services across Parks, Street Environmental Services and Housing Caretaking services. Integrating these wherever possible will maintain a high quality service but at a reduced cost. This will reduce duplication and provide economy of scale. There is unlikely to be any resident impact as service specifications will not change. The savings will be identified through efficiencies in the service as opposed to service reductions or restructuring, ensuring services are protected and residents are not impacted. There may be a change in the way staff work, but no reduction in staff is proposed (unless currently engaged on an agency basis). The practical implications on specific roles

will be assessed as part of the organisational change. Clear and consistent staff communication will be undertaken, as required.

A complete redesign of the way Public Realm services are managed will ensure maximum efficiency for both staff and residents. There may be an impact on the elderly or other residents that do not have access to technology. However, traditional reporting methods will remain to prevent this. The introduction of a new IT system will have an impact on frontline SES staff, back office staff and management. Staff ages range from 18 to retirement age. The system will require staff to have a good level of technological knowledge and this may negatively impact on those with limited technology skills. This will be mitigated through a programme of training with all staff to overcome any potential issues. The proposal is likely to result in a positive impact on staff through the development of new skills potentially enabling new career opportunities.

A restructure at the Waste and Recycling Centre (WRC) will enable modernisation of the service and significant efficiencies to deliver savings. The proposal will lead to an automation of the access/egress arrangements at the Centre which is operated 24 hours per day. Seven posts will be deleted but efforts will be made to avoid redundancies by ring-fencing staff, enabling them to apply for vacancies elsewhere in the team that are currently covered by agency workers. The proposal does not impact on frontline service delivery at the WRC.

The E&R department is looking for opportunities to reduce long-term costs by investing in a more efficient infrastructure. The variation of highway lighting as well as the de-illumination of traffic signage may result in concerns from residents. However, all lighting levels will be controlled by a Central Management System (CMS) and this enables the ability to increase lighting in some vulnerable areas if required. As LED lights are brighter by default, there is unlikely to be any noticeable change to lighting levels by residents.

The Highbury Fields sports pitch improvement will increase football provision. However, there will be a loss of one netball court. There is likely to be a more significant impact on females (as this is generally a female-dominated sport). To mitigate this impact, we will aim to make the sports pitch multi-use, and the service will look to replace this court elsewhere in the borough. This proposal will give all residents the opportunity to engage in sporting activities in improved, refurbished facilities.

Health and independence - Ensuring our residents can lead healthy and independent lives

Principal savings over the next 3 years:

- Annual reviews of adult social care packages in line with relevant legislation (£2,850k)
- “Localities” programme (£3,500k)
- Adult Social Care Transformation (£1,500k)
- Efficiencies in Public Health lifestyle services (£582k)
- Telecare (£280k)

- Age UK (£130k)
- Single Advocacy Service (£120k)

This outcome area is one of the largest areas of expenditure for the council and includes key areas of work for adults in the borough, including health and social care interventions as well as our adult prevention and healthy living work funded through the Public Health grant. All of that is fundamentally geared towards reducing inequality and over the 3 year budget planning period we are committing to spend nearly £400m on supporting adults to live healthy, independent lives and to doing so in a way that reduces inequality – for example, strengthening our social care offer in HMP Pentonville so that we give the same quality of support to prisoners (when we know young black men are disproportionately likely to be incarcerated) or delivering our new drugs and alcohol service and ensuring we provide holistic support to adults with mental health issues who also have substance misuse issues.

The council is committed to delivering services in a way that draws on individual, family and community strengths and assets, building resilience and nipping issues in the bud, in line with the Care Act 2014. This asset-based approach will support us to reduce inequality by improving outcomes for people with protected characteristics, especially for disabled and older adults.

The savings proposed in the next 3-year budget will:

- Embed strength-based practice into adult social care ways of working through an intensive programme of reviews ensuring that there is recognition of residents' choices and goals, residents' strengths are the focal point of provision and recognising that people are experts on their own lives. We will also ensure that residents are at the centre of any safeguarding activities as we embed the Making Safeguarding Personal Approach (MSP). MSP will empower residents and ensure that any safeguarding protection plans are realistic and reflect the wishes, strengths and desired outcomes of residents. MSP at its core will ensure a stronger offer on prevention of abuse and neglect as the input from residents into their own safeguarding arrangements is more likely to lead to a reduction in the likelihood of poor/non-compliance with plans to prevent harm in future.
- Further integrate services, enabling joint-working and partnerships within the council, with the NHS and with the voluntary sector, with these things contributing to better outcomes and experiences for residents. This includes increasing partners' awareness of their statutory responsibilities to prevent harm and abuse and safeguard adults at risk;
- Ensure our behaviour change interventions and programmes are effectively targeted to those residents and population groups where lifestyle-related inequalities are greatest;
- Move towards innovative use of technology to meet people's needs; while promoting safety and prevention of harm;
- De-commission certain services and re-invest where there are gaps in provision to ensure early intervention and prevention provision is evidence based.

Most of these changes seek to re-provide services in a different, more cost-effective way, with minimal impact on residents/service users. Changes to NHS Health Checks and weight management services could potentially reduce access for certain high-risk groups, such as people living in areas of high deprivation, people from BME groups and men, who might be less likely to access/use the new offer. To mitigate this risk, we will take the following actions:

- In terms of NHS Health Checks, we will continue to incentivise GPs to proactively target Islington's residents at greatest risk of heart disease.
- We will continue to collect and monitor data on those accessing and using services including people who have experienced harm or neglect, to identify and understand any inequalities in access and outcomes, and adapt the marketing and delivery of services rapidly to address unmet need or areas of risk.
- We will review the local physical activity offer to ensure it has a core focus on reaching and engaging those who are less likely to access wider leisure services.

De-commissioning the Community Advocacy Service will have an impact on the current clients of the service. However, it has been determined that the take-up is currently low and so the effects of de-commissioning will be limited. Furthermore, there are several providers in the borough who already provide this type of support to their service users.

Well run council - Continuing to be a well-run council and making a difference despite reduced resources

Principal savings over the next three years:

- A small increase in Council Tax each year to secure additional income to continue to deliver key services for residents (£6.3m)
- Efficiencies and increased income through our Revenues and Benefit Administration services (£1.352m)
- Increased income, and savings, from reviewing use of our property portfolio to increase commercial income and reduce number of operational buildings (£3.297m)
- A review of commissioning and contracts across the council to identify the potential to reduce costs and optimise social value (£1.55m)
- Redesign of key corporate services (Finance, HR, Procurement) to focus on strategic support (£825k)
- Similarly, a redesign of the Chief Executive's Team to focus on supporting and communicating delivery of Corporate Plan objectives and the big organisational change programmes required to achieve these (£200k)
- Implementation of a new case management system in Legal Services to automate processes and reduce the time and resources required to operate the current paper-based system and income from increased legal fees for lease renewals (£255k)
- Reduction in facilities management / business costs associated with postage, stationery and cleaning products (£200k)

- Increased income through expanding the times and range of services offered through the Registrations Team, plus some small efficiencies in our Electoral Services team (£28k)

The Resources department delivers the core functions required to ensure that Islington is a Well-Run Council: it ensures finances are well managed, and that the council complies with legal and democratic processes, supports a skilled, diverse and motivated workforce and maintains the council's physical and digital infrastructure to help deliver outcomes to residents. The department also leads work across the council to advance equality of opportunity in a number of specific ways (for example, the council's Inspiring Leadership programme, designed to support BME staff to move into more senior roles and increase the diversity of our top management teams) but also more generally by making it possible for other council services to do their work.

The savings proposed over the next three years are made up of income generation options, savings through service efficiencies and redesign, and a comprehensive review of the way we commission services to reduce duplication and waste, and maximise contract value.

The increase in Council Tax will enable us to continue to deliver good quality basic services – such as cleaning the streets and emptying the bins – together with vital support for the most vulnerable, including older people, children and families in need, and disabled people. The financial impact of the increase will be minimal – the proposed 2.99% increase in 2019/20 equates to 65p per week for a Band D property, and a further increase of 1.99% in 2020/21 and in 2021/22 will equate to an additional 45p per week. The increase will have a socio-economic impact and will affect elderly residents. However, we will continue to support and protect the most vulnerable groups: foster carers are exempt from paying Council Tax, older people will continue to receive £100 discount, and families struggling on low incomes (including single parents, disabled people, and BME families) can apply for a significantly reduced rate through our Council Tax Support Scheme. Anyone receiving full council support will pay 5p per week on a band D.

The Council's Revenues service will also aim to secure an additional £375k pa through increasing the rate of Council Tax collected in each year and through collection of old Council Tax and Business Rates debt.

A fundamental review of how we use our property assets will enable us to maximise income through commercial rents and minimise costs through the most efficient usage of our estate, whilst ensuring we have the right buildings to support the new approach around Locality working. This will enable us to work closely with communities to identify potential issues early on and put in place relevant support through the council and partners to prevent issues escalating.

The review of how we commission and procure services through third party contracts aims to identify duplication, functions that could be brought together, and opportunities to renegotiate contracts, to ensure we extract maximum value for money. In particular, we will look at how to ensure social value through our contracts

e.g. through contractors providing jobs and apprenticeships to Islington residents. The impacts on specific groups will be assessed as the review progresses and potential opportunities to reduce / renegotiate contracts are identified. The underlying principle will be to reduce unnecessary work / duplication, rather than stopping contracts which provide support for residents.

The Council's Resident Support Scheme provides vital support for residents facing financial hardship through Discretionary Housing Payments, crisis grants, community care, and welfare support. A small change to the Resident Support Scheme will see a reduction in the amount set aside within the scheme for Council Tax welfare support. The current level (£125k) has never been fully utilised so the amount will be reduced to £25k. There will be no impact on residents, as evidence shows that this is still well above the highest amount ever required in one year (£11k). However, the situation will be kept under review.

All 'back office' support functions have been reviewed, and services redesigned to better support business needs. A new case management system in Legal Services will serve to reduce the costs associated with copying, filing, and storing case notes, pulling together court bundles, and updating paper files and systems. This has enabled savings through a reduction of 34 FTE posts across Finance, HR, Procurement, Revenues and Benefits, Legal Services and Chief Executives Department. These savings will have no direct impact on residents. Impacts on staff will be minimal as most posts affected are currently vacant. However, Staff Impact Assessments will be undertaken where savings will have staffing implications.

Our Registration Service has identified opportunities to increase income through making its services available in evenings and at weekends. The service has responsibility for registration of births, deaths, marriages, civil partnerships and nationality. Fees are largely set by government but the council secures income through discretionary services such as weddings and private citizenship ceremonies. The team will increase income through offering appointments out of hours and at weekends, expand its wedding service to include Sundays (at a slightly higher fee), and offer new optional verification services for deeds and to support EU residents to apply for permanent residencies (both at a small fee of around £20-30). There will be no negative impact on residents, who will still be able to access the core services for registration and weddings at the current charges. The expanded offer will provide choice for those who need it. The new verification service will provide a competitive alternative to the use of solicitors and attorneys for verifying documents whilst the European Permanent Residency service will enable Islington residents from the EU (estimated 10,000) to get expert support to apply for residency, particularly in the light of Brexit.

Islington 2020 Programme

In addition to these service-specific initiatives, the Islington 2020 programme is overseeing a wide-ranging stream of work to enable the Council to work smarter and more efficiently through ensuring we have the right buildings, IT, processes and staff to deliver our ambitions. Details are still being developed, but key savings over the next three years will come from:

- A redesign of our customer offer, improving online services and streamlining customer transactions (£1.01m)
- Reviewing the structure of our workforce to ensure it is fit for purpose, specifically management tiers and spans and making best use of vital administrative support (£1m)
- Commissioning a new Enterprise Resource Planning system – an IT package that will bring together finance and HR business process and data in a modern integrated platform, automating processes, improving financial control and providing managers with immediate access to information on their service. This will reduce demand for support from HR and Finance saving (£500k)
- Smart Working – this workstream aims to change the way staff work. The aim is for staff to have greater connectivity to their colleagues, partners, work and customers. The primary drivers are to drive staff productivity and empower staff to work flexibly and have remote access to the office.

The Customer Programme aims to improve the experience for residents by streamlining applications, transactions and services, reducing the need to have to provide details and ID repeatedly to access different services, making it easier to do business quickly and simply online.

Whilst the overall impact should be improved access and better services for residents, we will need to ensure effective communications and support are in place to help people (especially the elderly and vulnerable) to make the shift towards digital, and ensure alternative channels continue to be available for those who are unable to do so.

These challenges were highlighted in our 2018 Residents Survey, which found that:

- One in ten residents (10%) do not have internet access, rising to 41% of those aged 65+.
- Telephone remains the most popular channel for contacting the council (71% of residents would normally phone, compared to 27% who use email).
- Whilst 65% of residents used our website for core council services, 22% said they were not likely to use the website for these services, rising to 53% for those aged 65+.

Separate work across the council to support residents moving to Universal Credit (the government's new online benefit system) has identified other key groups who may struggle to access services and support online. These include people with language or literacy issues, those with learning disabilities and homeless people.

Those who do not have IT / online access will be able to access free computers and scanners in the Digital Zone at 222 Upper Street and in our libraries. Targeted support will be provided to build confidence and digital skills for those groups who will struggle to go online, through our Adult and Community Learning Service. We will continue to offer phonecalls and face-to-face appointments through our Contact Islington service for those who need them. There may also be an impact on staff, some of whom will be Islington residents, as the move to online services will reduce the numbers of staff required in customer-facing and 'back office' roles.

The review of our workforce, and the introduction of a new Enterprise Resource Planning (ERP) system, will enable the council to better utilise staff resources, reducing bureaucracy and freeing up staff to focus on services to support residents. There will be no adverse impact on Islington residents but there is likely to be an impact on staff, as easy access to information enables reductions in back office support teams. Staff Impact Assessments will be undertaken as the proposals are developed.

Technology and enablement, as part of the 2020 programme, aims to improve our technology offer to staff to enable them to work more flexibly and remotely. It should enable staff to work more seamlessly with colleagues, partners and with customers on the frontline. For example, if we improve remote access for frontline staff out in the field, it may result in fewer administrative trips to the office, resulting in greater productivity and subsequently improved customer service. We also want to review and improve our flexible working offer and have greater consistency across the organisation.

We hope to do this through improving our computing offer, moving to cloud based working and shifting culture and focus to outcomes rather than outputs.

5. Child poverty and socio-economic disadvantage

The latest data indicates that Islington has the fourth highest proportion of children living in income-deprived households in the country. Although we are making progress in this area, households with certain characteristics remain over-represented in local child poverty figures.

The table below shows those proposals where there is a potential impact in relation to those that are less well-off.

Characteristic	Proposals
Lower socio-economic groups	Council Tax Childrens Early Help Public Health Lifestyle Temporary Accommodation Environment & Regeneration income Telecare Advocacy Services Adult Community Learning and Libraries

Poorer residents tend to be heavier users of council services and so may experience disruption with the introduction of new delivery models, although our council tax support scheme and resident support scheme will protect the most financially vulnerable. Though proposals have been prepared with an emphasis on prevention and efficient use of resources, careful planning and monitoring is in hand to manage changes.

6. Human Rights and Safeguarding

Human Rights

It is unlawful for the council to act in a way that is incompatible with a European Convention right (unless the council could not have acted differently as a result of a statutory provision).

An interference with a qualified right (e.g. the right to respect for private and family life) is not unlawful if the council acts in accordance with the law and the interference is necessary in a democratic society.

In deciding whether the interference is necessary, the law applies a proportionality test, including whether a fair balance has been struck between the rights of the individual and the interests of the community.

Implications for safeguarding in Adult Social Care

We are continuing to roll out our work on Making Safeguarding Personal (MSP). MSP is enshrined in the Care Act 2014 and the Pan London Safeguarding Adults Policies and Procedures. MSP puts the person at risk of harm or abuse at the centre of decisions and actions about them. Just like the Strengths Based Practice approach for general social work activities, MSP respects that adults often bring ideas and solutions which will work best for them and the outcomes they need support in achieving. In order to ensure we are offering a truly personalised safeguarding service, we have also created a system of quality standards and assurance which will enable the council and safeguarding adults board to better understand how we are supporting and enabling adults to stay safe and where we need to target our resources for the future. MSP generally has a greater likelihood of success in preventing the re-occurrence of abuse as the work undertaken in partnership with adults at risk highlights at an early stage the areas the person feels are important to address and the best mechanisms to achieve the right outcomes.

MSP is not only for councils, so we are working closely with our partners in the other statutory services and the voluntary and private sector to ensure that all organisations that come into contact with adults at risk of abuse understand their legal duties and are able to respond appropriately to safeguarding concerns.

The council is preparing for the proposed changes to the Mental Capacity Act (MCA). Currently the council undertakes a large number of statutory assessments under the MCA, called Deprivation of Liberty Safeguards assessments. The process for these assessments is tightly overseen by the council and we will continue to work with our partners in hospitals, care homes and other settings to ensure that we continue to provide an excellent service in authorising lawful deprivations of liberty of people who lack mental capacity where it is in their best interests to reside in a place for care or to keep them safe from harm.

Review of the key pathways and interfaces between services who offer support to residents with complex needs could offer a more joined-up and personalised

approach to safeguarding adults at risk which is a key area of learning from Safeguarding Adults Reviews in Islington and across the country.

Implications for safeguarding in Children's Services

Safeguarding is about the protection of individuals and ensuring safe practice throughout the council's dealings with individuals. The mitigation identified for each proposal reduces very significantly the risk of poor safeguarding practice. The council's mitigation should include not adopting any policy where safeguarding practice is adversely affected. The proposals put forward have been tested against effective safeguarding practice. The proposal to employ additional social workers in the Child in Need service will provide an even stronger safeguarding focus, building on a model of effective independently audited practice. A broad range of quality assurance measures are already in place and will continue to be monitored and responded to robustly.

7. Staffing Impacts

Many of the proposals will have staffing implications which cannot yet be fully determined, but may include changes to current roles or potential risk of redundancy. Our established organisational change process ensures we support all of our staff through this change. Where restructures are proposed we carry out a comprehensive Staffing Impact Assessment that identifies the implications for those with protected characteristics and finds ways to mitigate accordingly.

Where a redundancy situation is possible, we will take a number of steps including: -

- not filling vacancies in advance of a restructure so as many opportunities as possible are available to our existing staff
- using our redeployment process to help staff at risk find suitable alternative employment within the council
- considering alternative options to redundancy such as early retirement, flexible working or other 'working differently' options.
- Stress management support and counselling services will be offered to staff through the Employee Assist Programme to help them cope with the additional pressures that structural change may bring.

We have an ongoing commitment to making Islington an employer of choice and are Timewise accredited, supporting flexible working opportunities available where possible, including condensed hours, flexible start and end times and part time working.

We are committed to a workforce that is representative of the borough at all levels and will continue to look for new ways to improve progression routes for staff and equip them to be senior managers of the future. We also encourage BME staff and women to take up the coaching, mentoring and career development opportunities already available in the council. We will continue to promote our staff equality forums as a way of engaging with staff and working together to continually improve their experience of working in Islington.

Annex A: Public Sector Equality Duty

Section 149 of the Equality Act 2010 provides that:

(1) A public authority must, in the exercise of its functions, have due regard to the need to —

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to —

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic

(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it

(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to —

(a) tackle prejudice, and

(b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

(7) The relevant protected characteristics are —

- age
- disability
- gender reassignment

- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

(8) A reference to conduct that is prohibited by or under this Act includes a reference to —

- (a) a breach of an equality clause or rule;
 - (b) a breach of a non-discrimination rule.
- (9) Schedule 18 (exceptions) has effect.

Pay Policy Statement 2019/20 in Accordance with the Localism Act 2011**1 Chief Officer Pay scales**

The council's Chief Officers as defined in the Localism Act are its Chief Executive, senior officers reporting to the Chief Executive (Corporate Directors) and senior officers reporting to the Corporate Directors.

The council's Chief Executive is paid on a spot salary. This is currently £166,479.

Some employees who are Chief Officers, as defined in the Localism Act, are paid on the National Joint Council (NJC) for Local Government Service salary scale which is the scale which applies to most council employees.

All other Chief Officers are paid on the council's Chief Officer pay scale. This salary scale which comprises five separate salary bands is locally determined.

Percentage increases in cost of living are usually applied in line with the national pay negotiations of the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities or the National Joint Council for Local Government Services.

All Chief Officers received an increase of 2% payable from 01/04/18. A pay award for 19/20 has not yet been agreed.

The job roles for those paid on the Chief Officer pay scale are evaluated using the Hay Job Evaluation Scheme and the conditions of service are in the main those of the JNC with slight local variations agreed by the council's Audit Committee. Any new or amended posts established at this level will be evaluated on the same basis, subject to the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Progression through a salary scale is not automatic but dependent upon performance as measured by a positive performance appraisal outcome. Success at appraisal is measured not only in terms of annual targets reached but also leadership and other behaviours that have contributed to the council achieving its overall aims and objectives.

The final point on each of the pay bands on the Chief Officer pay scale is known as a threshold point. This element of pay is available to Chief Officers who have reached that point in the scale and whose performance in the previous year has received a positive performance appraisal. Continuance on this salary point is again dependent upon receiving a positive performance appraisal outcome in subsequent years and so must be earned back each year.

Table 1a sets out details of the Chief Officer posts paid on the Chief Officer scale as at 31.3.2019 and the pay band which applies to each post.

Table 1 (a)

Grade	Pay Banding £	Number of points in pay banding including threshold point	Job role
CO1+	134926-145054	5	Corporate Director of Children's, Employment and Skills Services.
CO1	112,232 - 134,994	10	All other Corporate Directors including the Director of Public Health* Director of Learning and Schools
CO2	101615-114,923	7	Director Financial Management Director Financial Operations & Customer Service Director of Law and Governance Director of Human Resources Director of Employment, Skills and Culture Director, Safeguarding and Family Support Director of Youth and Community Services Director of Property Services Service Director - Housing Operations Service Director Housing Needs & Strategy Director of Adults Social Care, Operations. Director Adults Social Services – Strategy and Commissioning. Director, Public Realm Service Director - Planning & Development Service Director - Public Protection Assistant Director of Public Health
CO3	85538-101,168	7	Islington Deputy Director, Public Health* Camden Deputy Director, Public Health*
CO4	72,675 – 88,440	7	Assistant Director of Public Health Public Health Consultant Head of Partnerships and Service Support Islington Deputy Director, Public Health*

Some senior manager posts which are not Chief Officer posts for the purposes of the Localism Act are also paid on this salary scale.

their NHS band grade.

Table 1(b) refers to those posts which report into a Chief Officer post and are not evaluated on the Chief Officer scale, they are evaluated on the Greater London Provincial Council Job Evaluation Scheme and paid on the National Joint Council for Local Government Services pay scale (published on the council’s website).

Table 1(b)

Grade	Pay Banding £	Number of points in pay banding including threshold point	Job Role
PO11	67,083 - 71,280	4	Head of Communications and Change Head of Strategy and Change
PO6	62382 - 65739	4	Children’s partnership Development & Strategy Manager

Progression through a salary scale is dependent upon performance as measured by a positive performance appraisal outcome in the same way as for posts on the Chief Officer scale and the same threshold point arrangement as described above is in place.

Full details of the current pay and other remuneration for senior officers together with the organisational structure are published on the council’s website. Remuneration information about senior officers is also published annually in accordance with the Accounts and Audit (England) Regulations 2011.

Senior posts which the council shares with another organisation in a shared service or other joint arrangement (e.g. the joint Director of Public Health with the London Borough of Camden) are only included in this statement if the post holders are employed by Islington Council. Some joint post holders (e.g. the joint Head of Internal Audit with the London Borough of Camden) are employed by partners and are not included.

2 Pay ratios

The council is committed to tackling income inequality as a means of ensuring a fairer Islington and is setting an example to other local employers by reducing the pay differential between its lowest and highest paid employees.

The council also works with other local employers and its own contractors to establish the London Living Wage as the minimum pay to their staff.

The information below describes the pay ratio between the council’s highest paid employee (the Chief Executive who is on a salary of £166,479 per annum*) as at 1 January 2019 and other staff by reference to the following:

- (i) The numerical difference between the highest and lowest paid employees
- (ii) The mode (most common salary)
- (iii) The median (midpoint between highest and lowest salaries) and

(iv) The mean average (the total amount of remuneration paid to employees divided by the number of employees)

Table 2 - Pay Ratios (£166,479)

	Reference Point	Annual Salary	Ratio to highest paid employee salary
i)	lowest paid full time council employee – London Living Wage £10.55 per hour <i>(excluding those on training schemes such as the apprenticeship scheme or work placements)</i>	£19254	1:8.6
ii)	Most common salary paid to a council employee (the mode)	£24081	1:6.9
iii)	Midpoint between the highest and lowest salaries (the median)	£30,900	1:5.3
iv)	Average salary (the mean)	£31588	1:5.3

The Islington Fairness Commission, set up by the council in June 2010 to look into how to make the borough a fairer place, produced its final report in June 2011 which recommended that the pay ratio between the highest and lowest salaries should be no more than 1:10 and this was adopted as policy by the council in its Corporate Strategy. The current pay ratio at 31 March 2019 is 1:8.6. This is a reduction from last year’s ratio of 1:8.8.

* This ignores election duty fees which may be received by the Chief Executive as these do not arise in every year and are variable.

3 Recruitment of Chief Officers

Recruitment to all Chief Officer posts is covered by the requirements of the council’s Officer Employment Procedure Rules. For full details see Procedure Rules. The appointment of the Chief Executive is subject to the approval of the full Council. The appointment of other Chief Officers, and in some cases their direct reports, is by the Personnel Sub-Committee.

The starting salary level of such officers is also agreed by the Personnel Sub-Committee. This Personnel Sub-Committee or the Audit Committee (both of which are politically balanced committees responsible for personnel matters) will also agree the starting salary for any other post where the overall remuneration package on new appointment (excluding pension contributions in accordance with the Local Government Pension Scheme regulations) is to exceed £100,000. This ensures that elected councillors are accountable for the salaries of these senior appointments and that they are made in a transparent way without delay to appointment processes.

New entrants to the council are generally appointed to the first point of the pay scale. Only in exceptional circumstances, such as the need to match a candidate’s existing salary are appointments made above the first point of the salary scale. All new entrants to the council

are placed on a probationary period of six months, regardless of previous local government service, including senior staff. During this time, the new recruit is expected to demonstrate their suitability for their job role. Failure to do so could lead to their appointment being terminated. Employees who successfully complete their probationary period, in line with the performance appraisal policy are entitled to a salary increment, if it would otherwise mean that they would have to wait more than twelve months for their next salary increment.

Individuals appointed on an interim basis to cover a vacant Chief Officer post, whether directly employed or engaged through an agency or as a contractor, will normally be paid on a basis which (taking account of the nature of the arrangement with them) provides them with remuneration that is equivalent to the remuneration for the post in accordance with the Chief Officer pay scale, with an appropriate reduction if they are not undertaking the full responsibilities of the post. The council takes a proactive and stringent approach to ensuring that all arrangements are lawful and properly reflect the substance of the relationship between the council and the individual concerned.

4 Pension Arrangements

All employees of the council up to 75 years of age and who have a contract for at least three months' service join the Local Government Pension Scheme (LGPS) other than those on NHS terms and conditions. However, there is a right to opt out of the scheme and employees can make their own private pension arrangements.

All senior staff members are entitled to be members of the LGPS. This is a contributory scheme, whereby the employee contributes to the scheme from his or her own salary. Employees will contribute 5.5%-12.5% of their salaries according to the figures set out in table 3 below in 2016/17. Government reviews the salary bands annually.

Table 3

Contribution table 2018/19			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main section	50/50 section
1	Up to £14,100	5.50%	2.75%
2	£14,101 to £22,000	5.80%	2.90%
3	£22,001 to £35,700	6.50%	3.25%
4	£35,701 to £45,200	6.80%	3.40%
5	£45,201 to £63,100	8.50%	4.25%
6	£63,101 to £89,400	9.90%	4.95%
7	£89,401 to £105,200	10.50%	5.25%
8	£105,201 to £157,800	11.40%	5.70%
9	£157,801 or more	12.50%	6.25%

Employers' contributions to the LGPS vary depending upon how much is needed to ensure benefits under the scheme are properly funded, and are set independently. For full details see: LGPS

The Council's Flexible Retirement Policy allows employees aged 55 and over who are members of the Local Government Pension Scheme (LGPS) to apply to reduce their working hours or pay grade (stepping down) and to draw pension benefits accrued up until the transfer to flexible retirement.

Where an employee is in receipt of a pension from the council and obtains a job with another local authority or any other employer who participates in the LGPS, they are obliged to notify the council and their pension will then be adjusted so that they are not (with the new job and the pension) drawing more than their original salary.

The NHS scheme is a contributory one and each scheme member contributes to the scheme from his or her own salary. Contribution rates from 2015 – 16 until 2018/19 vary from 5% for those on a salary of up to £15,431.99 to 14.5% for employees earning £111,377.00 and over. These rates are subject to review by Government and the employer's contributions are determined by Government.

5 Additional Payments

The council recognises that in certain limited circumstances additional payments may need to be attached to particular posts because of difficulties in recruiting to particular posts or particular employees may need to be remunerated or awarded an additional payment above that of their normal pay scale either for exceptional performance or additional work undertaken. Such payments must be authorised in advance by senior management and details of the nature of and eligibility for those payments which may be made to Chief Officers who are on the Chief Officer scale are given in table 4 below.

Table 4

Type of allowance	Reason for Payment	Eligible Group
Honorarium payments	Undertaking additional work or project	All employees
Market Factor Supplement	To attract and retain employees with specialist skills in a competitive job market.	All employees in posts that are demonstrated to be hard to recruit to in accordance with the council's Market Supplements Policy.

The Corporate Director Children's Services post has a market supplement attached. The amount of this market supplement is fixed. See the council's website for further details.

Honoraria payments made to Chief Officers in accordance with policy are detailed on the council's website

Any new honorarium payments to Chief Officers will be agreed by the Chief Executive in consultation with the Chair of the Audit Committee.

Any new market supplement payment which results in the overall remuneration package (excluding pension contributions in accordance with the Local Government Pension Scheme regulations) for a post exceeding £100,000 or which affects a post the overall remuneration package for which already exceeds £100,000 will be approved by the Personnel Sub-Committee or the Audit Committee. Any market supplement which is more than 20% of the evaluated grade for the post, or is more than 15% of the evaluated grade of the post if the number of posts available exceeds 15, will also require approval of Personnel Sub-Committee or the Audit Committee.

There are a few other allowances which are payable to designated employees related to their job role such as on call or standby allowances. Chief Officers do not receive such payments other than those stated above and the council does not make bonus payments to such officers.

Where council officers undertake special duties in relation to the council's election functions, any fees in respect of these duties are paid in addition to their normal remuneration. The rate for these duties is in line with the London Council's Leaders Committee's published Scale of Returning Officers' Fees and Expenses.

Council officers designated as Local Area Liaison Officers to undertake responsibilities under the council's emergency planning Crisis Response Plan in the event of an incident occurring in the borough, may be paid a fixed allowance in respect of this responsibility. See the council's website for further details.

6 Hours of work

The basic full time hours of work for council employees are 35 per week. Employees on grades below that of senior officers, who work more than 35 hours per week may claim overtime for additional hours worked, if authorised.

The minimum basic working week for senior officers is 35 a week and additional hours worked above 35 per week per week attract neither payment in respect of overtime nor time off in lieu. Senior officers are contractually required to work flexibly and to undertake reasonable hours of work as necessary to perform the duties of their post. This may involve evening and weekend working.

7 Annual and other leave arrangements

Annual leave plays an important part of the council's commitment to work-life balance. The Chief Executive and senior officers of the council on Chief Officer pay and conditions are entitled to 27 days annual leave and after five years continuous local government service a further 5 days. Other employees receive 25 days annual leave with an additional five days after five years' service. All employees in addition to annual leave receive five privilege days and eight bank holidays per year.

8 Benefits

To maintain employee engagement the council recognises, particularly in the current financial climate, that it is important to reward and motivate staff through other non-salaried

means. The council promotes a range of benefits which all staff, irrespective of grade, can access. These include salary sacrifice schemes such as child care vouchers and a tax free bicycle scheme. There are also a number of discounted benefits which are open to all employees, such as discounted gym membership which is provided at no cost to the council.

9 Leaving the council

Employees who voluntarily leave the council are not entitled to a termination payment. Those who volunteer for redundancy under the council's voluntary redundancy scheme receive a payment as set out under the scheme in addition to any other entitlements they may have

Employees who are made redundant are entitled to a redundancy payment based on the statutory redundancy scheme with regards the calculation of the number of week's redundancy pay but, as sanctioned in the Local Government (Early Termination of Employment) Discretionary Compensation Regulations, actual salary is used rather than the statutory maximum of £508 per week.

In exceptional circumstances, the Council may exercise its powers under the above mentioned Regulations and award a discretionary payment to senior staff in line with the council's discretionary termination compensation policy, for those whose employment is terminated by reason of redundancy or in the interests of the efficiency of the service, including early retirement.

The following factors will be taken into account when deciding whether to award a compensatory payment under these Regulations and, if a compensatory payment is made, the amount of that payment:

- Individual financial and other personal circumstances
- The council's interests, including corporate and service imperatives
- The council's fiduciary duty, including its duty to protect the interests of council tax payers and to exercise prudence and propriety
- Overall work record of the employee, including performance, attendance, length of service, level of responsibility and disciplinary record
- Any other factor relevant to the individual case.

Where a Chief Officer's contract is terminated in the interests of the efficient exercise of the Authority's functions they are contractually entitled to six months' notice or may be paid in lieu of notice where their contract provides for this.

The Audit Committee (or its Personnel Sub-Committee) may hear representations in respect of the termination of a Corporate Director's employment in accordance with the JNC terms and conditions of employment for Chief Officers.

In the case of the Chief Executive, the Audit Committee (or its Personnel Sub-Committee) will approve the early retirement of the post holder and agree the award of any discretionary payments in connection with such retirement or redundancy in line with the policy outlined above. No such payments were made in the financial year 2016 - 17.

The Audit Committee (or its Personnel Sub-Committee) will also approve any payment funded by the council in line with the policy outlined above to any other officer which exceeds £100,000. No such payments were made in the financial year 2016 -17. This ensures that elected councillors are accountable for payments made in these circumstances without delay to finalising arrangements.

10 Returning to work for the council after leaving

Employees who leave the council voluntarily without a severance payment are free to apply for jobs that are advertised at their discretion.

Employees who leave the council with a redundancy payment and no enhancement and subsequently apply and are successful for a position within the council must repay any redundancy payment, if the appointment is within a month of their termination date. If the appointment start date is longer than a month the employee can return to work in the position offered but in accordance with the Redundancy Modification Orders, will lose their contractual rights to have their continuous service recognised for all purposes.

Employees who leave the council with an enhanced severance package will not normally be reemployed or engaged under a contract for services for a period of two years.

Employees who leave the council on ill-health retirement with the possibility of a return to work under the Local Government Pension Scheme Regulations or who are granted early retirement will be considered on a case by case basis depending upon the circumstances and having due regard to their termination package.



Democratic Services
Town Hall, Upper Street,
London, N1 2UD

Report of: Chair of the Policy and Performance Scrutiny Committee

Meeting of:	Date:	Ward(s):
Executive	7 February 2019	All

Delete as appropriate	Exempt	Non-exempt
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SUBJECT: BUDGET PROPOSALS 2019/20 – COMMENTS OF THE POLICY AND PERFORMANCE SCRUTINY COMMITTEE

1. Synopsis

- 1.1 The Policy and Performance Scrutiny Committee considered the budget proposals at its January 2019 meeting. The Executive Member for Finance, Performance and Community Safety, Councillor Andy Hull, was present to answer questions.

2. Recommendations

- 2.1 That the comments of the Policy and Performance Scrutiny Committee be forwarded to the Executive for consideration:

- Noted that Central Government has reduced its core funding to the Council by 70% since 2010
- The combination of Government funding cuts and rising demand for services means that the Council has to close a revenue gap of £50m over the next 3 years, and that the Council has already had to make savings of £225m since 2010
- Members noted that the Council has undertaken an extensive organisation wide exercise to re-examine every budget line and to prioritise spend
- The Committee were pleased to note that the Council had managed to set a 3 year budget, which gave certainty to residents on services that would continue to be provided and to staff

- Welcomed the investment in new build Council housing and the provision for tackling homelessness
- Members welcomed the additional £13.5m allocated to purchase properties to provide temporary accommodation and the £0.5k for targeted support for youth provision
- Noted that the Council Tax increase would be 2.99%, which would leave LBI Council Tax still below the London average
- Noted that the Government had now agreed to fund applications for EU settled status, and that this would require a budget amendment, as the Council had set aside provision for this payment
- Reference was made to the fact that provision needed to be made for possible Partners property repairs when these transfer back to the Council
- Precise details were not at present known as a result of the Government's Fair Funding Review
- With regard to possible staff losses (likely to be around 180 posts over a 3 year Budget period), these could be achieved largely through the deletion of vacant posts and voluntary redundancies. Discussion was taking place with Trade Unions on the proposals. These posts were a mixture of more senior and lower paid grades and spread across departments
- Noted that the Council are not offering enhanced voluntary redundancy arrangements
- Discussion took place as to the Business Rate Retention scheme and that this was administered by the Corporation of London and the Council had a representative on the decision making bodies.

Implications

3.1 Financial Implications:

These are set out in the main budget report.

3.2 Legal Implications:

These are set out in the main budget report.

3.3 Environmental Implications:

These are set out in the main budget report.

3.4 Resident Impact Assessment:

This is set out in the main budget report.

Appendices – None

Background papers – None

Signed by:



28 January 2019

Chair of Policy and Performance Scrutiny Committee

Date

Report Author: Peter Moore, Principal Scrutiny Officer

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Email: Peter.Moore@islington.gov.uk



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

Meeting of	Date	Ward(s)
Executive	7 February 2019	All

Delete as appropriate	Exempt	Non-exempt
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FINANCIAL MONITORING 2018-19 MONTH 9

1. SYNOPSIS

- 1.1 This report presents the forecast outturn position for 2018-19 as at 31 December 2018. Overall, there is a forecast gross General Fund underspend of £0.5m.
- 1.2 The Housing Revenue Account (HRA) is forecast to break-even over the year.
- 1.3 It is forecast that £107.9m of capital expenditure will be delivered in 2018-19.

2. RECOMMENDATIONS

- 2.1. To note the forecast revenue outturn for the General Fund (**Table 1**) of a gross underspend of £0.5m. (**Paragraph 3.1**)
- 2.2. To note the breakdown of the forecast General Fund outturn by individual variance at **Appendix 1** and by service area at **Appendix 2**.
- 2.3. To note that the HRA forecast is a net break-even position. (**Section 5, Table 1**)
- 2.4. To note the latest capital position with forecast capital expenditure of £107.9m in 2018-19. (**Section 6, Table 2, and Appendix 3**).

3. REVENUE POSITION: SUMMARY

- 3.1. A summary position of the General Fund and HRA is shown in **Table 1**, a breakdown by individual General Fund variance in **Appendix 1** and a breakdown by General Fund and HRA service area in **Appendix 2**.

Table 1: 2018-19 General Fund and HRA Month 9 Forecast

	Forecast Over/(Under) Spend £000
<u>GENERAL FUND</u>	
Resources	(136)
Chief Executive's Department	(230)
Children's, Employment and Skills (excluding DSG)	(595)
Environment and Regeneration	500
Housing and Adult Social Services	38
Public Health	0
DIRECTORATE TOTAL	(423)
Corporate Items	(37)
GROSS OVER/(UNDER) SPEND	(460)
<u>HOUSING REVENUE ACCOUNT</u>	
NET (SURPLUS)/DEFICIT	0

4. GENERAL FUND

Resources Department (-£0.1m)

- 4.1. The Resources Department is forecasting an underspend of (-£0.1m) over the financial year with the key variances detailed in **Appendix 1**.

Chief Executive's Department (-£0.2m)

- 4.2. The Chief Executive's Department is forecasting an underspend of (-£0.2m) with key variances set out in **Appendix 1**.

Children's, Employment and Skills - General Fund (-£0.6m), Schools (-£0.6m)

- 4.3. The Children's, Employment and Skills directorate is forecasting an underspend of (-£0.6m) with key variances set out in **Appendix 1**.
- 4.4. The Dedicated Schools Grant (DSG) is forecasting an underspend of (-£0.6m or -0.4%), mainly in relation to prior-year balances being managed on behalf of the Schools Forum.

Environment and Regeneration (+£0.5m)

- 4.5. The Environment and Regeneration Department is forecasting a (+£0.5m) overspend. The key variances behind this net overspend are set out in **Appendix 1**.
- 4.6. The management actions being taken to control these pressures are:
 - 4.6.1. Regular monitoring of spend and income trends across the department to enable effective decisions to be taken;
 - 4.6.2. Extensive work being undertaken within Street Environmental Services to control and monitor staff related spend and HR data;
 - 4.6.3. Vacancy and recruitment management to control and reduce costs; and
 - 4.6.4. Ongoing work to drive through service changes to deliver delayed savings.

Housing and Adult Social Services (Break-Even)

- 4.7. Housing and Adult Social Services is forecasting a break-even position with key variances set out in **Appendix 1**.

Public Health (Break-Even)

- 4.8. Public Health is funded via a ring-fenced grant and forecast to break-even.

Corporate Items (Break-Even)

- 4.9. The forecast for corporate items, before any call on corporate contingency budgets, is a break-even position with key variances set out in **Appendix 1**.

5. HOUSING REVENUE ACCOUNT

- 5.1. The forecast net variance for the Housing Revenue Account is a break-even position, summarised at **Appendix 2**.

6. CAPITAL PROGRAMME

- 6.1. It is forecast that £107.9m of capital investment will be delivered in 2018-19. This is set out by directorate in **Table 2** below and detailed in **Appendix 3**.

Table 2: 2018-19 Capital Programme Month 9 Forecast

Directorate	2018-19 Revised Capital Budget	2018-19 Capital Forecast	Forecast Re-profiling (to)/from Future Years
	£000	£000	£000
Children's, Employment and Skills	18,665	14,937	(3,728)
Environment and Regeneration	18,480	20,051	1,571
Housing and Adult Social Services	76,002	72,900	(3,102)
Total	113,147	107,888	(5,259)

The 2018-19 revised capital budget now incorporates the forecast re-profiling between financial years agreed in the previous month.

Children's, Employment and Skills

- 6.2. The Children's, Employment and Skills capital programme remains on time and on budget and the forecast reflects latest project milestones and cash flows.

Environment and Regeneration

- 6.3. The Environment and Regeneration forecast includes unbudgeted costs of significant capital projects that will be funded from corporate capital contingency at the end of the financial year.

Housing and Adult Social Services

- 6.4. The Housing and Adult Social Services capital forecast reflects further forecast slippage of £3.1m on the 2018-19 revised new homes programme budget of £45.0m.
- 6.5. It is challenging to accurately forecast the profile of expenditure on new build schemes at this point in the programme as many schemes are at the feasibility stage where we are still discovering issues.
- 6.6. Feasibility is the most difficult stage for forecasting because of potential unknowns. This includes additional consultation at the request of residents and councillors and scheme design changes, and recent schemes have uncovered anomalies such as plague pits, asbestos and other obstructions in the ground.
- 6.7. Planning remains the biggest dependency for the new build programme, and the new build and planning teams are working together proactively to reduce programme slippage.

7. IMPLICATIONS

Financial Implications

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

Legal Implications

- 7.2. The law requires that the Council must plan to balance its spending plans against resources to avoid a deficit occurring in any year. Members need to be reasonably satisfied

that expenditure is being contained within budget and that the savings for the financial year will be achieved, to ensure that income and expenditure balance.

Environmental Implications

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

Resident Impact Assessment

7.4. 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.

7.5. A resident impact assessment (RIA) was carried out for the 2018-19 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 – General Fund Revenue Monitoring by Individual Variance

Appendix 2 – Revenue Monitoring by Service Area

Appendix 3 – Capital Monitoring

Background papers: None

Final report clearance:

Signed by:		25 January 2019
	Executive Member for Finance, Performance and Community Safety	Date

Responsible Officer:

Alan Layton

Service Director Financial and Asset Management

Report Authors:

Martin Houston, Strategic Financial Advisor

Tony Watts, Head of Financial Planning

Legal Implications Author:

Peter Fehler, Acting Director of Law and Governance

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Appendix 1: 2018-19 General Fund Revenue Monitoring by Individual Variance - Month 9

Directorate / Service Area	Sub-Heading	Description of Over/(Under) Spend	Over-spend	Under-spend	Net Over/(Under) Spend	% of Directorate Net Budget that Over/(Under) Spent
			£000	£000	£000	%
RESOURCES						
Accommodation and Facilities	Business Rates	Reduction in business rates costs relating to a rationalisation of buildings.		(545)	(545)	-1.3%
Revenues and Benefits	Revenues and Benefits	The call on the bad debt provision and the welfare fund are expected to be less than budgeted, and costs relating to court summons have reduced.		(250)	(250)	-0.6%
Accommodation and Facilities	Commercial Property	Commercial Income has been budgeted to rise significantly. However, practical issues have meant that the development project at Old Street has taken longer than anticipated and has caused a delay in achieving this growth.	898		898	2.2%
Accommodation and Facilities	Assembly Hall/Other	The Assembly Hall is expected to overachieve its income target by £296k, and rationalisation of maintenance work within Accommodation and Facilities is likely to lead to a further underspend of £54k.		(350)	(350)	-0.8%
Digital Services and Transformation	Software Upgrade	Previously identified as a risk, the renewal of Microsoft Enterprise created significant additional costs.	600		600	1.5%
All	All	Vacancies management in a number of areas is expected to save £708k during the year and the combined effect of small general underspends across the department is forecast to save a further £259k. These savings will offset additional staffing costs elsewhere amounting to £478k.		(489)	(489)	-1.2%
Total Resources			1,498	(1,634)	(136)	-0.3%
CHIEF EXECUTIVE'S DEPARTMENT						
Strategy and Change	Head of Strategy and Change	Non recruitment to Head of Design and Transformation post, part year vacancies and funding from CLF for graduate post.		(162)	(162)	-8.4%
Communications	Communications	Underspend on employee costs and a secondment.		(247)	(247)	-12.8%
Chief Executive	Chief Executive Office	Vacant apprentice post.		(20)	(20)	-1.0%
Strategy and Change	Head of Strategy and Change	Overspend on consultant fees and running costs.	52		52	2.7%
Communications	Communications	Overspend on running costs.	73		73	3.8%
Communications	Print Services	Overspend on employee costs.	39		39	2.0%
Communications	Print Services	Reduction in income forecast	20		20	1.0%
Communications	Media/Islington Now	Overspend on running costs.	10		10	0.5%
Chief Executive	Central London Forward (CLF)	CLF subscription slightly higher than budget available.	5		5	0.3%
Total Chief Executive's Department			199	(429)	(230)	-11.9%
CHILDREN'S, EMPLOYMENT AND SKILLS						
Safeguarding and Family Support	Children looked After - Placements	A delay to the completion of the joint procurement exercise with HASS to purchase additional accommodation for looked after children. The procurement strategy has been amended to minimise the impact in-year.	150		150	0.2%
Safeguarding and Family Support	Children looked After - Placements	Reduction in number of children in semi-independent and residential provision.		(150)	(150)	-0.2%
Safeguarding and Family Support	Children looked After - Placements	Forecast balance on placements demographic contingency budget.		(400)	(400)	-0.5%
Learning and Schools	Early Years	Inflation on childcare fees from September 2017 and September 2018.		(330)	(330)	-0.4%
Learning and Schools	Early Years	New holiday hunger scheme is currently being piloted meaning that the budget allocation is not being utilised in full in this financial year (£105k) and underspend against the over 5s childcare subsidy budget (£35k).		(140)	(140)	-0.2%
Learning and Schools	Building Schools for the Future	Unbudgeted costs of cleaning Holloway Pool.	60		60	0.1%
Learning and Schools	Schools Capital and Finance	Contribution from capital towards project management costs.		(60)	(60)	-0.1%
Learning and Schools	Special Educational Needs (SEN) T	Forecast £617k SEN transport overspend after allowing for estimated impact of management action to minimise cost pressures in year. Despite significant work across CES and E&R to manage these pressures, a significant overspend is still forecast. A £200k demographic growth contingency had been set aside for SEN transport, which reduces the bottom line forecast overspend to £317k. This is a high risk demand led budget.	417		417	0.5%
Learning and Schools	Universal Free School Meals	The numbers of children not eligible for statutory free school meals has stabilised and therefore the demographic contingency for universal free school meals is not expected to be used in 2018-19.		(200)	(200)	-0.2%
Partnerships and Service Support	Directorate Management	Forecast staffing underspend against directorate management budget.		(20)	(20)	0.0%
Partnerships and Service Support	Cardfields	Reduction in school's funding, repayment of corporately funded capital works, forecast shortfall in income and urgent maintenance costs. This is partly mitigated through actively targeting weekend hire at identified groups, construction of a special offer for weeks that we can't sell and a review of costs.	78		78	0.1%
Total Children's, Employment and Skills			705	(1,300)	(595)	-0.7%
ENVIRONMENT AND REGENERATION						
Planning and Development	Development Control	Lower levels of income and agency cost pressure.	275		275	1.8%
Planning and Development	Building Control	Delays in building control fire safety works.	125		125	0.8%
Public Protection	Local Land Charges	Decline in local land charges income.	100		100	0.6%
Public Realm	Highways and Energy Services	Unachievable street lighting Wi-Fi concession income.	120		120	0.8%
Public Realm	Street Environmental Services	Sickness levels exceeding target operating model.	750		750	4.8%
Public Realm	Street Environmental Services	Additional staff cover due to operational, performance and disciplinary issues.	225		225	1.4%
Public Realm	Street Environmental Services	Driver grade uplift to reflect additional supervision duties.	120		120	0.8%
Public Realm	Street Environmental Services	Delays in fleet replacement due to ULEZ considerations.	400		400	2.6%
Public Realm	Street Environmental Services	Anticipated fuel savings offset by higher pump prices.	100		100	0.6%
Public Realm	Street Environmental Services	Additional staff costs due to changes in refuse collection service.	400		400	2.6%
Public Realm	Street Environmental Services	One-off costs relating to service modernisation and use of technology.	155		155	1.0%
Public Realm	Street Environmental Services	Shortfall in commercial waste income.	250		250	1.6%
Public Protection	Private Sector Housing	Underspend in private sector housing grants (one-off).		(430)	(430)	-2.8%
Public Protection	Various	Vacancies across the division.		(100)	(100)	-0.6%
Public Protection	Various	Additional HRA income due to new recharge calculation.		(170)	(170)	-1.1%
Public Realm	Greenspace & Leisure	Additional HRA income due to new recharge calculation.		(400)	(400)	-2.6%
Public Realm	Highways and Energy Services	Additional HRA income due to new recharge calculation.		(30)	(30)	-0.2%
Public Realm	Highways and Energy Services	Carbon offset income within Energy Services.		(120)	(120)	-0.8%
Public Realm	Highways and Energy Services	Additional income from Angelic Energy.		(20)	(20)	-0.1%
Public Realm	Highways and Energy Services	Spend previously allocated to revenue to be financed from capital resources.		(350)	(350)	-2.2%
Public Realm	Street Environmental Services	Additional HRA income due to new recharge calculation.		(900)	(900)	-5.8%
Total Environment and Regeneration			3,020	(2,520)	500	3.2%

Appendix 1: 2018-19 General Fund Revenue Monitoring by Individual Variance - Month 9

HOUSING AND ADULT SOCIAL SERVICES							
<i>The Housing General Fund forecast is break-even with no significant net variances at divisional level.</i>				0	0	0	0.0%
Total Housing General Fund				0	0	0	
Integrated Community Services	In-house Service - Day Offer Review	Non-delivery of savings.	843		843		1.2%
Learning Disabilities	In-house Review	Non-delivery of savings.	399		399		0.6%
AdSS	AdSS	Additional adult social care grant (one-off).		(804)	(804)		-1.2%
AdSS	AdSS	Improved Better Care Fund (Stabilising the Social Care System) one-off income.		(400)	(400)		-0.6%
Total Adult Social Services				1,242	(1,204)	38	0.1%
Total Housing and Adult Social Services				1,242	(1,204)	38	0.0%
PUBLIC HEALTH							
<i>The Public Health forecast is break-even as any underspends will be carried forward to future years as part of the ring-fenced public health account.</i>				0	0	0	0.0%
Total Public Health				0	0	0	
DIRECTORATE TOTAL				6,664	(7,087)	(423)	
CORPORATE ITEMS							
Housing Needs	NRPF	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).	800		800		-0.4%
Invest to Save	Bike Hangars	Invest to Save funding for bike hangars that will secure an ongoing income stream for the Council (one-off).	568		568		-0.3%
Homelessness	Homelessness	Unbudgeted corporate funding for Street Homelessness Coordinator and St Mungo's Outreach Officer.	95		95		0.0%
Inflation	Pay	Estimated underspend against corporate budget for pay inflation (one-off).		(1,500)	(1,500)		0.7%
Total Corporate Items				1,463	(1,500)	(37)	0.0%
GROSS TOTAL				8,127	(8,587)	(460)	

Appendix 2: 2018-19 Revenue Monitoring by Service Area - Month 9

GENERAL FUND					
Directorate / Division	Original Budget	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£'000	£000	£000	£000	£000
RESOURCES					
Corporate Director of Resources	1,149	2,509	2,903	394	395
Digital Services and Transformation	10,935	11,120	11,720	600	0
Financial Management	10,920	418	475	57	99
Financial Operations	21,029	22,154	20,976	(1,178)	(1,005)
Internal Audit	685	691	669	(22)	(32)
Law and Governance	2,110	2,504	2,498	(6)	(2)
Human Resources	1,767	1,917	1,936	19	10
Total Resources	48,595	41,313	41,177	(136)	(535)
CHIEF EXECUTIVE'S DEPARTMENT					
Chief Executive	41	45	30	(15)	(13)
Communications and Change	1,195	1,029	924	(105)	(105)
Strategy and Change	839	856	746	(110)	(95)
Total Chief Executive's Department	2,075	1,930	1,700	(230)	(213)
CHILDREN'S, EMPLOYMENT AND SKILLS					
Youth and Communities	6,201	6,406	6,406	0	0
Safeguarding and Family Support	40,667	43,978	43,578	(400)	(200)
Learning and Schools	11,808	25,900	25,026	(874)	(869)
Partnership and Service Support	16,701	4,787	4,845	58	58
Employment, Skills and Culture	5,419	6,038	6,038	0	0
Health Commissioning	924	927	927	0	0
Less Projected Ring-Fenced Schools Related Underspend	0	0	621	621	516
Total Children's, Employment and Skills	81,720	88,036	87,441	(595)	(495)
ENVIRONMENT AND REGENERATION					
Directorate	161	(353)	(353)	0	0
Planning and Development	975	1,424	1,824	400	400
Public Protection	4,653	5,017	4,417	(600)	(600)
Public Realm	8,170	9,516	10,216	700	700
Total Environment and Regeneration	13,959	15,604	16,104	500	500
HOUSING AND ADULT SOCIAL SERVICES (HASS)					
Temporary Accommodation (Homelessness Direct)	2,148	2,510	2,436	(74)	(53)
Housing Needs (Homelessness Indirect)	1,368	1,408	1,509	101	74
Housing Benefit	880	880	880	0	0
Housing Strategy and Development	127	130	122	(8)	(1)
Housing Administration	1,328	987	968	(19)	(20)
Voluntary and Community Services (VCS)	3,028	3,397	3,397	0	0
Total Housing General Fund	8,879	9,312	9,312	0	0
Adult Social Care	(2,503)	(3,238)	(4,442)	(1,204)	(1,204)
Integrated Community Services	19,503	19,951	20,794	843	843
Learning Disabilities	25,136	25,279	25,678	399	399
Strategy and Commissioning	26,951	27,297	27,297	0	0
Total Adult Social Services	69,087	69,289	69,327	38	38
Total Housing and Adult Social Services	77,966	78,601	78,639	38	38
PUBLIC HEALTH					
Children 0-5 Public Health	3,689	3,689	3,716	27	27
Children and Young People	1,434	1,594	1,588	(6)	(6)
NHS Health Checks	394	394	305	(89)	(89)
Obesity and Physical Activity	679	679	710	31	31
Other Public Health	(19,984)	(19,688)	(19,667)	21	21
Sexual Health	6,022	5,689	5,447	(242)	(242)
Smoking and Tobacco	488	488	416	(72)	(72)
Substance Misuse	7,278	7,155	7,088	(67)	(67)
Less Projected Ring-Fenced Public Health Grant Underspend	0	0	397	397	397
Total Public Health	0	0	0	0	0
DIRECTORATE TOTAL	224,315	225,484	225,061	(423)	(705)

Appendix 2: 2018-19 Revenue Monitoring by Service Area - Month 9

Directorate / Division	Original Budget	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£'000	£000	£000	£000	£000
CORPORATE ITEMS					
Other Corporate Items	4,567	1,021	184	(837)	(837)
Corporate Financing Account	(26,579)	(26,579)	(26,579)	0	0
Pensions	0	10,869	10,869	0	0
Levies	22,277	22,277	22,277	0	0
Transfer to/(from) Reserves	(7,219)	(15,847)	(15,847)	0	0
Specific Grants	(6,776)	(6,776)	(6,776)	0	0
Core Government Funding / Council Tax	(212,994)	(212,994)	(212,994)	0	0
No Recourse to Public Funds	409	545	1,345	800	800
Appropriations and Technical Accounting Entries	0	0	0	0	0
Contingency	2,000	2,000	2,000	0	0
Total Corporate Items	(224,315)	(225,484)	(225,521)	(37)	(37)
GROSS TOTAL	0	0	(460)	(460)	(742)

Appendix 2: 2018-19 Revenue Monitoring by Service Area - Month 9

HOUSING REVENUE ACCOUNT(HRA)				
Service Area	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£000	£000	£000	£000
Dwelling Rents	(163,790)	(165,390)	(1,600)	(1,450)
Non Dwelling Rents	(1,400)	(1,600)	(200)	(200)
Heating Charges	(2,050)	(2,050)	0	0
Leaseholders Charges	(11,850)	(11,850)	0	0
Other Charges for Services and Facilities	(4,839)	(5,089)	(250)	(250)
PFI Credits	(22,855)	(22,855)	0	0
Interest Receivable	(500)	(500)	0	0
Contribution from General Fund	(816)	(816)	0	0
Gross Income	(208,100)	(210,150)	(2,050)	(1,900)
Repairs and Maintenance	32,223	32,223	0	0
General Management	47,929	50,164	2,235	2,106
PFI Payments	42,263	42,703	440	440
Special Services	22,714	22,864	150	130
Rents, Rates, Taxes and Other Charges	590	890	300	299
Capital Financing Costs	16,269	16,269	0	0
Depreciation	34,006	34,006	0	0
Bad Debt Provisions	750	750	0	0
Contingency	2,000	1,500	(500)	(500)
Transfer to HRA Reserves	9,356	8,781	(575)	(575)
Gross Expenditure	208,100	210,150	2,050	1,900
Net (Surplus)/Deficit	0	0	0	0

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Appendix 3: Capital Monitoring 2018-19 - Month 9

	2018-19 Budget Monitoring						
	Original Budget	Budget Changes During the Year	Revised Budget	Forecast Outturn	Forecast Re-profiling (to)/from Future Years	Expenditure to Date	% Budget Spent to Date
	£000	£000	£000	£000	£000	£000	£000
CHILDREN'S, EMPLOYMENT AND SKILLS							
Moreland School and Children's Centre	0	268	268	210	(58)	208	77%
Pupil Referral Unit	0	273	273	273	0	(109)	(40%)
Tufnell Park School	13,895	(3,598)	10,297	10,297	0	6,239	61%
Highbury Grove School Expansion	3,000	(1,391)	1,609	1,609	0	269	17%
Central Foundation School Expansion	2,700	(1,720)	980	980	0	458	47%
School Condition Works	0	231	231	0	(231)	0	0%
Arts and Media School	90	10	100	0	(100)	0	0%
New River College	0	211	211	70	(141)	26	12%
Primary Schools Condition Schemes	75	1,135	1,210	797	(413)	689	57%
Primary Schools General and Emergency Works Schemes	0	200	200	200	0	99	49%
Schools Devolved Formula Capital	300	0	300	300	0	0	0%
Early Years Capital	500	408	908	151	(757)	33	4%
Libraries	0	48	48	30	(18)	18	36%
Youth Capital	0	18	18	18	0	0	0%
Schools Contingency	3,400	(1,390)	2,010	0	(2,010)	0	0%
Total Children's, Employment and Skills	23,960	(5,295)	18,665	14,937	(3,728)	7,929	42%
ENVIRONMENT AND REGENERATION							
Other Environment and Regeneration	0	50	50	50	(0)	0	0%
Planning and Development	0	939	939	842	(98)	514	55%
Cemetaries	0	46	46	238	193	135	297%
Combined Heat and Power	120	1,729	1,849	2,869	1,020	1,597	86%
Energy Saving Council Buildings	431	(190)	241	245	4	124	52%
Vehicles	2,000	1,189	3,189	3,189	0	230	7%
Greenspace	2,000	899	2,899	3,103	204	2,747	95%
Highways	1,650	1,113	2,763	2,763	0	1,773	64%
Leisure	972	(246)	726	726	0	396	55%
Recycling Improvements	1,043	(435)	608	659	51	188	31%
Special Projects	100	223	323	206	(117)	141	44%
Traffic and Engineering	3,210	1,638	4,848	5,162	314	2,158	45%
Total Environment and Regeneration	11,526	6,954	18,480	20,051	1,571	10,003	54%
HOUSING							
Major Works and Improvements	31,000	0	31,000	31,000	0	18,410	59%
New Build	85,702	(40,700)	45,002	41,900	(3,102)	29,826	66%
Total Housing	116,702	(40,700)	76,002	72,900	(3,102)	48,236	63%
TOTAL CAPITAL PROGRAMME	152,188	(39,042)	113,147	107,888	(5,259)	66,168	58%

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Report of: Executive Member for Housing and Development

Meeting of:	Date:	Ward
Executive	7 February 2019	Hillrise
Delete as appropriate	Exempt	Non-exempt

THE APPENDIX TO THIS REPORT IS NOT FOR PUBLICATION

The Appendix to this report is exempt by virtue of the Local Government Act 1972, Schedule 12A, Part 1, paragraph 3 (as amended) in that these documents contain information relating to the financial or business affairs of any particular person (including the authority holding that information).

SUBJECT: CONTRACT AWARD FOR THE CONSTRUCTION OF 2 NEW RESIDENTIAL BLOCKS TO PROVIDE 27 NEW HOMES ON THE SITE OF NOS. 17- 23 BEAUMONT RISE. LONDON, N19

1. Synopsis

- 1.1 This report seeks agreement to award a contract to build 2 new residential apartment blocks at Beaumont Rise.

The site is 17-23 Beaumont Rise which was previously used as a neighbourhood office and Community Care Centre. The building is currently being demolished.

- 1.2 Through building new council homes we can help increase the supply of decent, genuinely affordable homes which are cheaper to run, tackle the cost of living crisis faced by many of our residents by creating jobs that pay the London Living Wage (LLW) for local people, and offer training opportunities including apprenticeships.

A robust procurement process has been undertaken in accordance with policies and procedures Adopted by the Council's Strategic Procurement Service.

2. Recommendation

- 2.1 To approve the award of a construction contract to Glenman Corporation Ltd. for the sum of £6,727,325.32.

3. Background

- 3.1 The purpose of this report is to appoint a suitably qualified main contractor to carry out the construction of the new build residential development as described below.

The development is for the construction of 2 five storey residential blocks. One is intended for general needs housing and the other for residents that require supported housing.

Details are as follows.

Block 1;

Two - 2 bed/4 person flats on the ground floor.
Two - 2bed/4 person flats on the first floor.
Six - 2 bed/4 person flats on the 3 upper floors.

Block 2;

This accommodation will be for residents that require supported housing and predominantly for residents with mental health needs.

On the ground floor there will be one wheelchair accessible flat, communal meeting rooms, offices and overnight accommodation for staff. In addition, there will be an external seating area for residents use.

A total of 17 single bedroom studio flats will be provided in Block 2.

This development will provide some much needed general needs socially rented housing and in addition provide supported accommodation for people with special needs prior to transition into independent living.

3.2 Estimated Value

The development is being funded through the council's new build housing budget and the sale of Turleway Close.

Grant monies received from the GLA has enabled all sales residences to be flipped into social rented.

The pre-tender estimate for this project was £6,816m and contract period of 78 weeks.

The design and specification have undergone a value-engineering process alongside the design development. The proposed structure and foundation solutions have been selected to achieve best value as have materials, which have been considered and selected according to the council's budget, aiming to achieve the highest quality of design and specification within the cost parameters.

3.3 Timetable

Joint Board Approval Jan 2019
Executive Approval February 2019
Start on Site April 2019
Completion Oct. 2021

Planning Permission was achieved in November 2017. Statutory duration for start on site is 3 years until November 2020

We have consulted local residents, the Council's Planning Department, local ward councillors, the Metropolitan Police Secured by Design Officers, the Council's Energy Department, the Council's Refuse Department, and the Council's Housing Allocation Department. Feedback received was generally positive from all stakeholders. Some concerns over restriction of view from residents of upper floors in the adjacent Cromarty Road have been addressed.

3.4 Options appraisal

The use of a contractor framework was considered, however the commissioning team wished to go out to the market to assess whether the traditional procurement route offers better value for money and allows enhanced architectural control of the design quality.

Formal collaboration (Partnering Contract) was not considered appropriate as the design had already been developed to a detailed stage and already significantly de-risked.

To further augment this assessment process, it is proposed that the new build project manager and project architect (contract administrator) will compare the scheme with a similar scheme procured under a design and build contract to ascertain the above.

Therefore, the preferred option for the construction of the new build residential apartment blocks at Beaumont Rise has been to procure the works through an advertised open competitive tender.

3.5 Key considerations & Social Value

The majority of new homes being built in the New Build Programme are much needed family sized homes charged at social (council) rent. The sites for new homes and other associated works are often areas with anti-social behaviour problems or are dilapidated buildings such as garages and poor quality housing. These issues can be addressed through the delivery of the new homes projects which will improve the quality of living standards for our residents.

New homes are built to a very high standard and often surpassing national standards. Our aim is to reduce carbon emissions and promote higher standards of sustainable design. New Homes to be built in relation to this strategy will be designed to develop sustainable communities through which the standard of living in those areas is improved. New social rented homes will be affordable for existing tenants and those in need of housing – particularly providing better accommodation for families in overcrowded conditions as well as encouraging under-occupiers to release family sized homes.

Relevant impact assessments have been completed as part of this procurement including a full risk/opportunity assessment, resident impact assessment, environmental impact assessment and health and safety impact assessment.

The Council have been able to achieve a significant amount of social benefit and value through this procurement. As part of the evaluation process bidders were asked to include a response to the social value they can achieve. The social value question required bidders to consider their economic, environmental and social plans for delivery.

Social value has been included as an award criterion within the tender processing order to derive the maximum social benefit from the contract and the supply chain.

Islington Council is committed to improving job opportunities for local residents, especially those who are disadvantaged in the labour market. This commitment aligns itself with the objectives of many other organisations such as the Greater London Authority, London Councils, the Skills Funding Agency and DWP Jobcentre-plus.

The council is committed to supporting residents into employment, especially those who are disadvantaged in the labour market. Increased training and employment outcomes has been pursued by building in these requirements at the commencement of the procurement process.

Given the scale of this procurement strategy there is further work to be done to describe and quantify the employment and training opportunities we would expect residents to benefit from. A statement of employment and training requirements (such as skilling up residents on new construction practices) was drafted and supplied as part of the tender process documentation thereby ensuring that local employment has been given a substantive weighting in terms of scoring. In addition, the employment and training requirements are embedded in the contract documents and the Employers Requirements.

These obligations are aimed at providing Apprenticeships employment opportunities for local unemployed residents and will be sought from any development sites which meet the following threshold:

The number of placements sought on all schemes:

1 construction training placement triggered at the £1 million pounds of contract value level then 1 construction training placement per every 20 residential units.

The intentions of Islington's development plan and Corporate Plan are to reduce poverty, deprivation and unemployment. This can be achieved by providing local unemployed people with access to employment and assistance with sustaining employment, and raising levels of attainment through training opportunities facilitated by new development taking place in the borough.

The London Living Wage has been included a condition of the contract being entered into, as far as is legally permitted.

The development will deliver a number of benefits that meet the Council's corporate objectives including:

- Making Islington fairer, by providing high quality facilities and services available to the community, with particular focus on provision for vulnerable residents.
- Tackling the housing shortage, by building new affordable homes and in particular new council homes.
- Delivering good services on a tight budget, by carefully managing the project to contain costs of the development without recourse to additional council funding.
- Creating a good quality of life, by providing well designed and modern public leisure, health and nursery facilities, and improved public spaces.

All new build development is expected to bring further social benefits, including S106 contributions towards improvements in the vicinity of and environmental improvements to the public realm within and around the redevelopment site.

All new build development is designed in accordance with the council's detailed planning requirements and in accordance with the Employer's requirements to address the social and environmental sustainability of the development proposals.

There are no TUPE, pension or staffing implications relating to this procurement.

3.6

Evaluation

This tender has been in One Stage called the Open Procedure, as the tender is 'open' to all organisations who express an interest. The Open Procedure includes minimum requirements which organisations must meet before the rest of their tender is evaluated.

Tenderers were requested to demonstrate relevant experience against 2 other suitable projects

The evaluation award criteria is MEAT based on 60% cost and 40% quality.

The full breakdown of the cost/quality award criteria is:

Tender Award Criteria	Total
Cost	60%
Quality – made up of	40%

Proposed approach to contract management and quality of finished build; Including quality management and provision of consistent qualitative improvements to deliver project on time	20%
Proposed approach to Health and Safety	10%
Proposed approach to <i>social value including resident care; community engagement; equality, diversity and inclusion , economic and environmental considerations</i>	10%
Total	100%

3.7

Business Risks

The main business risk was that when the tenders were returned the cost of the build was higher than estimated. We have managed these risks by ensuring the project has undergone a series of cost-plan assessments based on current cost indices.

Tenders returned have demonstrated a range of values but the recommended tender is within the pre-tender estimate.

The main opportunities associated with this procurement were that the tendering process resulted in a tender return which demonstrates high quality tenders which have been tested in the market place demonstrating best value for the council.

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 were required to complete an anti-blacklisting declaration. Where an organisation is unable to declare that they have never blacklisted, they are 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 2.8 of the Procurement Rules:

Relevant Information	Information/section in report
1. Nature of the service	This report seeks approval for the appointment of a main contractor See paragraph (3.1)
2. Estimated value	The estimated value is £6.816m See Paragraph (3.2)
3. Timetable	The timetable is outlined in this report See Paragraph (3.3)
4. Options appraisal for tender procedure including consideration of collaboration opportunities	Competitive tender option has ensured best value is achieved. See paragraph [3.4]
5. Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications	Social, economic, environmental considerations, equality, diversity and inclusion formed part of the contractor's submission. See paragraph [3.5]
6.Award Criteria	Cost 60 %. Quality 40%. The award criteria price/quality breakdown is more particularly described within the report. See paragraph [3.6]

7. Any business risks associated with entering the contract	Business risks are described in this report. See paragraph [3.7]
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4. The Procurement Process

4.1 The tender process was conducted in one stage, the Open Procedure, opening it to all organisations that expressed an interest in tendering for the project. An invitation to tender was advertised and procured the contractor through a competitive tender process in accordance with the principles underpinning the Public Contracts Regulations 2015 and the council’s procurement rules.

4.2 Eight tenders were received and evaluated on the agreed quality and price award criteria with price comprising 60% and quality 40%. The highest scoring contractor was Glenman Corporation Ltd.

Details of the tender evaluation are set out in the exempt appendix 1.

4.3 The tender documentation included the requirement for the contractors to sign up to paying their own employees, and those employed by their sub-contractors, the London Living Wage as well as signing a declaration to confirm that they have not and will not participate in the blacklisting of trade union members or activists contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010 and the data protection act 1998.

4.4 Value for Money

It should be noted that the above recommended tenderer’s contract sum does not include client’s design fees, other professional fees and other on costs.

Glenman Corporation Ltd. have demonstrated that their tender has been fully market tested and that they have sought the most competitive price from their sub-contractors in the time available with justifiable exceptions.

Based on the assessment of the final tender, the cost consultant has concluded that the price and other elements of the tender submitted by Glenman Corporation Ltd. represents value for money and recommends that it should be accepted by the council.

Quality Assessment

Glenman Corporation Ltd has been assessed as being suitable to undertake the works from a technical and resourcing viewpoint. They have had previous experience of similar projects and have an acceptable track record of delivering.

Council officers and the Cost Consultant will be meeting with them in order to confirm acceptability of their proposals in terms of their approach to construction methods and on-site procedures.

5. Implications

5.1 Financial implications

The report indicates that Glenman Corporation submitted the most economically advantageous tender, on the basis that this has been accurately assessed then it is deemed appropriate for the contract to be awarded to this contractor.

This scheme is included in the latest new build programme (P7 18-19). The total scheme budget provision is £8.1m (including fees), as such based on current assumptions with regards to fees outstanding the contract tender price of £6.7m can be contained within the current scheme budget.

5.2 Legal Implications

Under Section 9 of the Housing Act 1985 the Council has the power to provide housing accommodation by building houses on land acquired or appropriated for that purpose or by converting buildings into houses and to sell part of that accommodation. Accordingly, the council may enter into a contract for the proposed works (section 1 Local Government Contracts Act 1997).

The proposed contract is a public works contract. The threshold for application of the Public Contracts Regulations 2015 (the Regulations) is currently £4,551,413 for public works contracts. The estimated value of the Beaumont Rise housing new build contract exceeded this threshold the procurement was advertised in OJEU using the open procedure.

Glenman Corporation Ltd submitted the highest scoring tender through the open tender procedure. Accordingly, the Executive Social Services may award the contract to that constructor for the construction of the new homes at Beaumont Rise provided it is satisfied as to the constructor's competence to carry out the contract works and that its price represents value for money for the council. In reaching that decision the Executive should take into account the information contained in the exempt appendix 1.

5.3 **Environmental Implications**

The building of new dwellings has several environmental impacts, both during the construction of the buildings (material use, waste generation, nuisances such as dust and noise) and during the long-term occupation of the dwellings (energy and water use and transport facilities).

Mitigation measures will be put into place to reduce both sets of aspects. The contractor will be required to submit proposals on how they will keep their environmental impact to a minimal including their proposals for a Site Waste Management Plan.

Environmental sustainability has also been considered in the design, and the dwellings will meet the Code for Sustainable Homes Level 4, which requires key sustainable targets and objectives to be met including low energy, low carbon and water conscious design. This includes a communal boiler ready to connect to a district heating system and the installation of solar panels and cycle storage. The proposals will also take into account Life Time Homes standards.

5.4 **Resident Impact Assessment**

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

A Resident Impact Assessment was completed in September 2017. The complete Resident Impact Assessment is appended (Appendix 2)

The new development is expected to have a positive impact for people with mental health problems, contributing towards a fairer Islington.

The design will be fully inclusive. The proposal aims to meet the highest standards of accessibility and inclusion so that all potential residents and visitors, regardless of disability, age or gender, can use them safely and easily. Inclusive access is achieved by eliminating barriers physical, attitudinal and procedural, which inhibit the involvement of the whole community, not just disabled people.

The ultimate aim of inclusive access is that the design and layout of the building should enable everyone to be able to enter the building, use the facilities and leave safely, independently and with ease.

6. **Reasons for the decision**

- 6.1 Glenman Corporation Ltd. as one of the contractors who competitively tendered for these works, have provided acceptable cost and quality values for them to be awarded the contract to build 27 new homes at Beaumont Rise.

6.2 The cost values have been assessed as fair and reasonable by our appointed Cost Consultants, Bailey Garner and the tender price is considered Value for Money for the Council.

It is therefore recommended that a construction contract to the value of £. 6,727,325.32 be awarded to Glenman Corporation Ltd.

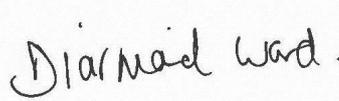
Appendices:

- Tender report – Appendix 1 Exempt
- Resident Impact Assessment – Appendix 2

Background papers: None

Final report clearance:

Signed by:



24/1/19

Executive Member for Housing and Development

Date:

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Resident Impact Assessment

Procurement of a contractor to build 2 new 5 storey residential blocks on land owned by the Council on a site at 17-23 Beaumont Rise.N.19

Service Area: Housing

1. What are the intended outcomes of this policy, function etc.?

Construction of 27 new residential homes.

2. Resident Profile

Who is going to be impacted by this change i.e. residents/service users/tenants? Please complete data for your service users. If your data does not fit into the categories in this table, please copy and paste your own table in the space below. Please refer to **section 3.3** of the guidance for more information.

		Borough profile	Service User profile
		Total: 206,285	Total:
Gender	Female	51%	Borough profile assumed
	Male	49%	Borough profile assumed
Age	Under 16	32,825	Borough profile assumed
	16-24	29,418	Borough profile assumed
	25-44	87,177	Borough profile assumed
	45-64	38,669	Borough profile assumed
	65+	18,036	Borough profile assumed
Disability	Disabled	16%	Borough profile assumed
	Non-disabled	84%	Borough profile assumed
Sexual orientation	LGBT	No data	Borough profile assumed
	Heterosexual/straight	No data	Borough profile assumed
Race	BME	52%	Borough profile assumed
	White	48%	Borough profile assumed
Religion or belief	Christian	40%	Borough profile assumed
	Muslim	10%	Borough profile assumed
	Other	4.5%	Borough profile assumed
	No religion	30%	Borough profile assumed
	Religion not stated	17%	Borough profile assumed

3. Equality impacts

With reference to the [guidance](#), please describe what are the equality and socio-economic impacts for residents and what are the opportunities to challenge prejudice or promote understanding?

The site is occupied by a 2 storey building which has been vacant for 3 years. There is a neighbouring doctors surgery to one side and a primary school to the rear. Neither will be impacted by the procurement process and only slightly by the construction process. There are no residents in the near vicinity of the site.

- Is the change likely to be discriminatory in any way for people with any of the protected characteristics?
- The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. LBI will probably have to apply to suspend parking in front of the site to allow construction. These are spaces for use by the general public.
- Is the proposal likely to have a negative impact on equality of opportunity for people with protected characteristics? Are there any opportunities for advancing equality of opportunity for people with protected characteristics?
- Tenderers were asked to provide their equal opportunities employment policy as part of the tender submission, and reviewed as part of the selection process.
- Is the proposal likely to have a negative impact on good relations between communities with protected characteristics and the rest of the population in Islington? Are there any opportunities for fostering good relations?
- As part of the initial selection process, tenderers were asked to provide details of previous contracts on similarly restricted sites, to demonstrate how they have managed community relations and complaints due to the construction process. As part of the tender, tenderers were asked for their proposal for this specific site. Responses have been scored as part of the assessment criteria.
- Is the proposal a strategic decision where inequalities associated with socio-economic disadvantage can be reduced?
- N/A

4. Safeguarding and Human Rights impacts

a) Safeguarding risks and Human Rights breaches

Please describe any safeguarding risks for children or vulnerable adults AND any potential human rights breaches that may occur as a result of the proposal? Please refer to **section 4.8** of the [guidance](#) for more information.

N/A

5. Action

How will you respond to the impacts that you have identified in sections 3 and 4, or address any gaps in data or information?

Action	Responsible person or team	Deadline
If parking suspension is required we will check who parks in the parking bays. If these are found to be used by local residents, then we will investigate providing alternative parking for the duration of the suspension.	Project Manager	January 2019 Before start on site
Tender documents were prepared such that tenderers were asked to provide their equal opportunities employment policy as part of the tender submission, and reviewed as part of the selection process	Project Manager/ SPT	Sept. 2018
Tender documents were prepared such that, as part of the initial selection process, tenderers were asked to provide details of previous contracts on similarly restricted sites, to demonstrate how they have managed community relations. As part of the tender, tenderers were asked for their proposal for this specific site. Responses were scored as part of the assessment criteria.	Project Manager/ SPT	Sept. 2018

This Resident Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Staff member completing this form:
N. Gore

Head of Service or higher:

Signed: 

Signed: 

Date: 27/11/2018

Date: 11/12/2018

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Report of: Executive Member for Housing and Development

Meeting of:	Date:	Ward:
Executive	7 February 2019	Bunhill

Delete as appropriate	Exempt	Non-exempt
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SUBJECT: Compulsory purchase order (CPO) in respect of commercial premises on The Triangle Estate

1. Synopsis

- 1.1 The council is committed to building more new, good quality council homes, to help Islington families tackle their housing needs and help with their cost of living. As part of building more homes we will create more jobs and training opportunities and make the borough a fairer place to live and work.
- 1.2 The proposed redevelopment is on the Triangle Estate and it includes existing commercial premises for which we will issue a CPO to enable the development. The housing proposal, will deliver 54 new high quality homes, including larger family sized homes for social rent and provision of new commercial premises. The proposals will also bring wider benefits including estate improvements and new employment opportunities for local people.
- 1.3 This report sets out the background to and seeks the approvals required to make a Compulsory Purchase Order (CPO) for the acquisition of the leasehold interests in one commercial property ("the Land") described in the table in 2.1 and associated third party rights to the Land which might be affected by the new build proposals. The Plan in **Appendix 1** indicates the location of the affected leasehold property. The CPO is required as a contingency measure to ensure the development can proceed should the Council fail to reach a negotiated settlement with the relevant affected parties.
- 1.4 The Council has powers under the Town and Country Planning Act 1990 (as amended) and ancillary legislation to undertake land assembly. The comprehensive redevelopment offered by this scheme provides an opportunity which is unlikely to proceed without the use of a CPO as vacant possession of the development site is required to enable demolition and redevelopment in relation to this project. Planning approval was obtained on 29 June 2017 Application No: P2016/4634/FUL attached in **Appendix 2**.

2. Recommendations

- 2.1 To authorise the Corporate Director for Resources, in consultation with the Executive member for Housing and Development and the Service Director for Housing Needs and Strategy, to take all necessary steps, including the making of a Compulsory Purchase Order (CPO) under section 226(1)(a) of the Town and Country Planning Act 1990 to ensure that the leasehold interests in the Land as described in the table below as well as any third party rights over the Land where attempts to negotiate a voluntary acquisition of the leasehold interest or third party rights in accordance with the development timetable have failed.

Table 2.1

Address of premises				Interest to be acquired
Number	Estate / Commercial	Street	Postcode	
135	Cafe	Goswell Road	EC1V 7JY	a. Commercial Head lease b. Commercial Sub-Lease c. Third party rights

- 2.2 That where the Corporate Director of Resources approves the making of a CPO, to authorise the Director of Law and Governance to take all necessary steps to secure the making, confirmation and implementation of the CPO including the approval of agreements with the owners and any objectors for the withdrawal of objections to the CPO, the acquisition of interests by use of General Vesting Declarations or notices to treat, the settling of compensation and the acquisition of all interests in the properties on terms recommended by the Corporate Director of Resources.
- 2.3 To authorise the Corporate Director of Resources, to acquire any interests in land within the area of the Land by agreement and the making of payments equivalent to statutory compensation (or payments as are deemed reasonable in the circumstances) and the provision of property or services in lieu of compensation, in contemplation of the Order being made.
- 2.4 That, if the CPO is confirmed, to authorise the Corporate Director of Resources to negotiate and agree the compensation amounts payable in compulsorily acquiring the interests.

3. Background

- 3.1 In identifying opportunities to build new homes we consider, where appropriate, the demolition of certain homes and property which are considered in poor condition and no longer meet the standard and requirements for our residents. We also consider if a demolition option would provide more and better quality homes. In all such cases we make clear how existing residents would benefit from the provision of the new homes as enshrined in our New Homes Residents Charter and every effort is made to accommodate the residents affected by the proposal.
- 3.2 Following consultation with residents and other key stakeholders a number of such proposals have received support and planning consent has now been obtained for the development on the Triangle Estate.
- 3.3 However, in most cases the Council needs to acquire ex-Right to Buy (RTB) homes from the current leaseholders and in some cases business premises from commercial tenants on terms acceptable to both parties and this represents one of the key delivery risks for any redevelopment scheme.

- 3.4 In each and every case a voluntary acquisition of a leasehold property is the preferred option but, where all reasonable efforts to reach a satisfactory outcome in the available timescale through negotiation with individual leaseholders have been exhausted, and by way of last resort, the council may make a Compulsory Purchase Order (CPO). It would, in these circumstances, be appropriate to underpin continuing negotiations for the purchase of the leasehold interests that would be required in order to implement the re-development schemes with a CPO.
- 3.5 The Executive is therefore asked to agree the use of the Council's powers of compulsory purchase to acquire the 2 leasehold interests, who are still in occupation at the date of this report as well as any other third party interests which exist.

4. Delivering approved redevelopment schemes

- 4.1 Previously the Council exercised its statutory powers to acquire the leasehold interest at Telfer House to facilitate a new build programme.
- 4.2 Approval is now being sort for The Triangle Estate to facilitate a new build scheme.
- 4.3 **Triangle Estate**
- 4.3.1 The proposal is to demolish 5 rented and 1 leasehold properties of the existing block comprising a mix of predominantly one and two bed homes on Compton Street along with 1 commercial unit on Goswell Road. New buildings will be constructed with a new commercial space on the ground floor and 54 new homes across the estate and wider improvements that will improve the amenity and security for the benefit of all residents on the Triangle Estate. Of the 54 homes, 27 will be for social rent, including family size and smaller homes for people living on the estate to downsize from a larger home. The development received planning consent in June 2017.
- 4.3.2 To date we have voluntarily acquired one residential leasehold unit. The only remaining lease to acquire is the head lease and sub-lease of the commercial unit together with any third party rights.
- 4.3.3 The existing commercial unit has a long lease of 999 years and is currently sub-let as a café. The intention is to purchase the long lease and if the sub leaseholder agrees, to relocate the sub-leaseholder to alternative premises in the EC1 area or compensate the sub-leaseholder for extinguishment of their lease. However, if a voluntary agreement cannot be reached we would need the necessary approvals in place to make an application for a CPO.

5. Acquiring leasehold properties: issues

- 5.1 With regard to the scheme outlined above negotiations have been ongoing with the affected leaseholders and commercial tenants since the scheme received approval for inclusion in the new build programme. In this case, we have had full regard to the legal rights of leaseholders and commercial tenants as set out in the Compulsory Purchase and Compensation Booklets: Business Owners and Occupiers (No 2) published by the Department and Communities and Local Government on their website.
- 5.2 As indicated above, the intention is to purchase the commercial head-lease and if the parties can reach agreement, to either re-locate the sub leaseholder to alternative premises in the EC1 area or agree compensation for extinguishment. The Council has instructed Currell to conduct negotiations with the head-leaseholder and sub-leaseholder in this regard and negotiations are currently ongoing.
- 5.3 In the circumstances outlined above it is considered reasonable for the council to apply for a CPO in respect of the leasehold interests in the commercial unit at the Triangle Estate.
- 5.4 It is also important by way of demonstration of our commitment to delivering approved redevelopment schemes as this will have a bearing on the success of other council-led regeneration proposals on our estates.

- 5.5 The CPO process can be both lengthy and costly but, on balance, these risks are outweighed by the financial and other implications of not being able to proceed with a redevelopment proposal. The intention would, however, be to continue the negotiation process alongside the CPO application process with a view to concluding a voluntary acquisition on a mutually acceptable basis without having to complete the full CPO process wherever possible.
- 5.6 Once homes or properties are acquired on a voluntary or compulsory basis, they can be used to provide much needed and temporary accommodation for homeless families within the borough to ensure that they would not remain empty pending the commencement of the development.

6. Other Third Party Rights

- 6.1 Another implication of the development of the housing block on the Land is the potential to reduce the light reaching windows of surrounding properties. This is an important consideration in the planning process where there are well-established methodologies for calculating daylight/sunlight penetration. There are instances where, even when a development has planning consent, there are adverse implications to some neighbouring homes and buildings.
- 6.2 Where there is significant impact upon right to light there may, in certain circumstances, be an entitlement to injunct against the proposed development. Any properties affected in this way would be outside the CPO red line area. However, one of the effects of enabling regeneration by compulsory purchase of land through the use of planning powers (s226 of the Town and Country Planning Act 1990) is to override third party rights including interference with any rights to light.
- 6.3 The effect of a CPO on such owners, where such rights exist, would not be to compulsorily purchase their property but rather to override any entitlement to injunction against the approved scheme and to automatically convert any such entitlement into a claim for compensation — rights to full statutory compensation, where they exist, would not be affected by a CPO. This will ensure there will be no impediment to the development which would result in risk of substantial delays to the scheme moving forward and additional costs.
- 6.4 The Council has commissioned a right of light report from Malcolm Hollis and early indications are a number of surrounding properties will have their light affected by the proposed development with some of the properties having a right to injunct. Further investigation is being made into the extent of those rights.

7. Implications

- 7.1 **Financial implications**
Costs covering the acquisition of the Café, other 3rd party rights plus associated CPO costs are included in the latest budgeted cost of this scheme as such this scheme (including the full CPO costs) is considered affordable.
- 7.2 **Legal Implications**
- 7.2.1 **Compulsory Purchase Order (CPO)**
- 7.2.1.1 This report proposes the making of a CPO for the acquisition of the 2 commercial leases as described in the table to Recommendation 2.1 and shown for illustrative purposes only on the plan(s) at **Appendix 1**.
- 7.2.1.2 The council has the power under section 226(1)(a) of the Town and Country Planning Act 1990 to acquire compulsorily any land in its area if it thinks that acquiring the land in question will facilitate the carrying out of development, redevelopment or improvement on, or in relation to, the land being acquired, and if the council thinks that the development, re-development or improvement is likely to contribute to the promotion or improvement of the economic, social and environmental well-being of its area.

- 7.2.1.3 The acquisition of the properties in the table together with Third Party Rights is reasonably required so as to enable the proposed re-development scheme to proceed. Further, the redevelopment will contribute to the promotion and improvement of the economic, social and environmental well-being of the area and local residents by providing better quality and additional social housing and other benefits for local residents and the wider community, for example environmental improvements and/or new or improved community facilities.
- 7.2.1.4 A CPO should only be employed as an option of last resort, and only when all other opportunities to secure the redevelopment of the site have been fully explored and exhausted. However, the Secretary of State has recognised that it is appropriate in some situations to make a CPO at the same time as seeking to purchase by agreement given the amount of time needed to complete a compulsory purchase. Council officers have made strenuous efforts to acquire the properties by agreement and time is now running short in relation to the re-development timescales.
- 7.2.2 Human Rights**
- 7.2.2.1 A CPO should only be made where there is a compelling case in the public interest which justifies the overriding of private rights in the land sought to be acquired.
- 7.2.2.2 In respect of human rights, regard should be had in each case in particular to the provisions of Article 1, the right to peaceful enjoyment of your possessions, Article 6, the right to a fair and public hearing and Article 8, the right to respect for private and family life, of the First Protocol to the European Convention on Human Rights (“ECHR”).
- 7.2.2.3 In relation to Article 1 whilst owners will be deprived of their property or those with third party rights will have their rights extinguished, if the CPO is confirmed and implemented, this will be done in accordance with the law and they will receive appropriate compensation for their interests. Further, the right under Article 1 is qualified rather than absolute as it permits the deprivation of an individual’s possessions or rights where it is in the public interest.
- 7.2.2.4 Interference with the right to respect for private and family life under Article 8 is justified under the Protocol if this is in accordance with the law and “necessary in a democratic society” for, amongst other things, economic wellbeing. The interference here will be in accordance with UK law (the Town and Country Planning Act 1990). In considering whether the interference with the right is “necessary in a democratic society” it is necessary to consider whether the interference is proportionate. In this context proportionate means that the interference must be no more than necessary to achieve the identified legitimate aim. Here the legitimate aim is the redevelopment of the Triangle Estate and the requirements of s226 of the TCPA 1990 have been fulfilled, that is. the development, redevelopment or improvement will contribute to promotion or improvement of the economic social or environmental wellbeing of its area.
- 7.2.2.5 In relation to Article 6 those affected by the CPO will have the right to make representations to the Secretary of State and to be heard at any public inquiry.
- 7.2.2.6 Therefore, there must be a balancing exercise between the public interest and the individual’s rights whereby the Council must be able to show that the interference with an individual’s rights by the making of a CPO must be necessary and proportionate. The availability of compensation to those deprived of their property and rights is of relevance to the issue of proportionality.
- 7.2.2.7 The CPO should therefore only be made where there is a compelling case in the public interest which justifies the overriding of private rights in the land sought to be acquired and a method of last resort. While each case will need to be considered on its merits it is likely that redevelopment to provide better quality and additional social housing and other benefits for local residents and the wider community, for example environmental improvements and/or new or improved community facilities would demonstrate sufficient public interest to justify interfering with the private rights of those with an interest in the leasehold land.

7.3 **Environmental Implications**

7.3.1 There are no specific environmental implications associated with the Compulsory Purchase Order process beyond those associated with the office-based work being carried out. The significant implications associated with this project will occur at the time of the demolition/construction and beyond, and will be assessed in the report published prior to the appointment of contractors.

7.4 **Resident Impact Assessment**

7.4.1 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.

7.4.2 A potential negative impact on individual residential or commercial leaseholders has been identified but this is mitigated through the CPO process which ensures that the rights of affected owners and occupiers are protected and that they receive compensation in line with the relevant legislation and statutory guidance. The key principle is that owners/occupiers should not be any better or worse off as a result of a CPO.

7.4.3 All other impacts identified from current new build redevelopment proposals are positive as they are aimed at improving the lives and opportunities afforded to residents to access decent and genuinely affordable homes and increase jobs and training opportunities, helping make Islington a fairer place to live and work.

7.4.4 A copy of the RIA completed for the new build schemes for which approval is being sought to make an application for a CPO in respect of any remaining leasehold properties to be acquired can be obtained from the author of this report.

7.4.5 A Resident Impact Assessment was completed on 12/09/2016 and a copy is attached in Appendix 3 of this report.

For further assistance with RIAs please see: <http://izzi/council/aboutcouncil/performance-policy/equalities-fairness/eia/Pages/default.aspx>

8. **Reason for recommendations**

8.1 The ability to acquire the leasehold interests in the commercial premises located on the estate where proposals to build more high quality homes for local people, supported by local residents, have been approved, is critical to their successful delivery. Given the significant project delivery risks it is preferable to satisfactorily conclude negotiations with leaseholders as early as possible in the development process and voluntary acquisition is the preferred option in all cases.

8.2 Where it is not possible to voluntarily purchase leasehold interests in the commercial premises and, subject to the relevant grounds being established, the option to apply for a CPO should be authorised, subject to the necessary delegated internal approvals. The potential delays and costs associated with the CPO process are outweighed by the benefits to the wider community to be derived from the scheme and the significant investment already committed to bringing forward the proposals. It is therefore considered to be in the public interest for the Council to make a CPO to secure the redevelopments to provide better and more homes and to promote economic, social and environmental wellbeing and to contribute to sustainable development in Islington.

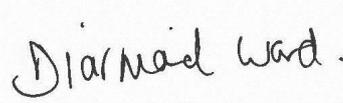
Appendices

- Appendix 1: Planning consent

- Appendix 2: Site location plan
- Appendix 3: Resident Impact Assessment

Final report clearance:

Signed by:

A handwritten signature in black ink that reads "Diarmuid Ward." The signature is written in a cursive style and is placed on a light-colored rectangular background.

Executive Member for Housing and Development

Date: 17/1/19

Report Author: Mathew Carvalho
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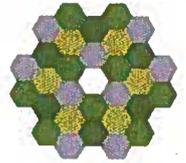
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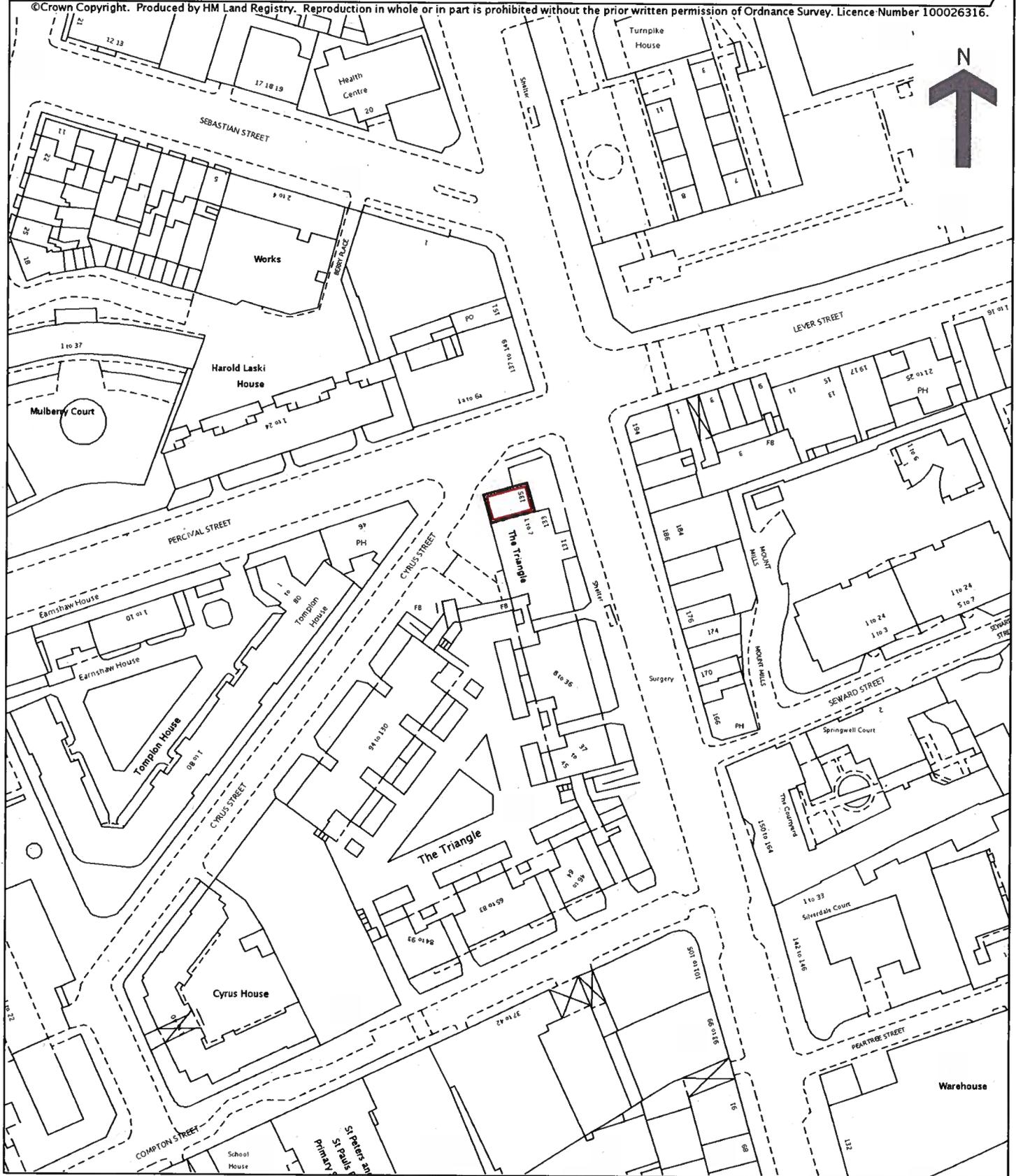
Appendix 1
P2016/4634/FUL

HM Land Registry Official copy of title plan

Title number **NGL887143**
Ordnance Survey map reference **TQ3182NE**
Scale **1:1250**
Administrative area **Islington**



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Appendix 2
Site location plan

PLANNING DECISION NOTICE



ISLINGTON

HTA Design LLP - Sarah Eley
106-110 Kentish Town Road
London
NW1 9PX

Development Management Service
Planning and Development Division
Environment & Regeneration Department
PO Box 3333
222 Upper Street
LONDON N1 1YA

Case Officer: Stefan Sanctuary
T: 020 7527 2953
E: planning@islington.gov.uk

Issue Date: 29 June 2017
Application No: P2016/4634/FUL

(Please quote in all correspondence)

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACTS

BOROUGH COUNCIL'S DECISION: Approve with conditions and legal agreement

Notice is hereby given of the above stated decision of Islington Borough Council, the Local Planning Authority, in pursuance of its powers under the above mentioned Acts and Rules, Orders and Regulations made thereunder, relating to the application / development referred to below, at the location indicated, subject to the condition(s) listed and in accordance with the plans submitted, save insofar as may be otherwise required by the condition(s).

Location:	The Triangle Estate, Goswell Road/Compton Street/Cyrus Street &, 131-135[odd] Goswell Road, London, EC1
------------------	--------------------------------------------------------------------------------------------------------------------

Application Type:	Full Planning (Council's Own)		
Date of Application:	24 November 2016	Application Received:	24 November 2016
Application Valid:	24 November 2016	Application Target:	23 February 2017

DEVELOPMENT:

Demolition of six dwellings, the central podium, garages and one retail unit and the construction of 54 new dwellings (including 27 homes for social rent), provided as infill developments, an additional seventh floor on existing residential blocks and a new part 7/part 8 storey corner building with associated private amenity space, bicycle storage, a new landscaped courtyard garden and improvements to the public realm. The application also includes the provision of 146.8sqm of retail floorspace to replace the demolished unit.

PLAN NOS:

Drawing Numbers: 001 (Site Location Plan); Existing Plans 002; 003; 004; 005; 006; 007; 008; 009; 010; 011; 012; Proposed Drawings 013 Rev D; 014 Rev E; 015 Rev C; 016 Rev D; 017 Rev D; 018 Rev D; 019 Rev D; 020 Rev C; 021 Rev D; 022 Rev C; 023 Rev C; 024 Rev D; 025 Rev D; 026 Rev C; 027 rev C; 028 Rev C; 029 Rev C; 030 Rev B; 031 Rev B; 032 Rev A; 033 Rev B; 034 Rev B; 035 Rev B; 036 Rev B; 037 Rev B; 038; 039; 040 Rev A; 041 Rev A; 042 Rev A; 043 Rev A; 044 Rev A; 045; 046; 047; 048; 049; 050; 051; 052; 053; 054; 055; 056; 057; 058; 100 Rev A; 101; 102; 103; Site Plan M&E Services Strategy Drawing Number M/E 100 Rev P4; E 901 Rev P1; E 900 Rev P2.

Air Quality Assessment dated November 2016;

P-DEC-AP1

Arboricultural Impact Assessment by Tamla Trees dated November 2016;
 Archaeological Desk-Based Assessment by CGMS dated March 2017;
 Below Ground Drainage Report Stage 2 by Ellis & Moore dated October 2016;
 Code for Sustainable Homes Pre-Assessment Report dated October 2016;
 Daylight & Sunlight Assessment by Malcolm Hollis revision 2;
 Daylight Study by Baily Garner dated 6th October 2016;
 Design & Access Statement dated November 2016;
 Draft Green Performance Plan dated 31st January 2017
 Energy Statement by Baily Garner dated 28th March 2017;
 Extended Phase 1 Habitat Survey by D F Clark dated November 2016;
 Environmental Noise Assessment by Bureau Veritas dated November 2016;
 Planning Statement by HTA dated November 2016;
 Statement of Community Involvement by HTA dated November 2016;
 Structural Engineering Stage 2+ Report by Ellis & Moore;
 Thermal Comfort Assessment by Baily Garner dated 17th November 2016;
 Transport Statement by Lime Transport dated October 2016;
 Travel Plan by Lime Transport dated September 2016;
 Triangle Estate Residential Development Design Note dated 31st August 2016;

CONDITIONS:

- 1 3-YEAR PERMISSION: The development hereby permitted shall be begun not later than the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91(1)(a) of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004 (Chapter 5).

- 2 APPROVED PLANS: The development hereby approved shall be carried out in accordance with the following approved plans:

Drawing Numbers: 001 (Site Location Plan); Existing Plans 002; 003; 004; 005; 006; 007; 008; 009; 010; 011; 012; Proposed Drawings 013 Rev D; 014 Rev E; 015 Rev C; 016 Rev D; 017 Rev D; 018 Rev D; 019 Rev D; 020 Rev C; 021 Rev D; 022 Rev C; 023 Rev C; 024 Rev D; 025 Rev D; 026 Rev C; 027 rev C; 028 Rev C; 029 Rev C; 030 Rev B; 031 Rev B; 032 Rev A; 033 Rev B; 034 Rev B; 035 Rev B; 036 Rev B; 037 Rev B; 038; 039; 040 Rev B; 041 Rev B; 042 Rev B; 043 Rev B; 044 Rev B; 045; 046; 047; 048; 049; 050; 051; 052; 053; 054; 055; 056; 057; 058; 100 Rev A; 101; 102; 103; Site Plan M&E Services Strategy Drawing Number M/E 100 Rev P3.

Air Quality Assessment dated November 2016;
 Arboricultural Impact Assessment by Tamla Trees dated November 2016;
 Archaeological Desk-Based Assessment by CGMS dated March 2017;
 Below Ground Drainage Report Stage 2 by Ellis & Moore dated October 2016;
 Code for Sustainable Homes Pre-Assessment Report dated October 2016;
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 Thermal Comfort Assessment by Baily Garner dated 17th November 2016;
 Transport Statement by Lime Transport dated October 2016;
 Travel Plan by Lime Transport dated September 2016;
 Triangle Estate Residential Development Design Note dated 31st August 2016;

REASON: To comply with Section 70(1)(a) of the Town and Country Act 1990 as amended and the Reason for Grant and also for the avoidance of doubt and in the interest of proper planning.

- 3 MATERIALS AND SAMPLES: Details and samples of all facing materials shall be submitted to and approved in writing by the Local Planning Authority prior to any superstructure work of the relevant phase commencing on site. The details and samples shall include:
- a) Facing Brickwork(s); Sample panels of proposed brickwork to be used showing the colour, texture, pointing and perforated brickwork including the glazed brick and boundary walls shall be provided;
 - b) Window (Schuco triple glazed) details and balconies / balustrades;
 - c) Roof cladding;
 - d) Portland stone cladding;
 - e) Terracotta cladding;
 - f) GRC frame;
 - g) Doors and access points;
 - h) Concrete / stone string course;
 - i) Canopies;
 - j) Green procurement plan; and
 - k) Any other materials to be used.

The development shall be carried out strictly in accordance with the details so approved and shall be maintained as such thereafter.

REASON: In the interest of securing sustainable development and to ensure that the resulting appearance and construction of the development is of a high standard.

- 4 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN: A Construction Environmental Management Plan assessing the environmental impacts (including (but not limited to) highways impacts, noise, air quality including dust, smoke and odour, vibration and TV reception) of the development shall be submitted to and approved in writing by the Local Planning Authority prior to any works commencing on site. The report shall assess impacts during the construction phase of the development on nearby residents and other occupiers together with means of mitigating any identified impacts. The development shall be carried out strictly in accordance with the details so approved and no change therefrom shall take place without the prior written consent of the Local Planning Authority.

REASON: In the interests of residential amenity, highway safety and the free flow of traffic on streets, and to mitigate the impacts of the development.

- 5 OBSCURE GLAZING & PRIVACY SCREENS: Notwithstanding the plans hereby approved, further details of obscured glazing and privacy screens to prevent overlooking within the estate shall be submitted and approved in writing by the Local Planning Authority prior to any superstructure works commencing on site.

The obscure glazing and privacy screens shall be installed prior to the occupation of the relevant units and retained as such permanently thereafter.

REASON: In the interest of preventing undue overlooking between habitable rooms within the development itself, to protect the future amenity and privacy of residents.

- 6 PILING METHOD STATEMENT: No piling shall take place until a piling method statement (detailing the depth and type of piling to be undertaken and methodology by which such piling will be carried out, including measures to minimise potential for damage to subsurface sewerage infrastructure, and the programme for the works) has been submitted to and approved in writing by the local planning authority in consultation with Thames Water.

P-DEC-AP1

Any piling must be undertaken in accordance with the terms of the approved piling method statement.

REASON: The proposed works will be in close proximity to underground sewerage utility infrastructure. Piling has the potential to impact on local underground sewerage utility infrastructure.

- 7 ACCESSIBLE HOUSING: Notwithstanding the Design and Access Statement and plans hereby approved, 50 of the new residential units shall be constructed to meet the requirements of Category 2 of the National Standard for Housing Design as set out in the Approved Document M 2015 'Accessible and adaptable dwellings' M4 (2) and 4 units shall be constructed to meet the requirements of Category 3 of the National Standard for Housing Design as set out in the Approved Document M 2015 'Wheelchair user dwellings' M4 (3).

A total of 1 x 1-bed, 1 x 2-bed and 2 x 3-bed, units shall be provided to Category 3 standards.

The development shall be constructed strictly in accordance with the details so approved.

REASON - To secure the provision of visitable and adaptable homes appropriate to meet diverse and changing needs.

- 8 SOLAR PHOTOVOLTAIC PANELS: Prior to the commencement of the development hereby approved, details of the proposed Solar Photovoltaic Panels on existing buildings at the site shall be submitted to and approved in writing by the Local Planning Authority. These details shall include but not be limited to:

- Location;
- Output of panels
- Area of panels; and
- Design (including elevation plans).

The solar photovoltaic panels as approved shall be installed prior to the first occupation of the development and retained as such permanently thereafter.

REASON: In the interest of addressing climate change and to secure sustainable development.

- 9 WATER USE: The development shall be designed to achieve a water use target of no more than 95 litres per person per day, including by incorporating water efficient fixtures and fittings.

REASON: To ensure the sustainable use of water.

- 10 GREEN / BROWN BIODIVERSITY ROOF: Prior to any superstructure work commencing on the development details of the biodiversity (green/brown) roofs shall be submitted to and approved in writing by the Local Planning Authority.

The green/brown roof shall:

- a) Be biodiversity based with extensive substrate base (depth 80 -150mm);
- b) Contribute towards a 50% reduction in surface water run-off ; and
- c) Be planted/seeded with a mix of species within the first planting season following the practical completion of the building works (the seed mix shall be focused on wildflower planting, and shall contain no more than a maximum of 25% sedum).

The biodiversity (green/brown) roofs should be maximised across the site and shall not be used as an amenity or sitting out space of any kind whatsoever and shall only be used in the case of essential maintenance or repair, or escape in case of emergency.

The biodiversity roof(s) shall be carried out strictly in accordance with the details as approved, shall be laid out within 3 months of next available appropriate planting season after the construction of the building it is located on and shall be maintained as such thereafter.

REASON: To ensure the development provides the maximum possible provision towards creation of habitats, valuable areas for biodiversity and minimise run-off.

- 11 DRAINAGE & SUDS: No development shall take place unless and until a detailed Sustainable Urban Drainage System (SUDS) scheme inclusive of detailed implementation and a maintenance and management plan of the SUDS scheme has been submitted to and approved in writing by the Local Planning Authority. Those details shall include:
- I. a timetable for its implementation, and
 - II. a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime.

No building(s) hereby approved shall be occupied unless and until the approved sustainable drainage scheme for the site has been installed/completed strictly in accordance with the approved details. The submitted details shall include the scheme's peak runoff rate and storage volume and demonstrate how the scheme will aim to achieve a 50% water run off rate reduction.

The scheme shall thereafter be managed and maintained in accordance with the approved details.

REASON: To ensure that sustainable management of water and minimise the potential for surface level flooding.

- 12 ENERGY STRATEGY: The energy efficiency measures as outlined within the approved Energy Strategy (by Baily Garner dated 28th March 2017) which shall provide for no less than a 44.9% on-site total CO₂ reduction in comparison with total emissions from a building which complies with Building Regulations 2013 shall be installed and operational prior to the first occupation of the development.

Should there be any change to the energy efficiency measures within the approved Energy Strategy, the following should be submitted and approved:

A revised Energy Strategy, which shall provide for no less than a 40% onsite total CO₂ reduction in comparison with total emissions from a building which complies with Building Regulations 2013.

The final agreed scheme shall be installed and in operation prior to the first occupation of the relevant phase.

The development shall be carried out strictly in accordance with the details so approved and shall be maintained as such thereafter.

REASON: In the interest of addressing climate change and to secure sustainable development.

- 13 LANDSCAPING: Notwithstanding the submitted detail and the development hereby approved a landscaping scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include the following details:

- a) existing and proposed underground services and their relationship to both hard and soft landscaping;
- b) proposed trees: their location, species, size and section showing rooting area;
- c) soft plantings: including grass and turf areas, shrub and herbaceous areas;
- d) topographical survey: including earthworks, ground finishes, top soiling with both conserved and imported topsoil(s), levels, drainage and fall in drain types;
- e) enclosures and boundary treatment: including types, dimensions and treatments of walls, fences, screen walls, barriers, rails, retaining walls and hedges;
- f) hard landscaping: including ground surfaces, kerbs, edges, ridge and flexible pavings, unit paving, furniture, steps and if applicable synthetic surfaces;
- g) inclusive design principles adopted in the landscaped features;
- h) phasing of landscaping and planting;
- i) details of the green walls facing Compton Park;
- j) all playspace equipment and structures; and
- k) any other landscaping feature(s) forming part of the scheme.

All landscaping in accordance with the approved scheme shall be completed / planted during the first planting season following practical completion of the relevant phase of the development hereby approved in accordance with the approved planting phase. The landscaping and tree planting shall have a two year maintenance / watering provision following planting and any existing tree shown to be retained or trees or shrubs to be planted as part of the approved landscaping scheme which are removed, die, become severely damaged or diseased within five years of completion of the development shall be replaced with the same species or an approved alternative to the satisfaction of the Local Planning Authority within the next planting season.

The development shall be carried out strictly in accordance with the details so approved and shall be maintained as such thereafter.

REASON: In the interest of biodiversity, sustainability, playspace and to ensure that a satisfactory standard of visual amenity is provided and maintained.

- 14 ARBORICULTURAL METHOD STATEMENT: Notwithstanding the plans hereby approved, no site clearance, preparatory work or development shall take place until an updated scheme for the protection of the retained trees (the tree protection plan, TPP) and the appropriate working methods (the arboricultural method statement, AMS) in accordance with Clause 7 of British Standard BS 5837 2012 -Trees in Relation to Demolition, Design and Construction has been submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details.

Specific issues to be dealt with in the TPP and AMS:

- a. Location and installation of services/ utilities/ drainage
- b. Methods of demolition within the root protection area (RPA as defined in BS 5837: 2012) of the retained trees
- c. Details of construction within the RPA or that may impact on the retained trees
- d. Tree protection during construction indicated on a TPP and construction and construction activities clearly identified as prohibited in this area.
- e. The pavement is not to be obstructed during demolition or construction and the RPA of retained trees not to be used for storage, welfare units or the mixing of materials.
- f. The location of a cross over or method of delivery for materials onto site
- g. The method of protection for the retained trees

REASON: In the interest of biodiversity, sustainability, and to ensure that a satisfactory standard of visual amenity is provided and maintained.

- 15 SITE SUPERVISION: No works or development shall take place until a scheme of supervision and monitoring for the arboricultural protection measures in accordance with para. 6.3 of British Standard BS5837: 2012 - Trees in Relation to design, demolition and construction - recommendations has been approved in writing by the local planning authority.

The scheme of supervision shall be carried out as approved and will be administered by a qualified arboriculturist instructed by the applicant. This scheme will be appropriate to the scale and duration of the works and will include details of:

- a. Induction and personnel awareness of arboricultural matters;
- b. Identification of individual responsibilities and key personnel;
- c. Statement of delegated powers;
- d. Timing and methods of site visiting and record keeping, including updates
- e. Procedures for dealing with variations and incidents.

This tree condition may only be fully discharged on completion of the development subject to satisfactory written evidence of contemporaneous monitoring and compliance by the pre-appointed tree specialist during construction.

REASON: In the interest of biodiversity, sustainability, and to ensure that a satisfactory standard of visual amenity is provided and maintained.

- 16 **SOUND INSULATION:** A scheme for sound insulation and noise control measures shall be submitted to and approved in writing by the Local Planning Authority prior to any superstructure works commencing on site. The sound insulation and noise control measures shall achieve the following internal noise targets on proposed and existing units to be affected by the development (in line with BS 8233:2014):

- Bedrooms (23.00-07.00 hrs) 30 dB LAeq,8 hour and 45 dB Lmax (fast)
- Living Rooms (07.00-23.00 hrs) 35 dB LAeq, 16 hour
- Dining rooms (07.00 -23.00 hrs) 40 dB LAeq, 16 hour

The sound insulation and noise control measures shall be carried out strictly in accordance with the details so approved, shall be implemented prior to the first occupation of the development hereby approved, shall be maintained as such thereafter and no change therefrom shall take place without the prior written consent of the Local Planning Authority.

REASON: To ensure that an appropriate standard of residential accommodation is provided.

- 17 **NOISE OF FIXED PLANT:** The design and installation of new items of fixed plant shall be such that when operating the cumulative noise level LAeq Tr arising from the proposed plant, measured or predicted at 1m from the façade of the nearest noise sensitive premises, shall be a rating level of at least 5dB(A) below the background noise level LAF90 Tbg. The measurement and/or prediction of the noise should be carried out in accordance with the methodology contained within BS 4142: 2014.

REASON: To ensure that an appropriate standard of residential accommodation is provided.

- 18 **RETAIL UNIT:** Full details of the operation of the retail unit shall be submitted to and approved in writing by the Local Planning Authority prior to superstructure works commencing on site. The details include:

- Opening times;
- Inclusive design measures;
- Sound insulation between the proposed retail and residential use of the building;
- Cycle parking.

The cycle parking, sound insulation and noise control measures shall be carried out strictly in accordance with the details so approved, shall be implemented prior to the first occupation of the development hereby approved, shall be maintained as such thereafter and no change therefrom shall take place without the prior written consent of the Local Planning Authority.

REASON: To ensure that an appropriate standard of residential accommodation is provided.

- 19 AIR QUALITY: Prior to the commencement of works on the development hereby permitted, a site report detailing steps to minimise the development's future occupiers' exposure to air pollution shall be submitted to and approved by the Local Planning Authority. The approved scheme is to be completed prior to occupation of the development and shall be permanently maintained thereafter.

REASON: To ensure an adequate air quality to residential occupiers.

- 20 LIGHTING PLAN: Full details of the lighting across the site shall be submitted to and approved in writing by the Local Planning Authority prior to the occupation of the development hereby approved.

The details shall include the location and full specification of: all lamps; light levels/spill lamps, floodlights, support structures, hours of operation and technical details on how impacts on bat foraging will be minimised. The lighting measures shall be carried out strictly in accordance with the details so approved, shall be installed prior to occupation of the development and shall be maintained as such thereafter.

REASON: To ensure that any resulting general or security lighting is appropriately located, designed do not adversely impact neighbouring residential amenity and are appropriate to the overall design of the buildings as well as protecting the biodiversity value of the site.

- 21 NEST BOXES: Details of bird and/or bat nesting boxes/bricks shall be submitted to and approved in writing by the Local Planning Authority prior to superstructure works commencing on site.

The nesting boxes/bricks shall be provided strictly in accordance with the details so approved, installed prior to the first occupation of the building to which they form part or the first use of the space in which they are contained and shall be maintained as such thereafter.

REASON: To ensure the development provides the maximum possible provision towards creation of habitats and valuable areas for biodiversity.

- 22 NO PLUMBING OR PIPES: Notwithstanding the plans hereby approved, no plumbing, down pipes, rainwater pipes or foul pipes other than those shown on the approved plans shall be located to the external elevations of buildings hereby approved without obtaining express planning consent unless submitted to and approved in writing by the local planning authority as part of discharging this condition.

REASON: The Local Planning Authority considers that such plumbing and pipes would potentially detract from the appearance of the building and undermine the current assessment of the application.

- 23 REFUSE / RECYCLING: The dedicated refuse / recycling enclosure(s) shown on the approved plans shall be provided prior to the first occupation of the development hereby approved and shall be maintained as such thereafter.

The refuse and recycling enclosures and waste shall be managed and carried out at all times in accordance with the details of the approved 'servicing and waste management plan'.

REASON: To secure the necessary physical waste enclosures to support the development and to ensure that responsible waste management practices are adhered to.

- 24 CYCLE PARKING: Details of the bicycle storage areas shown on the approved plans shall be submitted to and approved in writing by the Local Planning Authority. The approved bicycle stores shall be provided prior to the first occupation of the development hereby approved and shall be maintained as such thereafter.

REASON: To ensure adequate cycle parking is available and easily accessible on site, to promote sustainable modes of transport and to secure the high quality design of the structures proposed.

- 25 PERMITTED DEVELOPMENT RIGHTS: Notwithstanding the provision of the Town and Country Planning (General Permitted Development) Order 1995 (or any amended/updated subsequent Order) no works under Schedule 2, Part 1 of the above Order shall be carried out to the dwellinghouses hereby approved without express planning permission.

REASON: To ensure that the Local Planning Authority has control over future extensions and alterations to the resulting dwellinghouses in view of the limited space within the site available for such changes and the impact such changes may have on residential amenity and the overall good design of the scheme.

- 26 ACCESS MANAGEMENT PLAN: An Access Management Plan detailing access arrangement across the estate, including details of controlled access points, shall be submitted to and approved in writing by the Local Planning Authority prior to the occupation of the development.

The development shall be carried out strictly in accordance with the details so approved and shall be maintained as such thereafter.

REASON: In the interests of providing a high level of amenity and safe and secure living conditions for existing and future residents.

- 27 LOADING / UNLOADING: Deliveries, collections, unloading, loading of the commercial uses shall only be between the following hours:
- Monday to Saturday - 07:00 - 19:00
 - Sundays/Bank Holidays - not at all

REASON: To ensure that the development does not have an undue adverse impact on nearby residential amenity or business operations.

- 28 SHOPFRONT DETAILS: Typical elevations of the shopfronts hereby approved at scale 1:50 shall be submitted to and approved in writing by the Local Planning Authority prior to the relevant part of the works commencing.

The shopfronts shall be carried out strictly in accordance with the elevations so approved, shall be maintained as such thereafter and no change there from shall take place without the prior written consent of the Local Planning Authority.

REASON: To ensure that the resulting appearance and construction of the development is of a high standard.

- 29 LIFTS: All lifts hereby approved shall be installed and operational prior to the first occupation of the floorspace hereby approved.

REASON: To ensure that inclusive and accessible routes are provided throughout the floorspace at all floors and also accessible routes through the site are provided to ensure no one is excluded from full use and enjoyment of the site.

- 30 ARCHAEOLOGY: No demolition or development shall take place until a written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives, and

- A. The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works;
- B. The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. this part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI

The written scheme of investigation will need to be prepared and implemented by a suitably professionally accredited archaeological practice in accordance with Historic England's Guidelines for Archaeological Projects in Greater London. This condition is exempt from deemed discharge under schedule 6 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

REASON: In the interest of archaeology and the protection of archaeological and heritage assets.

Your attention is drawn to any **INFORMATIVES** that may be listed below

- 1 You are advised that this permission has been granted subject to the completion of a director level agreement to secure agreed planning obligations.
- 2 **DEFINITION OF 'SUPERSTRUCTURE' AND 'PRACTICAL COMPLETION'**
A number of conditions attached to this permission have the time restrictions 'prior to superstructure works commencing on site' and/or 'following practical completion'. The council considers the definition of 'superstructure' as having its normal or dictionary meaning, which is: the part of a building above its foundations. The council considers the definition of 'practical completion' to be: when the work reaches a state of readiness for use or occupation even though there may be outstanding works/matters to be carried out.
- 3 **CIL INFORMATIVE:** Under the terms of the Planning Act 2008 (as amended) and Community Infrastructure Levy Regulations 2010 (as amended), this development is liable to pay the Mayor of London's Community Infrastructure Levy (CIL). This will be calculated in accordance with the Mayor of London's CIL Charging Schedule 2012. One of the development parties must now assume liability to pay CIL by submitting an Assumption of Liability Notice to the Council at cil@islington.gov.uk. The Council will then issue a Liability Notice setting out the amount of CIL that is payable.

Failure to submit a valid Assumption of Liability Notice and Commencement Notice prior to commencement of the development may result in surcharges being imposed. The above forms can be found on the planning portal at:
www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil

- 4 **CAR-FREE:** All new developments are car free in accordance with Policy CS10 of the Islington Core Strategy 2011. This means that no parking provision will be allowed on site and occupiers will have no ability to obtain car parking permits, except for parking needed to meet the needs of disabled people, or other exemption under the Council Parking Policy Statement.
- 5 **GROUND WATER:** A Groundwater Risk Management Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer.

Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 02035779483 or by emailing wwqriskmanagement@thameswater.co.uk. Application forms should be completed on line via www.thameswater.co.uk/wastewaterquality.

- 6 PUBLIC SEWERS: There are public sewers crossing or close to your development. In order to protect public sewers and to ensure that Thames Water can gain access to those sewers for future repair and maintenance, approval should be sought from Thames Water where the erection of a building or an extension to a building or underpinning work would be over the line of, or would come within 3 metres of a public sewer.

Thames Water will usually refuse such approval in respect of the construction of new buildings, but approval may be granted for extensions to existing buildings. The applicant is advised to visit thameswater.co.uk/buildover.

- 7 WORKING IN A POSITIVE WAY: To assist applicants in a positive manner, the Local Planning Authority has produced policies and written guidance, all of which are available on the Council's website.

A pre-application advice service is also offered and encouraged.

The LPA and the applicant have worked positively and proactively in a collaborative manner through both the pre-application and the application stages to deliver an acceptable development in accordance with the requirements of the NPPF

The LPA delivered the decision in a timely manner in accordance with the requirements of the NPPF.

- 8 MATERIALS INFORMATIVE: In addition to compliance with condition 4 materials procured for the development should be selected to be sustainably sourced and otherwise minimise their environmental impact, including through maximisation of recycled content, use of local suppliers and by reference to the BRE's Green Guide Specification.

- 9 CONSTRUCTION MANAGEMENT: You are advised that condition 4 covers transport and environmental health issues and should include the following information:

1. identification of construction vehicle routes;
2. how construction related traffic would turn into and exit the site;
3. details of banksmen to be used during construction works;
4. the method of demolition and removal of material from the site;
5. the parking of vehicles of site operatives and visitors;
6. loading and unloading of plant and materials;
7. storage of plant and materials used in constructing the development;
8. the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
9. wheel washing facilities;
10. measures to control the emission of dust and dirt during construction;
11. a scheme for recycling/disposing of waste resulting from demolition and construction works;
- 12 noise;
- 12 air quality including dust, smoke and odour;
- 13 vibration; and
- 14 TV reception.

Certified that this document contains a true record of a decision of the Council

Yours faithfully

A handwritten signature in black ink that reads "Karen Sullivan". The signature is written in a cursive style with a horizontal line underneath.

**KAREN SULLIVAN
SERVICE DIRECTOR - PLANNING AND DEVELOPMENT
AND PROPER OFFICER**

SUBSEQUENT REQUIREMENTS FOLLOWING THE GRANT OF PERMISSION

1. The Building Acts and Building Regulations

To ensure compliance with the Building Acts and Building Regulations, you should contact the Building Control Service regarding the development and any intended works.

T: 020 7527 5999

E: building.control@islington.gov.uk

2. Street Naming and Numbering

If the development results in changes to any postal address or addresses on the site you should contact the Street Naming and Numbering section. Failure to do so can result in delays to conveyancing, the connection of services or the initiation of postal deliveries.

T: 020 7527 2245 / 2611

E: addressmanagement@islington.gov.uk

3. Environmental Health, Trading Standards and Licensing

You may need to comply with various Acts and therefore you should contact Commercial and/or Residential Environmental Health and/or Trading Standards and/or Licensing. The Licensing Team deal with premises that sell alcohol, provide entertainment, late night refreshment, gambling and special treatments such as beauty therapies, tattoos and saunas.

T: 020 7527 3186 (Commercial/Residential/Trading Standards)

T: 020 7527 3031 (Licensing)

E: Street.Trading@islington.gov.uk

Licensing@islington.gov.uk

Residential.Envh@islington.gov.uk

Commercial.Envh@islington.gov.uk

4. Inclusive Design and Access for Disabled People

The London Plan, Islington's Core Strategy and relevant Supplementary Planning Documents and Part M of the Building Regulations require the creation/maintenance of an Inclusive Environment. If you require any further information or advice on the application of the principles of Inclusive Design contact the Inclusive Design officers. Other applicable standards and design guidance are set out in:

§ Inclusive Mobility – www.dft.gov.uk/publications/inclusive-mobility

§ Approved Document M – Access to and use of buildings

§ Islington's Accessible Housing SPD –

[http://www.islington.gov.uk/publicrecords/library/Environmental-protection/Publicity/Public-consultation/2011-2012/\(2012-03-03\)-Accessible-Housing-SPD-Adopted-March-09.pdf](http://www.islington.gov.uk/publicrecords/library/Environmental-protection/Publicity/Public-consultation/2011-2012/(2012-03-03)-Accessible-Housing-SPD-Adopted-March-09.pdf)

§ Islington's Inclusive Landscape Design SPD -

[http://www.islington.gov.uk/publicrecords/library/Environmental-protection/Quality-and-performance/Reporting/2011-2012/\(2012-03-03\)-Inclusive-Landscape-Design-SPD-January-2010.pdf](http://www.islington.gov.uk/publicrecords/library/Environmental-protection/Quality-and-performance/Reporting/2011-2012/(2012-03-03)-Inclusive-Landscape-Design-SPD-January-2010.pdf)

§ BS8300:2009 – Design of buildings and their approaches to meet the needs of disabled people.

Regardless of any Planning or Building Regulations approval your client and or future occupant may have duties under the Equalities Act 2010 (which supersedes the Disability Discrimination Act). Those duties include to take all reasonable steps to ensure that disabled person experiences no less favourable treatment, which will involve the elimination of obstructive physical features.

T: 020 7527 2394

E: planning@islington.gov.uk

5. Highways

In order to comply with the provisions of the Highways Act, and/or other Highways matters, you should contact Highways Services. Hoardings, scaffolding, skips, overhanging structures, anything on the public highway (tables and chairs for example) are regulated by the Streetworks Team.

T: 020 7527 2000

E: streetworks@islington.gov.uk

6. Parking Suspensions

In order to secure parking bays for the sole use of contractors on site, you should contact Parking and CCTV Services.

T: 020 7527 1377/6262/6129

E: parkingsuspensions@islington.gov.uk

7. Trees

Any trees which are the subject of a Tree Preservation Order or within a conservation area may not be lopped, felled, uprooted or wilfully damaged without permission. Should you wish to undertake any such works contact the Tree Service.

T: 020 7527 2417/2150

E: treeservice@islington.gov.uk

8. Storage and Collection of Refuse

In order to ensure the intended approach/strategy to refuse, recycling, waste removal is acceptable, you should contact Street Environment Services.

T: 020 7527 2000

E: contact@islington.gov.uk

9. Nuisance from Construction Work

Nuisance from demolition and construction works is subject to control under the Control of Pollution Act. The normal approved noisy working hours are:

§ 08:00 to 18:00 Monday to Friday

§ 08:00 to 13:00 Saturday

§ No work on Sundays and Public Holidays

If you anticipate any difficulty in carrying out construction works other than within normal working hours (above) and by means that would minimise disturbance to adjoining properties then you should contact the Pollution Project Team.

T: 020 7527 7272

E: pollution@islington.gov.uk

10. Fire Precautions

If you require continued maintenance of fire precautions in existing buildings where no building work is planned contact the London Fire Brigade.

T: 020 8555 1200 (ext: 59163)

A: Eastern Command, Fire Safety Department

Units 5-6 City Forum

City Road,

LONDON EC1V 2FB

11. Petrol Storage

To ensure compliance with the Petroleum (Consolidation) Act and for advice on the storage of petroleum spirit or petroleum mixture, you should contact the London Fire and Civil Defence Authority.

T: 020 8555 1200 (ext: 59163)

A: Eastern Command, Fire Safety Department

Units 5-6 City Forum

City Road,

LONDON EC1V 2FB

APPLICANT'S RIGHTS FOLLOWING THE GRANT OR REFUSAL OF PERMISSION

1. Appeals to the Secretary of State

Should you (an applicant/agent) feel aggrieved by the decision of the council to either refuse permission or to grant permission subject to conditions, you can appeal to the Secretary of State for the Department of Communities and Local Government – Section 78 of the Town and Country Planning Act 1990 / Sections 20 and 21 of the Planning (Listed Building and Conservation Areas) Act 1990. Any such appeal must be made within the relevant timescale for the application types noted below, beginning from the date of the decision notice (unless an extended period has been agreed in writing with the council):

- § **Six months:** Full (excluding Householder and Minor Commercial applications), listed building, conservation area consent, Section 73 'variation/removal', Section 73 'minor-material amendment', extension of time, and prior approval applications.
- § **12 weeks:** Householder planning, Householder prior approval and Minor Commercial applications.
- § **8 weeks:** Advertisement consent applications.
- § **No timescale:** Certificate of lawful development (existing/proposed) applications.

Where an enforcement notice has been issued the appeal period may be significantly reduced, subject to the following criteria:

- § The development proposed by your application is the same or substantially the same as development that is currently the subject of an enforcement notice: **28 days of the date of the application decision.**
- § An enforcement notice is served **after the decision on your application** relating to the same or substantially the same land and development as in your application and if you want to appeal against the council's decision you are advised to appeal against the Enforcement Notice and to do so before the Effective Date stated on the Enforcement Notice..

Appeals must be made using the prescribed form(s) of The Planning Inspectorate (PINS) obtained from www.planning-inspectorate.gov.uk or by contacting 03034445000. A copy of any appeal should be sent both to PINS and the council (attn: Planning Appeals Officer).

The Secretary of State can allow a longer period for giving notice of an appeal, but will not normally be prepared to use this power unless there are exceptional/special circumstances. The Secretary of State can refuse to consider an appeal if the council could not have granted planning permission for the proposed development or could not have granted it without the conditions it imposed, having regard to the statutory requirements and provisions of the Development Order and to any direction given under the Order. In practice, it is uncommon for the Secretary of State to refuse to consider appeals solely because the council based its decision on a 'direction given by the Secretary of State'.

2. Subsequent Application Fees

No planning fee would be payable should a revised application be submitted within 12 months of the decision. This 'fee waiver' is permitted only where the new application meets the following criteria:

- § the applicant is the same as the applicant of the original application
- § site boundary is the same as the site boundary of the original application
- § the nature of development remains the same.

3. Purchase Notices

Should either the council or the Secretary of State refuse permission or to grant permission subject to conditions, the owner may claim that the land cannot be put to a reasonably beneficial use in its existing state nor through carrying out of any development which has been or could be permitted. In such a case, the owner may serve a purchase notice on the

council. This notice will require the council to purchase the owner's interest in the land in accordance with the provisions of Part IV of the Town and Country Planning Act 1990 and Section 32 of the Planning (Listed Buildings Conservation Areas) Act 1990.

4. Compensation

In certain circumstances compensation may be claimed from the council if permission is refused or granted subject to condition(s) by the Secretary of State on appeal or on reference to the Secretary of State. These circumstances are set out in Section 114 and related provisions of the Town and Country Planning Act 1990 and Section 27 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

5. General Information

A planning permission does not constitute a listed building consent. Listed building consent is required before any works of development or alteration (internal or external) are undertaken to a building included on the Statutory List of Buildings of Architectural or Historic Interest.

A planning permission does not constitute a conservation area consent. Conservation area consent is required before any demolition works are undertaken to a building/structure within a designated conservation area – being the substantial demolition of a building/structure and/or demolition wall/fence fronting a public highway.

The grant of a permission does not relieve the applicant/developer of the necessity of complying with any local Acts, Regulations, Building By-laws, private legislation, and general statutory provisions in force in the area or modify or affect any personal or restrictive covenants, easements etc., applying to or affecting either the land to which the permission relates or any other land or the rights or any person(s) or authority(s) entitled to benefit thereof or holding an interest in the property.

A development for which permission is granted require new rights over other people's land such as: rights to receive light and air, rights of way, access, freeholder consent, party wall award. In such situations it is appropriate to seek professional advice – please be aware that as such matters relate are private law matters, the council cannot advise you. If planning permission is given in respect of land adjoining land belonging to the council or another public authority, you are advised to consult that authority in its capacity as landowner about your proposals. Examples of land belonging to the council include: Public Parks, Gardens, Housing Estates, Estate Roads and Public Buildings such as Council Offices, Libraries and Swimming Pools.

- 6. If you require further advice please visits our website at www.islington.gov.uk or contact the Planning Enquiries team on 020 7527 2000.**

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Appendix 3
Resident Impact Assessment

Resident Impact Assessment

Title of policy, procedure, function, service activity or financial decision:

Service Area:



1. What are the intended outcomes of this policy, function etc?

Once completed, the RIA will:

- Identify whether the proposal needs a full Resident Impact Assessment (RIA).
- Detail which residents are expected to be affected by the policy and the expected impact in relation to:
 - The Public Sector Equality Duty,
 - Safeguarding responsibilities; and
 - Human Rights legislation, specifically with regard to Article 3 (Inhuman Treatment) and Article 8 (Right to Private Life).
- Identify evidence, such as data, research and consultation, used to predict the impact of the proposal.
- Identify options for addressing issues raised by the assessments.

2. Resident Profile

Who is going to be impacted by this change i.e. residents/service users/tenants? Please complete data for your service users. If your data does not fit into the categories in this table, please copy and paste your own table in the space below. Please refer to **section 3.3** of the guidance for more information.

		Borough profile	Service User profile
		Total: 206,285	Total: 218
Gender	Female	51%	49%
	Male	49%	45%
Age	Under 16	32,825	28
	16-24	29,418	10
	25-44	87,177	65
	45-64	38,669	56
	65+	18,036	39 (20 not declared)
Disability	Disabled	16%	9%
	Non-disabled	84%	15%
Sexual orientation	LGBT	No data	Not declared
	Heterosexual/straight	No data	Not declared
Race	BME	52%	23%
	White	48%	18%
Religion or belief	Christian	40%	15%
	Muslim	10%	3%
	Other	4.5%	1%
	No religion	30%	7%
	Religion not stated	17%	74%

3. Equality impacts

With reference to the [guidance](#), please describe what are the equality and socio-economic impacts for residents and what are the opportunities to challenge prejudice or promote understanding?

- Is the change likely to be discriminatory in any way for people with any of the protected characteristics?

There are no changes that have been identified that will be discriminatory towards the people that live on the estate.

- Is the proposal likely to have a negative impact on equality of opportunity for people with protected characteristics?

Like any new development construction will result in noise, dust and inconvenience to residents. The Council will provide a temporary respite premises where residents can visit while the construction works are progressing. Also, the contractor will sign to the considerate contractor scheme to work with the Council and residents to minimise any inconvenience to residents.

Replacing the podium with a new courtyard will result in no parking on the estate, which is likely to disproportionately affect those with disabilities who may struggle to walk further to parking spaces. The council will allocate parking spaces on other Islington estates to residents who live on the estate and have allocated parking; with priority given to blue badge holders from the Triangle Estate.

The design proposed to build on top of the existing blocks necessitates provision of an additional lift to each block and is also a planning requirement. Provision of the new lifts will benefit residents and also be a back-up should one lift break down.

Are there any opportunities for advancing equality of opportunity for people with protected characteristics?

This scheme seeks to provide housing for one or more of those with protected characteristics, namely people with disabilities, families with children and older people.

There will be 10 family-sized homes, 9x 3 bed and 1x 4 bed homes. There will be 4 accessible homes, which will be a mix of 1, 2 and 3 bed homes. Newly-provided disability scooter storage will also be available in each block.

Residents who live on the estate can apply to up-size or down-size through the local lettings policy.

The new design for the Triangle Estate will close off public access to the estate

Removal of the podium will create a community green open space and vegetable garden for residents.

Is the proposal likely to have a negative impact on good relations between communities with protected characteristics and the rest of the population in Islington?

•

which is intended to reduce anti-social behaviour caused by non-residents visiting the estate. All blocks will also have an updated secure entry system on doors, securing the new courtyard and making the overall environment safer for the community, particularly for children.

No. The council intends to provide housing which has been designed to accommodate people living with disabilities.

The new homes for social rent will be prioritised for residents who live on the estate. It is highly likely that households with one of the other protected characteristics will be housed in this development.

Are there any opportunities for fostering good relations?

Yes. The council has engaged with the Tenant and Resident Association (TRA) at meetings and through resident consultation drop-in events. Completed questionnaires and comments from residents have resulted in changes to the design proposals. The police and housing management will benefit from new development as the proposals design out anti-social behavior allowing their resource to be moved to other hot spots in the community. The design proposals will create a community on an estate with homes people would like to live.

The council will continue to engage with residents and shop owners through the design and construction stages to foster better relationships.

• Is the proposal a strategic decision where inequalities associated with socio-economic disadvantage can be reduced?

Yes. The development allows tenants on the estate to upsize to larger or downsize to smaller homes, which could either increase or decrease their rent payments. Most new homes will be connected to the district heating network reducing energy bills.

The development will provide wheelchair-accessible and much needed family-sized homes.

All homes will be provided with a door entry system increasing security on the estate.

All capital work associate to deliver the new build development will be paid for by the Council, at no additional cost to tenants or leaseholders.

The development will foster good relationship with residents by improving the communal courtyard by good design and will encourage social cohesion and wellbeing.

4. Safeguarding and Human Rights impacts

a) Safeguarding risks and Human Rights breaches

Please describe any safeguarding risks for children or vulnerable adults AND any potential human rights breaches that may occur as a result of the proposal? Please refer to **section 4.8** of the [guidance](#) for more information.

There are no risks or breaches against human rights

If potential safeguarding and human rights risks are identified then please contact equalities@islington.gov.uk to discuss further:

5. Action

How will you respond to the impacts that you have identified in sections 3 and 4, or address any gaps in data or information?

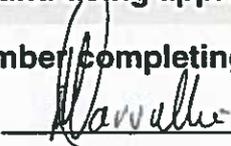
For more information on identifying actions that will limit the negative impact of the policy for protected groups see the [guidance](#).

Action	Responsible person or team	Deadline
Allocation of housing through the Local Lettings policy	Lettings team	TBC
Allocation of parking	Area Housing Office, Customer Services	TBC

Please send the completed RIA to equalities@islington.gov.uk and also make it publicly available online along with the relevant policy or service change.

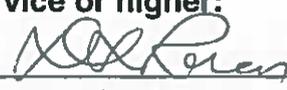
This Resident Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Staff member completing this form:

Signed: 

Date: 09/09/2016

Head of Service or higher:

Signed: 

Page 188 Date: 12/9/16 Click here to enter a date.

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Handwritten notes below the first section, possibly a sub-header or continuation of the previous text.

Handwritten notes in the middle section, appearing to be a list or series of points.

A large block of handwritten text, possibly a paragraph or a detailed list item.

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Handwritten notes in the lower section, possibly a conclusion or summary.

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Report of: Executive Member for Housing and Development

Meeting of	Date	Ward
Executive	7 February 2019	Clerkenwell

Delete as appropriate	Exempt	Non-exempt
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APPENDIX 2 TO THIS REPORT IS EXEMPT AND NOT FOR PUBLICATION

Appendix 2 to this report is exempt by virtue of the Local Government Act 1972, Schedule 12A, Part 1, paragraph 3 (as amended) in that these documents contain information relating to the financial or business affairs of any particular person (including the authority holding that information).

SUBJECT: Appropriation of Land for Planning Purposes of Site Known as Charles Simmons House, 3 Margery Street, London WC1X 0HP

1. Synopsis

- 1.1 This report seeks the Executive's agreement to authorise the Corporate Director of Resources to appropriate for planning purposes under section 122 of the Local Government Act 1972 the Council's property known as Charles Simmons House, 3 Margery Street, London WC1X 0HP

For the purpose of facilitating the construction of a part 4, 5 and 6 storey mixed use building comprising of 25 residential units (7 x 1bed units, 16 X 2 bed units and 2 x 3bed units), a community centre (D1 Use Class) and a flexible A1/A3/D1 unit and provision of play space and landscaping works.

Planning permission P2015/3050/FUL has been granted.

- 1.2 Since January 2015 the Council through its Rights of Light consultants, EB7 Limited, have been actively investigating the effect that the Council's proposed development will have on adjoining owners and have established that there are several parties which may have the benefit of Rights of Light which will be affected by the new development
- 1.3 The Council is the freeholder of the property which is held within the Housing Revenue Account.
- 1.4 In order to implement the redevelopment proposals for the Charles Simmons House redevelopment, the Council is now required to appropriate the land for planning purposes

2. Recommendations

- 2.1 Subject to consent from the Secretary of State under section 19 of the Housing Act 1985 being obtained, to authorise the Corporate Director of Resources to appropriate the land edged red shown on the plan in Appendix 1 from housing to planning purposes in accordance with section 122 Local Government Act 1972 and subsequent use of the Council's powers under s203-s206 of the Housing & Planning Act 2016 to override rights to light of neighbouring properties infringed by this development;
- 2.2 To approve the making of an application by the Director of Law and Governance to the Secretary of State under Section 19 of the Housing Act 1985 for consent to the appropriation under paragraph 2.1.1 above
- 2.3 To authorise the Corporate Director of Resources in consultation with the Corporate Director of Housing and Adult Social Services to agree the settlement of rights of light claims with owners and occupiers of 6 affected properties and ancillary affected leases, together with any associated fees and thereafter;
- 2.4 To note that the cost of the proposed settlement of rights of light compensation payments and associated fees for leaseholders affected by this scheme will be from the capital budget for the Charles Simmons House scheme.

3. Background

- 3.1 Islington's vision for housing as laid down in the Housing Strategy 2014 – 2019 is to make sure everyone in Islington has a place to live that is affordable, decent and secure. Secure and affordable housing is recognised as an enabler. Housing has an important role in shaping healthy places, preventing ill health, supporting residents into work and tackling child poverty. The council has a corporate objective to deliver 550 new council homes by 2022.
- 3.2 Charles Simmons House is a part of Margery Street Estate and the Council owns the freehold of the land. The building consists of 16 units, a mix of 8 x studio flats, 5 x 1 bed flats and 3 x 2 bed flats of which 4 were right to buy leaseholds and remaining 12 social rented units.

Former residents of Charles Simmons House have been rehoused and the Council has acquired by voluntary agreement four leaseholders previously sold under right to buy. The Council has used the vacant properties for temporary accommodation.

- 3.3 The redevelopment of Charles Simmons House will create a six-storey new build mix tenure and mixed use development replacing the existing residential block. The new residential scheme will deliver larger homes, all 25 new homes will be for Social Rent, a new larger community hall and a small commercial unit which is more in keeping with the area.
- 3.4 The key objectives of the redevelopment of Charles Simmons House are to provide much needed affordable housing as well as social, economic, and environmental benefits to Islington's community. The majority of the existing homes in Charles Simmons House are smaller in size providing studio accommodation and the redevelopment provides 1, 2 and 3-bedroom permanent family homes and a new community hall for the locality which benefits and improves community cohesion.

The new development and commercial unit will bring apprenticeships and employment opportunities. While only measuring 42 sqm, should this unit be occupied by a D1 use, it would provide a further uplift in social infrastructure floor space that could be occupied by a small social infrastructure provider. Notwithstanding the flexible use of the commercial unit, the proposal would result in a further increase in the level and quality of social infrastructure provision at the site, in accordance with DM4.12.

The design and construction of the new development uses a range of energy and environmental improvements. The benefits will be included in the new building to minimise longer-term running costs, and with a target of BREEAM Very Good, create natural benefits through landscaping, species protection, along with photo-voltaic cells and rainwater harvesting as examples of energy efficiency methods being built in. It will also allow for a future connection to the Bunhill district heating network enabling residents to benefit from cheaper energy costs. Some residents will have their own gardens on the ground floor and there will be green bio diverse roof that will enhance the ecology on the development.

The proposal would replace the existing community centre at the site, which is accessed from the rear of the site, upstairs to the first floor, with a larger community centre measuring 123 sqm, amounting to a 17 sqm uplift. The replacement community centre has been designed in accordance with DRP advice to provide a greater level of flexibility, would have an active ground floor frontage onto Margery Street, would be highly accessible and inclusive in its design, as well as having a dedicated outdoor amenity space. The proposal also includes a flexible retail/restaurant/education/training facility ground floor unit fronting Farringdon Road creating new employment and business opportunities.

4. Proposal and Issues

- 4.1 Without the exercise of the council's appropriation powers, parties who are affected by the diminution of their rights to light have the ability to bring injunction proceedings to prevent the development. This could potentially halt the project and would result in a delay to the delivery of the development.
- 4.2 Once land is validly appropriated for planning purposes and since planning permission has already been granted, the Council will be empowered under section 203 Housing and Planning Act 2016 to override existing rights and extinguish adjoining owners' rights without the possibility of legal challenge.
- 4.3 S.203 ensures that all rights of light claims are resolved by payment of statutory compensation to affected parties.
- 4.4 The Council's representative has attempted to make contact with all the affected parties and has commenced negotiations. Of those who have responded offers have been made to 5 affected parties along agreed "rights of light" compensation principles. Access to one of the properties is still awaited and efforts to progress is continuing. A list of the affected parties and a detailed breakdown of the stage of negotiations and levels of compensation offered and accepted or rejected, can be found in the exempt Appendix 2.
- 4.5 If agreement on compensation payment is not reached with any party, the matter can be referred to the Upper Tribunal for determination.

5. Options and Analysis

- 5.1 Do nothing option: if the Council decides not to appropriate the land then there is the potential that affected adjoining owners could bring injunction proceedings which could stop the construction of the project or delay its delivery. Delaying delivery of the project could result in the project becoming financially unviable.
- 5.2 Appropriation option: by exercising appropriation powers the threat of injunction proceedings for the infringement of rights of light is extinguished. Affected parties will still receive compensation but they will not be able to delay or stop the development.

6. Implications

6.1 Financial implications

Financial implications arising from the 2 appropriations:

- 6.1.1 The certified market value for the purposes of appropriating the land, from the HRA to the General Fund, associated with the whole development site at Charles Simmons is Nil.
- 6.1.2 The certified market value for the purposes of appropriating the land, back from the General Fund to the HRA, associated with the social rented unit builds at Charles Simmons is Nil.

6.2 Legal Implications

Statutory Power to appropriate

- 6.2.1 This report seeks Executive approval to appropriate, under section 122 of the Local Government Act 1972 (LGA), land belonging to the Council which is was previously used as a residential block comprising 16 flats, 5 garages and a community centre and which is no longer required for the purpose for which it was held immediately before the appropriation. It is now required for planning purposes namely the construction of a part four, five and six storey mixed use building comprising 25 residential units (7 x 1 Bed units, 16 x 2 bed units and 2 x 3 bed units), a community centre (D1 Use Class) and a flexible A1/A3/D1 unit in accordance with the planning permission already granted.

In the case of land held for housing purposes, that power is subject to Section 19 of the Housing Act 1985. Under Section 19(1), an authority may not appropriate housing land with dwellings on it for other purposes without the consent of the Secretary of State. In this case, Section 19(1) is engaged as there are dwellings in the Reginald Road block which will not have been demolished at the time the appropriation takes effect and the appropriation is therefore subject to Secretary of State's consent being obtained.

- 6.2.2 Any reference to appropriation for planning purposes is, by virtue of the provisions in section 246 of the Town and Country Planning Act 1990 (TCPA), regarded as a reference to appropriation for the purposes for which land can compulsorily be acquired under section 226 TCPA.
- 6.2.3 By virtue of s226(1A) TCPA a local authority must not exercise the power granted under s226(1)(a) unless the development, redevelopment or improvement on or in relation to the land is likely, they think, to contribute to the achievement, the promotion or improvement of any one of more of the following objectives - the economic, the social and/or the environmental well-being of the area.
- 6.2.4 The Council must also be satisfied that the land is no longer required for the statutory purposes for which it was originally held before the appropriation. This "surplus to requirements" component of s122 enables the Council to prioritise relative needs. It follows that the Council is entitled to look at the current use of the property as well as the prospective use of the property and on this project, what it can deliver. The Council can consider matters such as whether the buildings conform to current environmental and space standards, whether there are physical defects that impede the use together with the costs of remedying such defects, as well as whether the buildings make sufficient use of the site and the need to secure an enhanced form of redevelopment.
- 6.2.5 Appropriation however requires more than a mere decision to hold land for a different purpose. Case law dictates that an authority cannot properly appropriate land to planning purposes unless it considers that the resulting interference with third party rights is necessary. A local authority cannot properly appropriate land to planning purposes unless it considers that it has good reason to interfere with third party rights which would be overridden by section 203 of the Housing and Planning Act 2016 as outlined below.

Power to Interfere with Rights

- 6.2.6 Reliance on s203 of the Housing and Planning Act 2016 to override the rights of adjoining owners and any other property rights on an appropriation of land for planning purposes is dependent upon the requirements in s226 Town and Country Planning Act 1990 (TCPA) ,having been satisfied that is there is a compelling case in the public interest for the appropriation of this land, having regard to the European Convention on Human Rights must apply before construction of the 25 residential units, community centre and flexible A1/A3/D1 unit commences.

- 6.2.7 The enabling provisions in s203 (1) and (4) of the Housing and Planning Act 2016 are required for the construction, maintenance and use of the redevelopment, to the extent that this will interfere with private rights of adjoining owners. Several adjoining private landowners enjoy rights of lights (“Dominant Owners”) which will be affected by the new development. The operative provisions in section 203-207 are necessary in order to override these rights as well as to override other property rights, including any unknown rights that may impede the construction or use of the units in the Charles Simmons House redevelopment.
- 6.2.8 Negotiations with the and Dominant Owners of those properties affected by the redevelopment having been taking place for some time and reasonable attempts to reach voluntary agreement have been made as set out in this report. However, in order to ensure that the Charles Simmons House redevelopment can proceed within the agreed timescale and cost it is necessary for the Council to appropriate the site for planning purposes This will not preclude the continuation of negotiations with the Dominant Owners and it is anticipated that non-statutory based compensation packages will be agreed with most, if not all of them in due course.
- 6.2.9 If the Council were to commence the development works without appropriating the site from housing to planning purposes, it would potentially be infringing those affected Dominant Owners’ rights to light. The remedy for such an infringement by the affected Dominant Owners is an injunction. It is an equitable remedy and is within the court’s discretion to grant. The court can award damages where it considers this an adequate remedy. If the adjoining owners choose to institute proceedings for an actionable injury the court might also grant an injunction pending the court’s decision on whether there has been an infringement of their rights or not. The consequences of this for the Council will be to set back commencement of the development and delivery.

6.3 **Human Rights & Residents Impact Assessments**

- 6.3.1 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.
- 6.3.2 The RIA has been published and is attached as Appendix 3.
- 6.3.3 Due to the necessity for the Council to comply with its obligations under Article 8 of the Human Rights Act 1998 where the Council appropriates land for planning purposes, the Council has also informed the Dominant Owners of each of the affected property owner in writing of the Council’s intention to appropriate and its effect on their rights of light.

7. **Conclusion and Reason for the decision**

- 7.1 By exercising its appropriation powers, the Council will ensure that its redevelopment of Charles Simmons House for part 4, 5 and 6 storey mixed use residential building comprising of 25 residential units (7 x 1bed units, 16 X 2 bed units and 2 x 3 bed units), a community centre and flexible A1/A3/D1 unit proceeds in accordance with the planning permission already granted.

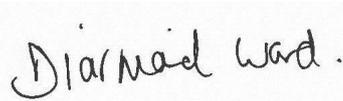
Appendices

- Copy planning permission P2015/3050/FUL – Appendix 1
- Breakdown of the stage of negotiations and levels of compensation offered and/or accepted - Confidential/Exempt - Appendix 2
- Resident Impact Assessment – Appendix 3

Background papers: None

Final report clearance:

Signed by:

A handwritten signature in black ink that reads "Diarmaid Ward." The signature is written in a cursive style and is positioned above the printed name.

Executive Member for Housing and Development

Date: 17/1/19

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Appendix 1
Plan of Charles Simmons House Redevelopment Site

Notes:
The contractor must verify all dimensions on site before commencing any work on shop drawings, do not scale from this drawing
McBains Ltd copyright

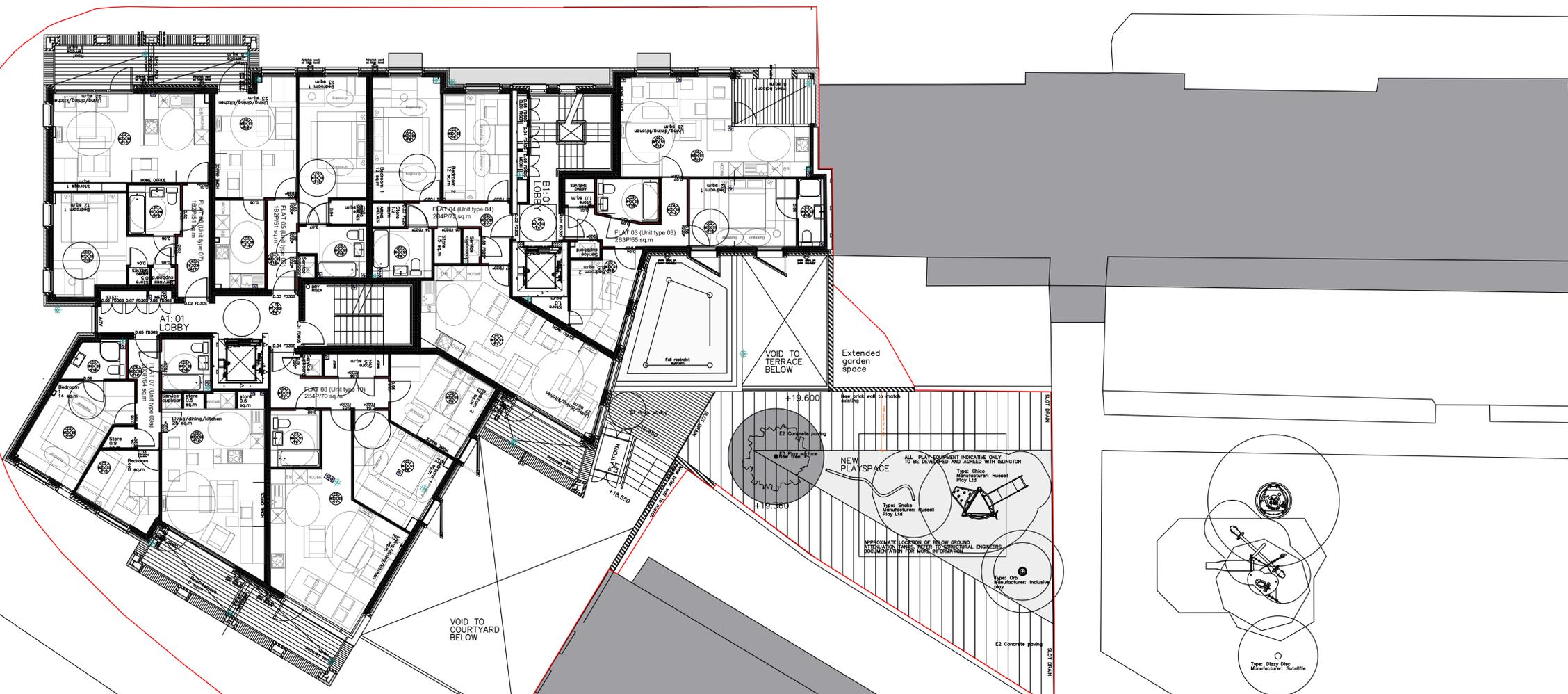
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0 1 2 3 4 5 10

LLOYD BAKER STREET

Page 198



P1 ISSUED FOR PLANNING		12.03.18
Revision	Amendment	Date
L.P	M.B	G.W
Drawn by	Reviewed by	Approved by
59691	FEB-18	1:100 @ A1
MCB Number	Date created	Scale @ A1

McBains
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Client:
MID CONTRACTING & CONSULTING LTD.

Project:
CHARLES SIMMONS HOUSE
ISLINGTON

Drawing Title:
SITE PLAN
FIRST FLOOR

ARCHITECTURE

Drawing / Document Reference	Status							
P1020 - MCB - XX - 01 - DR - A - 0015	D5 - P1							
Project Idem	Originator	Zone	Level	Type	Discipline	Number	Suitability	Revision

Resident Impact Assessment

Title of policy, procedure, function, service activity or financial decision:

Service Area:



1. What are the intended outcomes of this policy, function etc?

Once completed, the RIA will:

- Identify whether the proposal needs a full Resident Impact Assessment (RIA).
- Detail which residents are expected to be affected by the policy and the expected impact in relation to:
 - The Public Sector Equality Duty,
 - Safeguarding responsibilities; and
 - Human Rights legislation, specifically with regard to Article 3 (Inhuman Treatment) and Article 8 (Right to Private Life).
- Identify evidence, such as data, research and consultation, used to predict the impact of the proposal.
- Identify options for addressing issues raised by the assessments.

Background

The Charles Simmons House is a block of eightbedsits that does not meet modern standards in terms of space and amenity and has become hard to let in recent years. A feasibility study was carried out to evaluate the development potential opportunity on this site.

To this end, the architects together with design consultants were appointed to design a scheme that included the demolition of the existing residential block and community centre and to design a new build block which would provide twenty five 1, 2 and 3 bed energy efficient flats, a new community centre and one commercial unit.

2. Resident Profile

Who is going to be impacted by this change i.e. residents/service users/tenants? Please complete data for your service users. If your data does not fit into the categories in this table, please copy and paste your own table in the space below. Please refer to **section 3.3** of the guidance for more information.

The current residents of CSH are all accommodated as temporary accommodation tenants via the council's duties and obligations under the Housing act to accommodate pending the council's investigations into their homeless applications. Not all data requested is either held or divulged by the tenants as the criteria is optional.

		Borough profile	Service User profile
		Total: 206,285	Total: 16
Gender	Female	51%	63%
	Male	49%	38%
Age	Under 16	32,825	7
	16-24	29,418	4
	25-44	87,177	5
	45-64	38,669	0
	65+	18,036	0
Disability	Disabled	16%	Not declared
	Non-disabled	84%	Not declared
Sexual orientation	LGBT	No data	Not declared
	Heterosexual/straight	No data	Not declared
Race	BME	52%	Not declared
	White	48%	Not declared
Religion or belief	Christian	40%	Not declared
	Muslim	10%	Not declared
	Other	4.5%	Not declared
	No religion	30%	Not declared
	Religion not stated	17%	Not declared

3. Equality impacts

With reference to the [guidance](#), please describe what are the equality and socio-economic impacts for residents and what are the opportunities to challenge prejudice or promote understanding?

- Is the change likely to be discriminatory in any way for people with any of the protected characteristics?

There are no changes that have been identified that will be discriminatory towards the people that live on the estate.

- Is the proposal likely to have a negative impact on equality of opportunity for people with protected characteristics?

Like any new development construction will result in noise, dust and inconvenience to residents. The contractor will sign to the considerate contractor scheme to work with the Council and residents to minimise any inconvenience to residents.

The new development will replace 3 garages and refuse stores and will result with no parking on the completed development. The refuse stores will be relocated with easy walking distance. The council will allocate parking spaces on other Islington estates to residents who live on the estate and have allocated parking; with priority given to blue badge holders.

The Charles Simmons House block currently has no secured tenants or leaseholders and is occupied by temporary accommodation residents. All residents are aware the block will be developed following the last residents consultation. As the residents are in temporary accommodation the council has an obligation to provide alternate housing in the event of them being made to leave Charles Simmons House, and this will be taken into account throughout the project.

Are there any opportunities for advancing equality of opportunity for people with protected characteristics?

This scheme seeks to provide housing for one or more of those with protected characteristics, namely people with disabilities, families with children and older people.

The size of the development is for 2 family-sized 3 bed homes. There will be 2 accessible homes, which will be a mix of 1 and 2 bed homes.

Residents who live next to the Margery Estate can apply to up-size or down-size through the local lettings policy.

The new design at Charles Simmons House will also provide new play equipment to resident that live on the Margery Estate. The new block will provide larger accommodation and also have a secure door entry system servicing all units.

- Is the proposal likely to have a negative impact on good relations between communities with protected characteristics and the rest of the population in Islington?

No. The council intends to provide housing which has been designed to accommodate people living with disabilities.

The new homes for social rent will be prioritised for residents who live on the estate. It is highly likely that households with one of the other protected characteristics will be housed in this development.

Are there any opportunities for fostering good relations?

Yes. The council has engaged with the Tenant and Resident Association (TRA) at meetings and through resident consultation drop-in events. Completed questionnaires and comments from residents have resulted in changes to the design proposals. The police and housing management will benefit from new development as the proposals design out anti-social behavior allowing their resource to be moved to other hot spots in the community. The design proposals will create a community on an estate with homes people would like to live.

The council will continue to engage with the TRA and residents through the design and construction stages to foster better relationships.

- Is the proposal a strategic decision where inequalities associated with socio-economic disadvantage can be reduced?

Yes. The development allows tenants on the Margery Estate to upsize to larger or downsize to smaller homes, which could either increase or decrease their rent payments.

Most new homes could be connected to the district heating network reducing energy bills, in the future. The development will provide wheelchair-accessible and much needed family-sized homes. All homes will be provided with a door entry system increasing security on the estate.

The development will foster good relationship with residents by improving the quality of homes and will encourage social cohesion and wellbeing.

4. Safeguarding and Human Rights impacts

a) Safeguarding risks and Human Rights breaches

Please describe any safeguarding risks for children or vulnerable adults AND any potential human rights breaches that may occur as a result of the proposal? Please refer to **section 4.8** of the [guidance](#) for more information.

There are no risks or breaches against human rights

If potential safeguarding and human rights risks are identified then please contact equalities@islington.gov.uk to discuss further:

5. Action

How will you respond to the impacts that you have identified in sections 3 and 4, or address any gaps in data or information?

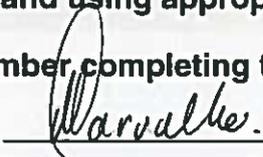
For more information on identifying actions that will limit the negative impact of the policy for protected groups see the [guidance](#).

Action	Responsible person or team	Deadline
Allocation of housing through the Local Lettings policy	Lettings team	TBC
Allocation of parking	Area Housing Office, Customer Services	TBC

Please send the completed RIA to equalities@islington.gov.uk and also make it publicly available online along with the relevant policy or service change.

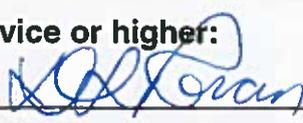
This Resident Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Staff member completing this form:

Signed: 

Date: 1/11/2016

Head of Service or higher:

Signed: 

01/11/2016

2. **Continuing Care Retirement Community**

1) **Continuing Care Retirement Community** is a type of retirement community where residents pay a large upfront fee (often \$200,000 to \$500,000) and then pay a monthly fee (often \$1,000 to \$2,000) for the rest of their lives. The upfront fee typically covers the purchase of a unit and a portion of the community's operating costs. The monthly fee covers the remaining operating costs, including maintenance, utilities, and food service. Residents typically live in a unit for the rest of their lives, and the community is responsible for their care and maintenance.

[Redacted text]

3. **Assisted Living**

Assisted living is a type of retirement community where residents live in a unit and receive assistance with daily activities, such as bathing, dressing, and eating. Residents typically pay a monthly fee (often \$1,000 to \$2,000) for the unit and the assistance. Assisted living communities are designed to provide a safe and secure environment for residents who need some level of care and supervision.

[Redacted text]

Community Name	Location	Type of Community	Monthly Fee	Upfront Fee
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted text]

[Redacted text]

[Redacted text]



Report of: Executive Member for Inclusive Economy and Jobs

Meeting of	Date	Wards
Executive	7 February 2019	All

Delete as appropriate	Non-exempt
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Business Rates Relief Schemes for 2019/20 and 2020/21

a) Retail Relief for firms with rateable values of less than £51,000 and

b) Revaluation Relief for firms with rateable values from £51,000 to £60,000

1. Synopsis

- 1.1 To adopt a policy to award Retail Relief in accordance with the Discretionary Rate Relief powers as contained within Section 47 of the Local Government Finance Act 1988 (as amended) as from 1 April 2019.
- 1.2 To determine a policy to award Revaluation Relief in accordance with the Discretionary Rate Relief powers as contained within Section 47 of the Local Government Finance Act 1988 (as amended) as from 1 April 2019.

2. Recommendations

2.1 It is RECOMMENDED that:

(a) the Council award Retail Relief equivalent to one third of their daily charge to qualifying businesses in occupation of retail premises which have a rateable value of less than £51,000 towards their rates bills in respect of the financial years 2019/20 and 2020/21.

(b) this Retail Relief is applied in accordance with the Islington Retail Relief Scheme which is contained in Appendix A of this report.

2.2 (a) the Council goes further than the government's Retail Relief upper limit of £51,000 and uses its allocation of Revaluation Relief funding to support businesses with rateable values from £51,000 to £60,000 in respect of the financial years 2019/20 and 2020/21.

(b) this Revaluation Relief is applied in accordance with the Revaluation Relief Scheme which is contained in Appendix B of this report.

3 Background

3.1 In the 2018 Budget, the Government introduced a new relief scheme for retail properties that have a rateable value of below £51,000. Under the scheme, eligible ratepayers will receive a one third discount of their daily chargeable amount for 2 years, 2019/20 and 2020/21.

3.2 The Council currently makes awards in accordance with section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. In order to adopt the Retail Relief scheme, the Council is required to adopt a local scheme and decide in each individual case when to grant Retail Relief

3.3 The Islington Retail Relief Scheme proposed in this report (in Appendix A) reflects the Government's guidance and awards relief to "occupied retail premises" with a rateable value of below £51,000.

3.4 However, for the purposes of awarding Revaluation Relief (from 2017-2019) to Islington's smallest businesses, Islington had determined that a "small business" was a business with a rateable value of £60,000 or less. Revaluation Relief was designed and is still used for those smaller businesses subject to the worst impact of the 40% average increase to rates bills arising out of the 2017 Revaluation.

3.5 During the years 2017-2019 Islington awarded £7,445,000 in Revaluation Relief to all qualifying businesses. These awards enabled us to cap the rates bill increases to 5% and 6% in the first two years depending on the size of the business. However, the amount of funding available has reduced substantially for both 2019/20 and 2020/21 and we can no longer cap the rates bill increases to anything like the same extent.

Table 1. showing the value of the funding made available for Revaluation Relief reducing

2017/18	2018/19	2019/20	2020/21
£5,011,000	£2,434,000	£1,002,000	£143,000

3.6 So in view of,

a) the Retail Relief Scheme's significant support for businesses with rateable values of less than £51,000 for the next two years [thus also mitigating for these businesses the rates bill increases arising out of the 2017 Revaluation] and

b) the substantial reduction in Revaluation Relief funding over the same two years.

We have proposed to focus the reduced Revaluation Relief funding on the remaining small businesses ignored by Retail Relief. That is, businesses with rateable values of £51,000 to £60,000. This is in contrast to heavily diluting the value of the Revaluation

Relief awards by including businesses below this level that will be supported by our new Retail Relief Scheme. The tables below illustrate the differential impact between our proposal to limit Revaluation Relief to those firms who will not receive Retail Relief (Table 2) and the position if the available funds were shared equally including firms who will receive Retail Relief (Table 3)

Table 2. showing the potential value of Revaluation Relief to each business with an RV between £51k - £60k inclusive

2019/20	2020/21	Total over 2 years	Average over 2 years
£7,007	£973	£7,980	£3,990

Table 3. showing the potential value of Revaluation Relief if awarded to each qualifying business if the fund had been shared amongst all with an RV below £60k inclusive

2019/20	2020/21	Total over 2 years	Average over 2 years
£663	£95	£758	£379

By way of comparison to Retail Relief. If Retail Relief had also been available for businesses with rateable values of between £51,000 and £60,000 and so these had also qualified for a discount of one third of their rates bill, then a middle-of-the-range sized business with a rateable value of £55,500 would have qualified for a discount of at least £18,500 over the two years.

- 3.7 The Revaluation Relief Scheme proposed in this report is found in Appendix B
- 3.8 These reliefs must be awarded by the Council in accordance with the Discretionary Rate Relief powers as contained within the Local Government Finance Act 1988 (as amended).
- 3.9 As long as the Council follows the Government's guidance for these reliefs, the Government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003).

4 Implications

- 4.1 **Financial Implications:** The purpose of the report is to formally determine the award criteria for the third year and fourth years of Revaluation Relief and to adopt a Retail Relief policy that complies with the Government's guidance. There is no new legislation laid in order to grant these reliefs. Instead, Government advised that any awards made under discretionary relief powers would be fully funded and local authorities compensated for awards made.
- 4.2 In awarding Revaluation Relief and Retail Relief in accordance with the guidance (Appendices C and D) the Council and major preceptors will be fully reimbursed through the NNDR claim process.
- 4.3 The total value of Revaluation Relief awarded by the Council cannot be greater than the £8.59M allocation available over the course of the four financial years, 2017/18 through to 2020/21. If it appears that this allocation will be exceeded, the scheme will either be closed for new applicants or the amount awarded per application will be reduced. The variance will be agreed with the Executive Member for Economic Development.

- 4.4 **Legal Implications:** The Guidance advises that the Council should award any Relief in accordance with powers for granting Discretionary Rate Relief under Section 47 of the Local Government Finance Act 1988 (as amended). Granting the relief as recommended here would be reasonable and lawful.
- 4.5 The De Minimis Regulations (1407/2013) on the provision of State Aid apply.
- 4.6 **Environmental Implications:** None
- 4.7 **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
- 4.8 The broad purpose of this duty is to integrate considerations of equality into everyday business and keep them under review in decision making, the design of policies and the delivery of services.
- 4.9 There is no cost to the local taxpayer, so no burden is created elsewhere in the borough. The reliefs proposed are designed to phase the level of support with the level of the new burden created by the external revaluation process.
- 4.10 A Resident Impact Assessment screening has been completed (Appendix E). The policy supports all types of businesses in Islington such as companies, partnerships and sole traders and therefore is unlikely to directly impact on the protected characteristics.

5 Conclusion and Reason for Recommendations

- 5.1 By introducing the Retail Relief scheme for businesses with rateable values of less than £51,000 and focusing its Revaluation Relief on businesses with rateable values between £51,000 to £60,000 the Council is reducing the financial burden on smaller local businesses within its area.

Background papers: None

Appendices:

Appendix A: Islington's Retail Relief Scheme

Appendix B: Islington's Revaluation Relief Scheme

Appendix C: Government's Retail Relief Scheme guidance

Appendix D: Government's Revaluation Relief Scheme guidance (*described using the term "Discretionary Relief"*)

Appendix E: Resident Impact Assessment

Final Report Clearance

Signed by



Councillor Asima Shaikh
Executive Member for Inclusive Economy and Jobs

Date 25/01/2019

Report Authors:

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Appendix A

Islington Retail Relief Scheme

6.1 The Islington Retail Relief Scheme will award Retail Relief to qualifying businesses equivalent to one third of their daily rates charge in respect of the financial years 2019/20 and 2020/21 on the conditions that:

(a) The hereditament has a rateable value of less than £51,000 and

(b) It is occupied and it is being used and is wholly or mainly being used as a shop, restaurant, cafe or drinking establishment.

6.2 It is considered shops, restaurants, cafes and drinking establishments to mean:

(a) Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, opticians, stationers, off licence, chemists, newsagents, hardware stores, charity, supermarkets etc)
- Post offices
- Show & display rooms (such as: furnishing, double glazing, garage doors, kitchen / bathroom, carpet, cars & caravans etc)
- Second hand car lots
- Markets
- Petrol Stations
- Garden Centres
- Art Galleries (where art is for sale / hire)

OR

(b) Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- DVD/ video rentals
- Tool hire
- Car hire

OR

(c) Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

6.3 The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide as to the types of uses that the Council considers for this purpose to be retail.

6.4 The Council can determine whether particular properties (hereditaments) not listed are broadly similar in nature to those in 6.2 above and, if so, to consider them eligible for the Retail Relief. Conversely, properties that are not broadly similar in nature to those listed above will not be eligible for the Retail Relief.

6.5 To qualify for the Retail Relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

6.6 In accordance with the Government's guidance on awarding Retail Relief (Appendix C), the Council considers the following not to be "retail premises" and they will not be eligible for Retail Relief under the scheme:

(a) Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, pawn brokers, amusement arcades)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/financial advisers, tutors)
- Post office sorting office

(b) Hereditaments that are not reasonably accessible to visiting members of the public

6.7 The Council can determine whether particular properties (hereditaments) not listed are broadly similar in nature to those in 6.6(a) above and, if so, to consider them ineligible for Retail Relief.

6.8 Retail Relief will normally be awarded pro-actively by the Council using information it already holds about the rateable value and nature of the business. However an application form will be available to businesses for those who consider themselves to qualify but were not initially awarded Retail Relief by the Council. The decision on any award will be delegated to the Director of Financial Operations and Customer Services who in turn can delegate this to any officer in this service directorate.

6.9 Every business awarded Retail Relief will be informed of the criteria and told to inform the Council if they do not meet these criteria. State Aid (De Minimis Regulations) will apply when granting Retail Relief and ratepayers will be required to declare any State Aid either at the application stage or after the award is made if it is made proactively.

- 6.10 An appeal against a refusal to award on the grounds of whether it is occupied and is being wholly or mainly being used as a shop, restaurant, cafe or drinking establishment can be made to the Council within one month of the Council's notification to the rate payer of this refusal. Any appeal will be considered by the Executive Member for Inclusive Economy and Jobs within a reasonable time period of its submission. The Executive Member for Inclusive Economy and Jobs has the scope to adjust the lists in paragraphs 5.2 and 5.6 above at any stage if, in their opinion, it would be in the public interest for them to do so and/or it is in line with the Council's previously stated objective(s) on strategic issues of importance.
- 6.11 Retail Relief will be calculated in the same format as Business Rate charges and apportioned accordingly if the occupation, other reliefs or rateable value of a premises, changes. Any award will be credited to the business rates account that is maintained by the Council.
- 6.12 Any award made in error, or applied for by the ratepayer or his representative fraudulently, may be recovered by the Council

Appendix B

Islington Revaluation Retail Relief Scheme (2019/20 and 2020/21)

7.1 In the financial years 2019/20 and 2020/21 the Revaluation Relief Scheme will award Revaluation Relief by sharing the annual funding amount equally between qualifying businesses that have rateable values of between £51,000 and £60,000 inclusive.

7.2 Table showing the value of the funding available

2019/20	2020/21
£1,002,000	£143,000

7.3 At the report date there were 147 qualifying businesses but this number fluctuates over time

7.4 Table 1. showing the potential value of Revaluation Relief to each business with an RV between £51k - £60k inclusive

2019/20	2020/21	Total over 2 years	Average over 2 years
£7,007	£973	£7,980	£3,990

7.5 By way of comparison to Retail Relief. If Retail Relief had also been available for businesses with rateable values of between £51,000 and £60,000 and so these had also qualified for a discount of one third of their rates bill then a middle-of-the-range sized business with a rateable value of £55,500 would have qualified for a discount of at least £18,500 over the two years.

7.6 **Principles**

We will:

- a. do more than the government's Retail Relief scheme allows and more than the national transitional relief scheme and mitigate bill rises for businesses with a rateable value of up to £60,000.
 - b. Target support for those smaller businesses that experienced the steepest increases in their business rates bills.
 - c. Encourage businesses to 'check, challenge and appeal' the 2017 revaluation.
 - d. Only those businesses who qualified for national Transitional Relief as at April 1st 2017 and are still trading and liable for rates on the date the award is made can be in scope to qualify.
 - e. Minimise bureaucracy by awarding Revaluation Relief automatically to qualifying businesses where possible.
 - f. Use a transparent and fair formula that does not favour one business over another.
 - g. The business must have had an increase in Business Rates payable as a result of the 2017 Revaluation.
 - h. We will spend all of the funding allocated by central government. The maximum annual Revaluation Relief expenditure will be determined by the maximum amounts funded each year by government.
- 7.7 We recognise that to focus the limited amount of funding available on smaller businesses and those with the largest rate rises, that there have to be some businesses or ratepayers which/who are excluded from obtaining Revaluation Relief. Otherwise the

finite funding would be diluted to such an extent that no individual award could have a meaningful impact. These exclusions are listed in 7.8

7.8 **Exclusions**

1. Businesses or Ratepayers whose properties combined have a rateable value (RV) in excess of £100,000
2. Any bill amounts due to Business Improvement District and Crossrail supplements
3. Properties with an RV of less than £12,000 (as these are either already exempt or they are the satellite sites of larger business)
4. Charities and other bodies already entitled to 80% mandatory relief
5. Any property subject to another national relief (except small business rates relief and/or transitional relief)
6. Unoccupied premises
7. A new business moving in or else becoming liable for the first time after 31st March 2017
8. If after April 1st 2017 an existing property that was entitled to Revaluation Relief changes in its composition (e.g. it has been merged, split or consolidated) then no Revaluation Relief will be applied to the resulting changed property
9. Cash points, Bureau de change, payday lenders, betting shops, pawn brokers, periodic payment retailers [similar to hire purchase], amusement arcades, advertising rights, car parking space(s), radio/communications masts, garages used for storage, land or premises used for storage
10. High street chains or business with a nationwide presence

7.9 The Council can determine whether particular properties not listed in the exclusions in 7.8 are broadly similar in nature to those and, if so, to consider them ineligible for Revaluation Relief. Conversely, it can determine that properties that are not broadly similar in nature to those listed above will be eligible for Revaluation Relief.

7.10 Revaluation Relief will normally be awarded automatically using data and information the Council already holds in respect of a business. However, an application form will be made available to rate payers so individual claims can be made where the Council had insufficient or incorrect information about a property. In any event, the Council can proactively award without an application if it considers it to be appropriate. The decision on any award will be delegated to the Director of Financial Operations and Customer Services who in turn can delegate this to any officer in this service directorate.

7.11 An appeal against refusal to award on the grounds of whether a property or ratepayer meets the definition of an exclusion in 5.8 can be made to the Council within one month of the Council's notification to the rate payer of this refusal. Any appeal will be considered by the Executive Member for Inclusive Economy and Jobs within a reasonable time period of its submission. The Executive Member for Inclusive Economy and Jobs has the scope to adjust the exclusions above at any stage if, in their opinion, it would be in the public interest for them to do so and/or it is in line with the Council's previously stated objective(s) on strategic issues of importance.

5.12 An application for Revaluation Relief may be awarded as long as the funding is still available from the Government. For the avoidance of doubt, if a prospective award will not be funded by the Government, that award will not be made by the Council.

5.13 Revaluation relief will be calculated after the award of any other reliefs that apply and in the same format as other Business Rate charges and apportioned accordingly where the occupation, other reliefs or rateable value of a premises changes. Any award will be credited to the business rates account that is maintained by the Council.

- 5.14 State Aid (De Minimis Regulations) will apply when granting Revaluation Relief and ratepayers may be required to complete a declaration to establish their entitlement to this relief either at the application stage or after the award is made if it is made proactively.
- 5.15 Any award made in error, or applied for by the ratepayer or his representative fraudulently, may be recovered by the Council.
- 5.16 Awards of Revaluation Relief will be made as soon as is practicably possible following approval of the scheme by the Executive.

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Ministry of Housing,
Communities &
Local Government

Business Rates

Retail Discount – Guidance



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About this guidance

1. This guidance is intended to support local authorities in administering the “Retail Discount” announced in the Budget on 29 October 2018. This Guidance applies to England only.
2. This guidance sets out the criteria which central Government considers for this purpose to be retail and eligible for this discount. The guidance does not replace existing legislation.
3. Enquiries on this measure should be addressed to:
ndr@communities.gov.uk

Introduction

4. The Government recognises that changing consumer behaviour presents a significant challenge for retailers in our town centres and is taking action to help the high street evolve.
5. The Government announced in the Budget on 29 October 2018 that it will provide a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount should be one third of the bill, and must be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Where an authority applies a locally funded relief, for instance a hardship fund, under section 47 this is must be applied after the Retail Discount.
6. This document provides guidance to authorities about the operation and delivery of the policy. The Government anticipates that local authorities will include details of the relief to be provided to eligible ratepayers for 2019-20 in their bills for the beginning of that year.

Retail Discount

How will the relief be provided?

7. As this is a measure for 2019-20 and 2020-21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief. It will be for individual local billing authorities to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to apply and grant relief to qualifying ratepayers from the start of the 2019/20 billing cycle.

8. Central government will reimburse billing authorities and those major precepting authorities for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance. Local authorities will be asked to provide an estimate of their likely total cost for providing the relief in their National Non-Domestic Rate Return 1 (NNDR1) for 2019-20 and 2020-21. Central government will provide payments to authorities to cover the local share, as per the usual process.
9. Local authorities will also be asked to provide outturn data on the actual total cost for providing the relief, as per the usual process via the National Non-Domestic Rate 3 (NNDR3) forms for 2019-20 and 2020-21. Any required reconciliations will then be conducted at these points.¹

Which properties will benefit from relief?

10. Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.
11. We consider shops, restaurants, cafes and drinking establishments to mean:
 - i. **Hereditaments that are being used for the sale of goods to visiting members of the public:**
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)
 - ii. **Hereditaments that are being used for the provision of the following services to visiting members of the public:**
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)

¹ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Laundrettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

12. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
13. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for authorities as to the types of uses that Government considers for this purpose to be retail. Authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
14. The list below sets out the types of uses that the Government does not consider to be retail use for the purpose of this relief. Again, it is for local authorities to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under their local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)

- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

15. Generally speaking, the government also does not consider other assembly or leisure uses beyond those listed at paragraph 11 to be retail uses for the purpose of the discount. For example, cinemas, theatres and museums are outside the scope of the scheme, as are nightclubs and music venues which are not similar in nature to the hereditaments described at paragraph 11(iii) above. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, the local authority should exercise their discretion with reference to the above and knowledge of their local tax base.

How much relief will be available?

16. The total amount of government-funded relief available for each property for 2019-20 and 2020/21 under this scheme is one third of the bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants². There is no relief available under this scheme for properties with a rateable value of £51,000 or more. Of course, councils may use their discretionary powers to offer further discounts outside this scheme. However, where an authority applies a locally funded relief, sometimes referred to as a hardship fund, under section 47 this is must be applied after the Retail Discount.
17. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a chargeable day for particular hereditament in the financial year 2019-20:

Amount of relief to be granted =

$$\frac{V}{3} \text{ where}$$

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where local authorities have used their discretionary relief

² As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

powers introduced by the Localism Act which are not funded by section 31 grants³.

18. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
19. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

State Aid

20. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However Retail Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)⁴.
21. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)⁵) and the requirement to convert the aid into Euros⁶.
22. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation). Annex B of this guidance contains a sample De Minimis declaration which local authorities may wish to use, to discharge this responsibility. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance⁷.
23. The UK is scheduled to leave the EU on 29 March 2019. If there is an Implementation Period, the State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. If the UK leaves the EU without a negotiated Withdrawal Agreement, the Government has announced its intention to transpose EU State Aid rules into UK domestic legislation, with only technical modifications to correct deficiencies with the transposed EU law to ensure

³ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

⁵ The 'New SME Definition user guide and model declaration' provides further guidance: http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁶ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

⁷ Detailed State Aid guidance can also be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

the regime operates effectively in a domestic context⁸. Local authorities should therefore continue to apply State Aid rules, including De Minimis, to the relief for 2019/20 and 2020/21.

Splits, mergers, and changes to existing hereditaments

24. The relief should be applied on a day to day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the relief on that day.

⁸ <https://www.gov.uk/government/publications/state-aid-if-theres-no-brexit-deal/state-aid-if-theres-no-brexit-deal>

Annex A: Calculation examples for 2019/20

The retail discount (one third) is always calculated after mandatory relief and other discretionary reliefs funded by section 31 grant.

Example 1: An occupied shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due (after retail discount):	= £13,093

Example 2: An occupied charity shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Net rates after charity relief:	= <u>£3,928</u>
Retail discount (1/3):	= -£1,309
Rates due (after charity relief and retail discount):	= £2,619

Example 3: An occupied shop with a rateable value of £13,500 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £13,500 x 0.491	= £6,629
Net rates after SBRR (50%):	= <u>£3,314</u>
Retail discount (1/3):	= -£1,105
Rates due (after SBRR and retail discount):	= £2,210

Example 4: An occupied shop with a rateable value of £10,000 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £10,000 x 0.491	= £4,910
Net rates after SBRR (100%):	= £nil
Rates bill is nil and, therefore, no retail discount applies	

Example 5: An occupied shop with a rateable value of £40,000 eligible for Transitional Relief (TR) and receiving Revaluation Discretionary Relief

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Transitional Relief (say):	= -£1,500
Net rates after Transitional Relief:	= £18,140
Net rates after Revaluation Discretionary Relief (say):	= <u>£15,140</u>
Retail discount (1/3):	= -£5,047
Rates due (after TR, revaluation relief and retail discount):	= £10,093

Example 6: An occupied shop with a rateable value of £18,000 previously paying nothing prior to revaluation 2017 and eligible for Supporting Small Businesses Relief (SSB)

Gross rates (before any reliefs) = £18,000 x 0.491	= £8,838
Supporting Small Businesses Relief (say):	= -£7,038

Net rates after SSB:	= £1,800
Retail discount (1/3):	= -£600
Rates due (after SSB and retail discount):	= £1,200

Example 7: A shop with a rateable value of £40,000 (example 1) but only occupied until 30 September 2019

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due p.a. (after retail discount):	= £13,093
Daily charge while occupied (leap year):	= £35.77 per day
Occupied charge 1/4/19 to 30/9/19 (183 days):	= £6,547
Unoccupied property relief (1/10/19 to 1/1/20):	= £nil
Unoccupied property rates (1/1/20 to 31/3/20), £19,640 x 91/366	= £4,883
Rates due for the year (after retail relief):	= £11,430

Example 8: A shop with a rateable value of £40,000 (example 1) with a rateable value increase to £60,000 with effect from 1 October 2019

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due p.a. (after retail discount):	= £13,093
Daily charge while occupied (leap year):	= £35.77 per day
Charge 1/4/19 to 30/9/19 (183 days):	= £6,547
Daily charge on standard multiplier (1/10/19 to 1/1/20): (£60,000 x 0.504)/366	= £82.62 per day
Charge 1/10/19 to 31/3/20 (183 days):	= £15,120
Rates due for the year (after retail relief):	= £21,667

Annex B: Sample paragraphs that could be included in letters to ratepayers about Retail Discount for 2019/20 and 2020/21

At Autumn Budget 2018, the Chancellor announced that eligible retailers will receive a one third discount on their business rates bills for two years from April 2019.

Relief will be provided to eligible occupied retail properties with a rateable value of less than £51,000 in 2019/20 and 2020/21. Your current rates bill includes this Retail Discount.

Awards such as Retail Discount are required to comply with the EU law on State Aid⁹. In this case, this involves returning the attached declaration to this authority if you have received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of Retail Discount does not exceed the €200,000 an undertaking¹⁰ can receive under the *de minimis* Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous *de minimis* aid, we are only interested in public support which is *de minimis* aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the Retail Discount granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of Retail Discount received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on '*de minimis*' aid for the next three years.

⁹ Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

¹⁰ An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Therefore, a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the *de minimis* Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates Retail Discount to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of *De minimis* aid within the current financial year or the previous two financial years). The *de minimis* Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF> .

Amount of <i>de minimis</i> aid	Date of aid	Organisation providing aid	Nature of aid

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its *De minimis* threshold by accepting this Retail Discount.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of Retail Discount form

Name and address of premises	Non-domestic rates account number	Amount of Retail Discount

I confirm that I wish to refuse Retail Discount in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:



Department for
Communities and
Local Government

Non-Domestic Rates Team
LGF BRS
SE Quarter - 2nd Floor
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2 Marsham Street
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9 March 2017

Email: ndr@communities.gov.uk

Chief Finance Officers of English Billing Authorities

FOR THE ATTENTION OF THE BUSINESS RATES SECTION

Dear Chief Finance Officer

Business Rates Information Letter (2/2017): Spring Budget

This is the second business rates information letter to be issued by the Department for Communities and Local Government this year. Previous letters are available on the internet at:

<https://www.gov.uk/government/collections/business-rates-information-letters>

or for archived letters:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/localgovernment/localgovernmentfinance/businessrates/busratesinformationletters/>.

- **Supporting Small Businesses**
- **New Discretionary Relief Scheme**
- **New Business Rate Relief Scheme for Pubs**

Supporting Small Businesses

In the Spring Budget the Chancellor announced that a scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief.

The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1 April 2017.

The supporting small businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills. To support these ratepayers, the supporting small businesses relief will ensure that the increase per year in the bills¹ of these ratepayers is limited to the greater of:

- a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers currently paying nothing or very small amounts are brought into paying something, or
- the matching cap on increases for small properties in the transitional relief scheme².

The note at **Annex A** provides initial guidance to authorities about the operation and delivery of this policy. It is concerned with simple cases in 2017/18 only, allowing local authorities to quickly start the process of identifying those who stand to benefit. The number of ratepayers affected in each local authority is likely to be small and authorities are encouraged to inform the ratepayers affected that relief will be forthcoming.

Formal guidance on the operation of the scheme including more complex cases and future years will follow.

Discretionary Relief Scheme

At the Spring Budget the Government announced the establishment of a £300m discretionary fund over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the 2017 revaluation.

The intention is that every billing authority in England will be provided with a share of the £300m to support their local businesses. Billing authorities will be expected to use their share of the funding to develop their own discretionary relief schemes to deliver targeted support to the most hard-pressed ratepayers. The £300m will cover the four years from 2017/18:

- £175m in 2017/18
- £85m in 2018/19
- £35m in 2019/20
- £5m in 2020/21

¹ Prior to the Business Rates Supplement (2p for properties in London with a rateable value of more than £70,000) and City of London multiplier (which is 0.5p higher for all properties in London). The level of these supplements are unchanged at the revaluation but changes in the amounts paid through the supplements are outside the transitional relief scheme.

² 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation.

The Government expects that billing authorities will deliver the scheme through the use of their discretionary relief powers under section 47 of the Local Government Finance Act 1988, as amended. Billing authorities will be compensated through a Section 31 grant for the cost to the authority of granting the relief – up to a maximum amount based on the authority's allocation of the £300m fund. No new legislation will be required to deliver the scheme.

DCLG published a consultation on the design of the discretionary relief on 9 March, seeking views on the allocation of the fund, arrangements for compensation for local authorities, and the operation of local schemes:

<https://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme>

Support for Pubs

The Government has also announced a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1000 discount on their bill. DCLG plans to publish a consultation on the operation of the relief scheme for pubs shortly. The relief will have effect for 2017/18.

Local authorities will be expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant this new relief for pubs in line with the relevant eligibility criteria. They will be compensated for the cost of granting the relief through a Section 31 grant from Government. No new legislation will be required to deliver the scheme.

Administration and Communication of New Reliefs

We expect billing authorities to have in place clear and swift arrangements for communicating with ratepayers both on the confirmed and likely terms of the new schemes for relief covered by this BRIL, as well as on the anticipated timescale for billing or re-billing, where applicable. This should include but not be limited to having sufficient capacity in place to deal with enquiries from ratepayers in a timely fashion, and well as directing ratepayers to appropriate online resources in any communications.

DCLG will work with local government to implement the new reliefs as quickly as possible. ***As part of this, we would be grateful if billing authorities could provide the following key information on local arrangements to implement the schemes:***

1. What initial estimates you have made of the number of ratepayers that will be eligible for the small business scheme and pubs scheme in your area

2. Whether your authority has already issued 2017/18 bills (and will therefore be re-issuing bills as necessary)
3. When you intend to issue amended bills, if applicable

Please send responses to NDR@communities.gsi.gov.uk by 20 March 2017.

Government Response on Check, Challenge, Appeal

The government has now published the summary of responses and government response to the consultation on the statutory implementation of the reforms to business rate appeals. The response confirms the government's plan to introduce the new 'check, challenge, appeal' framework from April 2017:

<https://www.gov.uk/government/consultations/reforming-business-rates-appeals-draft-regulations>

Annex A

Initial Guidance on Supporting Small Businesses Relief

Introduction

1. For 2016/17, eligible ratepayers³ with a rateable value less than or equal to £6,000 are entitled to 100% small business rate relief. Those with a rateable value of between £6,000 and £12,000 enjoy tapered relief from 100% to 0%. Following the measures in the 2016 Budget, we are increasing these thresholds from 1 April 2017 to £12,000 for the 100% relief and £15,000 for the tapered relief. This ensures that most ratepayers currently entitled to small business rate relief will pay less or nothing following the revaluation. However, some ratepayers that are facing large increases in their rateable value will lose some or all of their small business rate relief.
2. For 2016/17 the sole post office, general store, pub or petrol station in rural settlements are (subject to rateable value thresholds) entitled to 50% rate relief. This is increasing to 100% relief from 1 April 2017. However, some ratepayers currently eligible for rural rate relief may lose that entitlement if their rateable value increases above the threshold due to the revaluation.
3. The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1 April 2017.
4. In the Spring Budget the Chancellor announced that a new scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief.
5. This note provides initial guidance to authorities about the operation and delivery of this policy. It is concerned with simple cases in 2017/18 only allowing local authorities to quickly start the process of identifying those who stand to benefit. The number of ratepayers affected in each local authority is likely to be small and authorities are encouraged to inform the ratepayers affected that relief will be forthcoming.
6. Formal guidance on the operation of the scheme including more complex cases and future years will follow. The government recognises it will take time to implement this measure and will require software changes. The government will work with local government to implement this measure and undertake a new burdens' assessment of the associated additional costs.

³ Businesses with more than one property are only eligible for small business rate relief if their additional property or properties all have rateable values of under £2,600, and the total rateable value of all their properties are below £18,000 (£25,500 in London).

How the relief will be provided?

7. The government is not changing the legislation around transitional relief⁴. Instead the government will, in line with the eligibility criteria for the scheme, reimburse billing authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended⁵, to grant relief. Central government will fully reimburse local authorities for the local share of the additional transitional relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure can be reimbursed, the government expects billing authorities to grant supporting small businesses relief to qualifying ratepayers.
8. Central government will reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance.

Who is eligible for the relief and how much relief will be available?

9. The supporting small businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.
10. To support these ratepayers, the supporting small businesses relief will ensure that the increase per year in the bills⁶ of these ratepayers is limited to the greater of:
 - a. a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers currently paying nothing or very small amounts are brought into paying something, or
 - b. the matching cap on increases for small properties in the transitional relief scheme⁷.
11. In the first 2 years of the scheme, this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase will continue to stay flat in each year. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 by year 5.

⁴ The Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265

⁵ Section 47 was amended by the Localism Act 2011

⁶ Prior to the Business Rates Supplement (2p for properties in London with a rateable value of more than £70,000) and City of London multiplier (which is 0.5p higher for all properties in London). The level of these supplements are unchanged at the revaluation but changes in the amounts paid through the supplements are outside the transitional relief scheme.

⁷ 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation.

12. Those on the supporting small businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for the supporting small businesses relief scheme.
13. Ratepayers remain in the supporting small businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme⁸. A change of ratepayers will not affect eligibility for the supporting small businesses relief but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
14. There will be no 2nd property test for eligibility for the supporting small businesses relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.
15. More detail on eligibility and the value of the supporting small businesses relief is below.

Eligibility for additional transitional relief

16. The supporting small businesses relief scheme applies to hereditaments for which:
 - a. the chargeable amount for 31 March 2017 is calculated in accordance with section 43(4B) or (6B),
 - b. in relation to 43(4B) the value of E is greater than 1,
 - c. the chargeable amount for 1 April 2017 is found in accordance with section 43(4), 43(4B), 43(6A) of the Local Government Finance Act 1988 or where regulations 12(3), 12(7) or 12(9) of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265 applies, and
 - d. the chargeable amount for 1 April 2017 is more than (£600/365) higher than the chargeable amount for 31 March 2017.
17. Where for 31 March 2017 the chargeable amount has been found under section 47, then eligibility should be determined as if section 47 did not apply.
18. Where the hereditament is shown in a local list for the area of a special authority (i.e. the City of London), then eligibility should be determined

⁸ This will be the bill in the main transitional relief scheme.

as if the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17 and 46.6p for 2017/18.

Value of the relief

19. Where the supporting small businesses relief scheme applies then DCLG will fund local authorities to award discretionary relief under section 47 of the 1988 Act in order to ensure the chargeable amount for 1 April 2017 and each day thereafter in 2017/18 (subject to any changes to the hereditament in the year) is:

a. chargeable amount for 31 March 2017

plus

b. (£600/365)

20. Where hereditament is shown in a local list for the area of a special authority (i.e. the City of London) then the chargeable amount for 1 April 2017 and each day thereafter in 2017/18 (subject to any changes to the hereditament in the year) is:

a. chargeable amount for 31 March 2017 (on the assumption that the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17)

plus

b. (£600/365)

plus

c. $((D_{sa} - D) \times N) / C$

where:

D_{sa} is the small business non-domestic rating multiplier of the special authority for 2017/18;

D is 0.466;

N is the rateable value shown for the hereditament in a local list for the relevant day; and

C is 365.

21. Further guidance will follow for circumstances where the rateable value or the hereditament changes with effect from after 1 April 2017 and for later years.

Resident Impact Assessment

Initial Screening of Islington's,

a) Retail Relief scheme and

b) Revaluation Relief scheme for 2019 to 2021

Contents

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2. [Initial Screening](#) **Initial Screening**
3. [The proposal](#) **Initial Screening**
4. [Equality Impacts](#)
5. [Socio-economic, safeguarding and Human Rights impacts](#)
1. [Summary: key findings of the RIA](#) **Error! Reference source not found.** **Introduction and context**

A Resident Impact Assessment (RIA) is a way of systematically and thoroughly assessing policies against the Council's responsibilities in relation to the Public Sector Equality Duty, Human Rights and Safeguarding.

It will detail which residents are expected to be affected by the policy and the expected impact in relation to:

- The [Public Sector Equality Duty](#),
- Safeguarding responsibilities; and
- Human Rights legislation, specifically with regard to Article 3 (Inhuman Treatment) and Article 8 (Right to Private Life)

2. Initial Screening

Please enter your responses in the space provided (the text boxes will expand as necessary):

a) Title of new or changed policy, procedure, function, service activity or financial decision being assessed:	Retail Relief and Revaluation Relief Schemes for Businesses
b) Department and section:	Finance, Financial Operations
c) Name and contact details of assessor:	Andrew Spigarolo, Financial Operations, andrew.spigarolo@islington.gov.uk
d) Date initial screening assessment started:	06/11/2018
e) Describe the main aim or purpose of the proposed new or changed policy, etc. and the intended outcomes:	To reduce the financial burden created by recent steep rises in business rates on smaller local businesses within Islington.
f) Can this proposal be considered as part of a broader Resident Impact Assessment? For example it may be more appropriate to carry out an assessment of a divisional restructure rather than the restructure of a single team.	No
g) Are there any negative equality impacts as a result of the proposal? Please complete the table below:	

Select **Yes**, **No** or **Unknown** by clicking on the 'Choose an item' boxes below and enter text in the text boxes in the right-hand column:

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?	What evidence are you using to predict this impact?
Age	No	No	No	Described in Section 4
Disability	No	No	No	Described in Section 4

Gender reassignment	No	No	No	Described in Section 4
Marriage and civil partnerships ¹	No	N/A	N/A	Described in Section 4
Race	No	No	No	Described in Section 4
Religion/belief	No	No	No	Described in Section 4
Pregnancy and maternity	No	No	No	Described in Section 4
Sexual Orientation	No	No	No	Described in Section 4
Sex/gender	No	No	No	Described in Section 4

¹ Only the requirement to have due regard to the need to eliminate unlawful discrimination in employment should be considered.

h)	Please list any opportunities in the proposal for fostering good relations for any of the protected characteristics.	N/A
i)	Is the proposal a strategy that lays out priorities in relation to activity and resources and likely to have a negative socio-economic impact on residents?	No
j)	Do you anticipate any Safeguarding risks as a result of the proposal?	No
k)	Do you anticipate any potential Human Rights breaches as a result of the proposal?	No

3. Summary: core findings of the RIA

- a) Who will the **proposal** mainly impact? Please provide bullet points summarising the key impacts below:
- Local shops, pubs and restaurants and other retail establishments with rateable values of £60,000 or less
- b) What are the **equality impacts** of the proposal? Please provide bullet points below.
- No impact is anticipated, the combined the Retail and Revaluation Relief Schemes benefit a wide range of retail establishments except those listed below.
 - Licensed Adult Shops and amusement arcades are being specifically excluded from the schemes, it's not known whether the owners of these establishments have any of the protected characteristics but insofar as it could be asserted that excluding these shops is indirectly discriminatory against certain groups of people, in the Council's view this is justified because encouraging businesses of this nature would go against the authority's wider objectives for the local area
- c) What safeguarding **risks** have been identified? Please provide bullet points below.
- None
- d) What are the potential **Human Rights breaches**? Please provide bullet points below.
- None

e) **Monitoring:** what issues should be monitored, i.e. during and after implementation of this policy/change?

Issue to be monitored	Responsible person or team
The nature of any appeals against the operation of either the Retail Relief or the Revaluation Relief schemes	Revenues & Technical Services (Fin Ops)

Please sign and date below to confirm that you have completed the Resident Impact Assessment in accordance with the guidance and using relevant available information. (A signature must also be obtained from a Service Head or higher. If this is a Corporate Resident Impact Assessment it must be signed by a Corporate Director).

Staff member completing this form:

Head of Service or higher:

Signed: Andrew Spigarolo

Date: 06/11/2018

Adams

Signed:

Date: 07/11/2018

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

Meeting of:	Date:	Ward(s):
Executive	7 February 2019	All

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SUBJECT: Procurement Strategy for the operation, delivery and facilities management of Islington’s 12 adventure playgrounds

1. Synopsis

- 1.1 This report seeks pre-tender approval for the procurement strategy in respect of Islington’s 12 adventure playgrounds in accordance with Rule 2.7 of the Council’s Procurement Rules.
- 1.2 The contract is for the operation, delivery and facilities management of the twelve adventure playgrounds in Islington.
- 1.3 This report proposes a number of procurement options, dependent on the budget available, to preserve and drive quality and outcomes for children, to achieve such efficiencies as may be required and to contribute to the long term sustainability of the offer.

2. Recommendations

- 2.1 To approve the procurement strategy for the operation, delivery and facilities management of Islington’s 12 adventure playgrounds for up to 15 years as outlined in this report (an initial 3-year contract followed by 4 opportunities to extend by 3 years at a time (15 = 3+3+3+3+3)). The recommended contract length will maximise opportunities for leveraging in additional revenue and capital funds over the 15-year period, providing much needed additional resource to support facilities management and capital improvement across the adventure playground estate.

- 2.2 To delegate authority to award the contract to the Corporate Director of Children, Employment and Skills in consultation with the Executive Member for Children, Young People and Families.

3. Background

- 3.1 Adventure playgrounds have been a key feature of play opportunities in Islington for over 40 years, reflecting the need for children to have access to play in a borough with the second lowest level of open space per head nationally. There are twelve adventure playgrounds in Islington.¹ All twelve adventure playgrounds are protected in perpetuity for the benefit of children's play through Deeds of Dedication held between Islington Council and Fields in Trust.

Details of the current adventure play offer in Islington:

- There are 12 adventure playgrounds, all protected through Deeds of Dedication for the use of children's play in perpetuity
- Services are for children aged 6 and up
- The offer is a universal one, i.e. open for all children, including those with special educational needs or disabilities (SENDs)
- Activities are child-led and vary day to day, although some formal activities based on the time of year or needs of the local population are scheduled. In general, children always have the chance to climb, dig, make dens, safely explore fire, engage with others across a wide range of ages, genders and abilities.
- Adventure playgrounds support children and young people's physical, social and emotional health and well-being as well as their overall development and can be a protective factor for those children at risk
- Adventure playgrounds improve outcomes for children through positive relationships with play workers who identify and support children that may need additional help as they develop ('earliest help')
- The services are free at the point of access and open year round: after school, at weekends and during school holidays. The times vary based on the needs of local families, who are consulted about this regularly by playground staff.
- Some breakfast and lunch clubs are offered during school holidays at very low cost, which contribute to the borough's overall childcare offer for families
- There are family days that take place on Saturdays in the term time, which encourage families to play together, meet the staff at the adventure playground and learn more about the services that they provide

- 3.2 There are currently two contracts in place to deliver and manage the 12 adventure playgrounds (each contract is for 6 playgrounds) which run until 30 September 2019 with no provision for extension. The council is also about to begin a programme of commissioning after school clubs and childcare offers, alongside holiday meal services, that will engage with a wide range of play providers in the borough. The budget envelopes available for adventure play provision and the early years' elements that will directly relate to play providers from 2019/20 are not yet clear.

¹ <https://www.islington.gov.uk/children-and-families/things-to-do/adventure-playgrounds>

There is a corporate KPI agreed in relation to adventure play, regarding the participation level in the offer. This will require the council to be able to continue to monitor and gather data on the performance of (a) service provider/s from October 2019.

3.3 **Estimated Value**

The overall budget available for the operation and management of the 12 adventure play sites is up to £1.15m per annum.

3.4 **Timetable**

Activity	Date
Executive meeting	28 February 2019
Publication of opportunity to the market	end of March 2019
Approximate date of contract award	June 2019
Mobilisation plan	July – September 2019
Start date	01 October 2019

3.5 **Options appraisal**

A range of routes have been appraised in order to secure the adventure play offer over the long term and to ensure that it continues to respond clearly to local needs, engages effectively with children with SENDs and is able to realise the maximum amount of additional income is raised.

The development of partnerships and local knowledge in the delivery of adventure play in Islington is considered to be a priority in this options appraisal.

Work being undertaken in HASS is exploring the options for the council to secure and maintain relationships with high-performing providers which are likely to be part of the provider market in the borough over the longer term. This work is at an early stage and proposals have not yet been tested against legal and procurement requirements and the council's own processes.

Alliance contracting has also been explored as a potential procurement methodology. This approach would require two or more organisations to successfully tender in order to become part of an alliance, which would then be awarded one contract to manage the 12 adventure playgrounds. All organisations making up the alliance would be required to work collaboratively in partnership as they would be equally accountable for the success or failure of the contract.

The market for adventure play is made up of charities and ELM organisations. A number of these have engaged in stakeholder activity in relation to the development of a new specification for Islington's adventure play offer.

The options for securing the required services are set out in the table below:

Options Appraisal	
Option A: grant aid the current two providers to operate and manage the 12 adventure playgrounds as part of a provider consortium , with a requirement to deliver in the same quality and value factors as a traditional procurement approach	
Benefits	Risks
<ul style="list-style-type: none"> Local providers are protected from the market Local providers are prioritised The service is delivered by providers with a clear track record of managing adventure play in Islington 	<ul style="list-style-type: none"> Current providers may not readily accept being required to form a consortium Best value may not be demonstrated without the use of a competitive process Only broad objectives can be assigned to a grant (which is seen as a 'gift') Advice from the council's contracts lawyer states that the council "should not wilfully set out to avoid the Public Contracts Regulations 2015 and the council's own Procurement Rules by using the grant form in order to purchase services that ought to be procured as a contract". There is a risk that this service could be seen as one that should be procured as a contract The council has already protected an employee-led mutual (ELM), owned by Islington play workers (which manages six playgrounds) from the full provider market for the maximum three-year period to September 2019. There is a risk that a situation of State Aid could occur, where it may be perceived that the council's actions have actively distorted the competition in the market without an effective competitive process, resulting in legal challenge
Option B: procure two separate contracts via an open procedure, consisting of: <ul style="list-style-type: none"> Contract 1 - 11 adventure playgrounds Contract 2 - single adventure playground (Hayward, the specialist adventure playground for children with special educational needs and disabilities) <p>Ensure that the market is stimulated to form partnerships and/or consortium bids through the specification and the award criteria (set out in paragraph 3.7)</p>	
Benefits	Risks
<ul style="list-style-type: none"> One main contract is likely to result in a more consistent approach across the adventure play offer It is likely that economies of scale will increase efficiency allowing for increases in the extent of the offer, 	<ul style="list-style-type: none"> The provider market is relatively small and it may not produce strong bids for a larger contract for 11 playgrounds There are risks to resources, including finance and staff, with TUPE considerations and potential

<p>higher quality delivery or other benefits</p> <ul style="list-style-type: none"> • Working with a single provider for the open-access offer will ensure that council capacity for contract management is able to be streamlined whilst service quality is maximised • A single contract for Hayward will deliver greater accountability as well as better opportunities for attracting resources through co-commissioning • Any partnership arrangements would be driven by providers, not the council 	<p>reorganisations of management structures</p> <ul style="list-style-type: none"> • This approach may not result in the receipt of partnership bids nor a partnership being awarded the contract/s
<p>Option C: procure one alliance contract through an open procedure, consisting of all 12 adventure playgrounds and in which 2 or more providers are required to join the alliance should their tenders be successful</p>	
<p style="text-align: center;">Benefits</p>	<p style="text-align: center;">Risks</p>
<ul style="list-style-type: none"> • Quality and capacity is maximised with more than one provider delivering adventure play across the 12 sites • Providers work together, streamlining resources and sharing expertise, especially in relation to Hayward • All members of the alliance have an equal stake in the contract being delivered • The council is part of the alliance, encouraging collaboration • The alliance could allow the streamlining of commissioning capacity in the medium to long term 	<ul style="list-style-type: none"> • The provider market is relatively small and it may not produce strong bids for an alliance contract opportunity • There may be an increased risk of a failed procurement • There may be a range of challenges for providers with being required to become part of an alliance • There could be incentives for providers to tender in order to 'win a contract' rather than out of a desire to be part of an alliance • Based on evidence of other alliance contracts, issues may arise around accountability for delivery, finance and operational approaches, leading to a decrease in quality or a lapse in service • The level of commissioner involvement required to support an alliance to form successfully is unclear, potentially creating resource pressures for the council
<p>Option D: procure one alliance contract of separate lots, through an open procedure, consisting of 'lots' of playgrounds (precise structure to be agreed) in which providers are required to join an alliance or partnership should their tender/s be successful</p>	
<p style="text-align: center;">Benefits</p>	<p style="text-align: center;">Risks</p>

<ul style="list-style-type: none"> • Providers can bid for the number of playgrounds they feel able to manage within a contract • The management and delivery of Hayward APG could be treated as a separate lot • Lots could be shaped in order to best stimulate market response • The variation in the quality of buildings could be better balanced across a number of different contracts with a range of providers • Successful bidders would have to work in partnership to ensure a cohesive offer across the borough 	<ul style="list-style-type: none"> • The provider market is relatively small and it may not produce strong bids for a larger contract • Providers may bid for the same playgrounds while omitting others, meaning that some playgrounds could be left without an organisation to run them • There may be a range of challenges for providers with being required to become part of an alliance
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3.6 Key Considerations

In line with the council’s commitment to apprentices, the successful organisation(s) will be required to demonstrate how they will ensure that local apprentices are engaged over the life of the contract, with the quota of 1 apprentice for every £1 million of expenditure.

Organisations will be required to demonstrate how income generation acquired through their activities will be reinvested into the delivery of services and facilities management to support children and young people’s adventure play. It will be essential that the provider/s is/are (a) partner/s in helping to improve the capital estate, ensuring that income generated is reinvested into the buildings and outdoor spaces in most need of repair.

To contribute to the sustainability of the offer overall, at procurement stage, the council will require tendering organisations to submit a business plan which will include plans to generate additional income to be reinvested into the offer. The contract specifications will set out requirements for flexibility around the application of additional income generated in order to best maintain and maximise the offer whilst managing the future financial position of the council.

London Living Wage has been considered in a separate report and it will be a requirement that all paid members of staff, with the exception of apprentices or trainees, must be paid the London Living Wage where permitted by law.

In addition to the intrinsic social benefits that will be realised through the contract’s nature itself, organisations will be asked to demonstrate their role as community hubs within the localities the adventure playgrounds are based.

There may be TUPE, pensions and staffing implications to be considered. These will be published with the procurement documents to ensure that the market can respond adequately to what is required.

3.7 Evaluation

It is proposed that the tender will be conducted in one stage, known as the Open Procedure as the tender is 'open' to all organisations who express their interest in the tender. The Open Procedure includes minimum requirements which the organisation must achieve before its evaluation Award Criteria responses are considered.

The proposed approach is a split of 20% cost versus 80% quality.

Cost 20%

1. Financial forecast in line with the length of the service contract	10%
2. Sustainability, including income generation, fundraising and resources in-kind	10%

Quality 80%

3. Proposed approach to quality assurance including: proposed systems to ensure services are effectively reviewed and evaluated; reach across the local child and young person population; effective use of data available about service users to effectively plan and deliver the offer; effective communication and marketing	20%
4. Proposed approach to the delivery of playwork on adventure playgrounds in line with the Playwork Principles	10%
5. Proposed approach to safeguarding, early intervention and earliest help including: policies and procedures; staff training and development; holistic approaches to working with children and families in need of additional support	10%
6. Proposed approach to partnerships and integrated working (supported by evidence of extensive local knowledge and ability to engage with the local community) including: collaboration with local, regional and national organisations; coordination with other providers of adventure play and wider children's services including the Islington SEND Local Offer ²	10%
7. Proposed approach to facilities management, including buildings and the adventure playground environment	10%
8. Proposed business plan including objectives, strategies, marketing and income generation in line with the length of the service contract	10%
9. Proposed approach to contract mobilisation including continuity of service, community engagement, TUPE and staffing considerations	10%

3.8 Business Risks

The market for adventure play is small and it is essential that the successful providers are able to respond to the value and size of the contracts that are published. Organisations will need to be able to manage TUPE and to demonstrate financial viability, including income generation to reinvest in the adventure play offer in the longer term.

The options all have some level of risk involved, from managing complex transition plans to ensuring contract sizes are reasonable to the market. Through providing a longer-term contract of up to 15 years, the aim is to reduce the risk to the successful provider(s), as

² <http://directory.islington.gov.uk/kb5/islington/directory/localoffer.page?localofferchannelnew=0>

the organisation(s) will be taking on a larger contract than was available in previous procurement rounds (2012 and 2016). A longer contract period will allow for more substantive opportunities for revenue and capital fundraising. It will also create stability for staff teams and support management structures that are in line with the contract value and size of the capital estate.

In order to minimise risk, the provider market will be engaged throughout the development of the specification to ensure that it is realistic.

The Employment Relations Act 1999 (Blacklist) Regulations 2010 explicitly prohibit the compilation, use, sale or supply of blacklists containing details of trade union members and their activities. Following a motion to full Council on 26 March 2013, all tenderers will be required to complete an anti-blacklisting declaration. Where an organisation is unable to declare that they have never blacklisted, they will be required to evidence that they have 'self-cleansed'. The Council will not award a contract to organisations found guilty of blacklisting unless they have demonstrated 'self-cleansing' and taken adequate measures to remedy past actions and prevent re-occurrences.

3.9 The following relevant information is required to be specifically approved by the Executive in accordance with rule 2.8 of the Procurement Rules:

Relevant information	Information/section in report
1 Nature of the service	The delivery, operation and management of the 12 adventure playgrounds in Islington, including facilities management. See paragraph 3.1
2 Estimated value	The estimated value per year is up to £1.15 million. The agreement is proposed to run for a period of three (3) years with four (4) options to extend for up to three (3) years each (3+3+3+3), giving a total possible duration of fifteen (15) years. The total estimated value across the life of the contract if all extensions are utilised is £17.25 million. See paragraph 3.3
3 Timetable	<ul style="list-style-type: none"> • Executive meeting: February 2019 • Advert: end of March 2019 • Evaluation: May 2019 • Contract award: July 2019 • Start date: 1 October 2019 <p>See paragraph 3.4</p>

<p>4 Options appraisal for tender procedure including consideration of collaboration opportunities</p>	<p>The recommendation is to procure two contracts: one to operate and manage 11 'open for all' adventure playgrounds and one to operate and manage the specialist adventure playground for disabled children, young people and young adults (Hayward). This approach is compliant with the Public Contracts Regulations 2015 and the council's own procurement rules. It also avoids risks associated with the council requiring providers to work in partnership to obtain a contract, by instead inviting them to collaborate through the procurement process.</p> <p>See paragraph 3.5</p>
<p>5 Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications</p>	<p>Due consideration has been given to these key areas and the proposed strategy is compliant.</p> <p>See paragraph 3.6</p>
<p>6 Evaluation criteria</p>	<p>The award criteria breakdown is 20% price / 80% quality.</p> <p>The award criteria breakdown is more particularly described within the report.</p> <p>See paragraph 3.7</p>
<p>7 Any business risks associated with entering the contract</p>	<p>Business risk is medium due to the limited size of the market and the complexity of the operational aspects.</p> <p>See paragraph 3.8</p>
<p>8 Any other relevant financial, legal or other considerations.</p>	<p>See paragraphs 4.1 – 4.4</p>

4. Implications

4.1 Financial implications:

There is a £1.15m budget per annum to cover the cost of this contract. A risk exists if tenders exceed this amount.

4.2 **Legal Implications:**

The Council is required under section 507A(1) of the Education Act 1996 to secure adequate recreation and social and physical training facilities for children under the age of 13. This can include the establishment, management and maintenance of playgrounds. When making arrangements, the council must have particular regard to the expediency of cooperating with any voluntary bodies whose objects include the provision of similar facilities or activities (section 507A(3)). The council may enter into contracts with providers of adventure play services under section 1 of the Local Government (Contracts) Act 1997. The Executive may provide Corporate Directors with responsibility to award contracts with a value over £2 million using revenue money and over £5 million using capital money (council's Procurement Rule 16.2).

The services being procured are 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 £615,278.00. The value of the proposed contracts is above this threshold. It 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 Treaty principles of equal treatment, non-discrimination and fair competition; conducts the procurement in conformance with the information that it provides in the OJEU advert; and ensures that the time limits that it imposes on suppliers, such as for responding to adverts is reasonable and proportionate. Following the procurement, a contract award notice is required to be published in OJEU. The council's Procurement Rules require light touch contracts over the value of £500,00.00 to be subject to competitive tender.

In compliance with the requirements of the light touch regime in the Regulations and the council's Procurement Rules the proposal outlined in the report is to advertise a call for competition in OJEU and procure the service using a competitive tender process.

4.3 **Environmental Implications:**

The main environmental impacts of the adventure playgrounds are the use of energy, water, and waste generation on the sites. However, this is kept to a minimum, with ecological efficiencies identified wherever possible. Organisations running adventure playgrounds have a vested interest in ecologically sound practice, with council commissioners ensuring this is adhered to through robust contract monitoring and quality assurance processes in place over the life of the contract(s).

It is expected that the letting of this/these contract(s) for adventure playgrounds will also have substantive beneficial impact to the local environment. Adventure playgrounds are protected in perpetuity through Deeds of Dedication, meaning that these natural spaces are safeguarded for children's play. The work required through the service specifications for adventure play includes food growing, effective recycling and composting and supporting children, young people and families' understanding of the environment.

Through ensuring that providers are contracted to effectively run quality services and deliver facilities management to a high ecological standard, both providers and commissioners ensure that the environment is integrated across work that takes place at

adventure playgrounds on a daily basis. Engagement with stakeholders and partners, including the council's Environment and Regeneration directorate, ensures that biodiversity and eco-friendly activities are incorporated into the services offered for children, young people and families.

4.4 Resident Impact Assessment:

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

A Resident Impact Assessment was completed on 16 November 2018 and the summary is included below:

This procurement will, as a minimum, maintain the current levels of service delivery at Islington's 12 adventure playgrounds, for example, the number of hours per year the service is available, availability of the service across term and holiday times and the number of locations from which the service is delivered.

By investing in a high quality adventure play offer, the council is likely to be contributing to the elimination of discrimination against children and families. These services will provide a wide range of high quality, inclusive, 'earliest help' programming through adventure playgrounds that will be centred around the needs of the children, their families and local communities. Based on regular and robust needs analyses, the council has identified that adventure playgrounds reach some of the most deprived communities in Islington.

These contracts will provide children with access to fun, exciting, safe (yet risky), well-supported, inclusive and natural play experiences that will support their physical and emotional health and wellbeing. Children will have opportunities to develop their own projects, build their social and emotional skills and explore the world around them, including their neighbourhoods, communities and the wider world.

Through providing these opportunities, the contracts will bring children from a range of different ages, abilities, gender identities, cultures and backgrounds closer together in a safe and supportive environment, fostering better understanding and communication, challenging stereotypes and developing mutual understanding.

5. Reason for recommendations

- 5.1 It is recommended that the adventure play offer for Islington from October 2019 is secured through option B set out in section 3 of this report.

5.2 Option B would be compliant with the council's procurement rules and the Public Contracts Regulations 2015. It would also allow a full assessment of the market capacity to be made and would be likely to secure best value for the council. It would also allow consideration of any longer-term budget constraints that may emerge over the life of the contract.

The risks associated with options C and D are considered to be unacceptably high in terms of the likely operational challenges presented through the forming of an alliance via procurement.

The risks associated with option A are considered to be unacceptably high in relation to its lack of compliance with contract regulations and the council's own procurement rules.

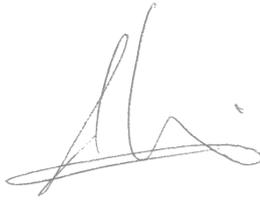
Appendices

- RIA

Background papers: None

Final report clearance:

Signed by:



7 February 2019

Cllr Joe Caluori, Executive Member for Children and Families

Date

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Resident Impact Assessment

Title of policy, procedure, function, service activity or financial decision: The procurement of contract 1819-0029: The operation, delivery and facilities management of Islington's 12 adventure playgrounds.

Service Area: Play and Youth Commissioning

1. What are the intended outcomes of this policy, function etc?

The intended outcome of this procurement is to secure the ongoing delivery of a high quality play work offer across Islington's 12 adventure playgrounds from October 2019 as well as the effective management of the adventure play buildings and spaces.

2. Equality impacts

With reference to the [guidance](#), please describe what are the equality and socio-economic impacts for residents and what are the opportunities to challenge prejudice or promote understanding?

This procurement will, as a minimum, maintain the current levels of service delivery at Islington's 12 adventure playgrounds, for example, the number of hours per year the service is available, availability of the service across term and holiday times and the number of locations from which the service is delivered.

By investing in a high quality adventure play offer, the council is likely to be contributing to the elimination of discrimination against children and families. These services will provide a wide range of high quality, inclusive, 'earliest help' programming through adventure playgrounds that will be centred around the needs of the children, their families and local communities. Based on regular and robust needs analyses, the council has identified that adventure playgrounds reach some of the most deprived communities in Islington.

These contracts will provide children with access to fun, exciting, safe (yet risky), well-supported, inclusive and natural play experiences that will support their physical and emotional health and wellbeing. Children will have opportunities to develop their own

projects, build their social and emotional skills and explore the world around them, including their neighbourhoods, communities and the wider world.

Through providing these opportunities, the contracts will bring children from a range of different ages, abilities, gender identities, cultures and backgrounds closer together in a safe and supportive environment, fostering better understanding and communication, challenging stereotypes and developing mutual understanding.

These contracts represent a long-term commitment in resources invested by the council in both play and youth services, and it is expected that it will attract additional children to the offer over the life of the proposed contract length. The play offer as a whole is currently slightly under used by families of Asian and some African (i.e. Nigerian and Somalian) descent, however there is no evidence to suggest that these contracts will impact negatively on these groups' participation or on any others, as an improvement in quality and an extension of the range of the offer is likely to raise participation levels across all ethnic groups.

There will be opportunities to create better offers for some children with protected characteristics through the requirement of the appointed service providers to co-produce the offer with children, families and the wider community. This means that the services will respond to the needs and wants of children and families alongside appropriate professional guidance, and that different groups or pieces of work will emerge that are flexible to changing communities within an evolving local and national picture for children and families.

3. Safeguarding and Human Rights impacts

a) Safeguarding risks and Human Rights breaches

Please describe any safeguarding risks for children or vulnerable adults AND any potential human rights breaches that may occur as a result of the proposal? Please refer to **section 4.8** of the [guidance](#) for more information.

If potential safeguarding and human rights risks are identified then **please contact equalities@islington.gov.uk to discuss further:**

4. Action

How will you respond to the impacts that you have identified in sections 3 and 4, or address any gaps in data or information?

For more information on identifying actions that will limit the negative impact of the policy for protected groups see the [guidance](#).

Action	Responsible person or team	Deadline
N/A		

Please send the completed RIA to equalites@islington.gov.uk and also make it publicly available online along with the relevant policy or service change.

This Resident Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Staff member completing this form:

Signed: Christine Lehmann

Date: 16/11/2018

Head of Service or higher:

Signed: Holly Toft

Date: 20/11/2018

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

Meeting of	Date	Ward(s)
Executive	7 February 2019	All

Delete as appropriate	Exempt	Non-exempt
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ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2020-21

1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February 2019** for **2020/21**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2019**. Where an admission authority has determined a Published Admission Number (PAN) that is higher than in previous years, they must make specific reference to the change on their website.
- 1.3 Admission authorities need only consult every seven years, unless substantial changes are being proposed to the arrangements made following the previous consultation. Where substantial changes are proposed, the consultation period must be for a minimum of six weeks running between **1 October 2018** and **31 January 2019**.
- 1.4 As changes to secondary admission numbers and primary admission criteria are being proposed, a consultation took place between **15 October** and **26 November 2018**.
- 1.5 This report outlines proposals and recommendations relating to the admission arrangements for Islington's Sixth Form Consortium; coordination of, and arrangements for, Secondary and Primary Transfer; and local arrangements for the management of in-year applications.

2. RECOMMENDATIONS

- 2.1. To agree the co-ordinated schemes and timetables for admission to Islington primary and secondary schools and academies in 2020/21, and in-year admission protocols for 2020/21, as set out in **Appendices 1, 4 and 7**.
- 2.2. To agree the policy and oversubscription criteria for admission to community primary and secondary schools and Islington Sixth Form Consortium for admission in 2020/21, as set out in **Appendices 2, 5, 8 and 9**.
- 2.3. To agree the proposed admission numbers for Islington community primary and secondary schools, and for external applicants to the Islington Sixth Form Consortium in 2020/21, as set out in **Appendices 3, 6 and 10**.

3. BACKGROUND

- 3.1. All admission authorities must consult others locally before determining their admission arrangements.
- 3.2. Admission authorities must consult every seven years, unless substantial changes are being proposed to the arrangements made following the last consultation.
- 3.3. Where significant changes are proposed, admission authorities must:
 - consult on their proposed arrangements by 31st January in the determination year;
 - allow at least a 6-week period for consultation;
 - in light of consultation, determine their admission arrangements by **28 February** in the determination year;
 - publish the determined admission arrangements on their website by **15 March** in the determination year.
- 3.4. All admission authorities must determine admission arrangements by **28 February**, even if they have not changed from the previous years and a consultation has not been required.
- 3.5. Therefore, the Executive is required to agree the admission arrangements and admission numbers for all Islington community primary and secondary schools, and Islington's Sixth Form Consortium for 2020/21 and protocols for in-year admissions for 2020/21.

4. CONSULTATION

- 4.1. All local authorities are required, by section 88M of the School Standards and Framework Act 1998, and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admissions arrangements for maintained schools within their area.
- 4.2. The School Admissions Code requires every local authority to draw up a scheme for maintained schools which ensures that every parent living in the local authority area applying for a place in the normal round receives the offer of one, and only one school place. It also requires local authorities to provide a common application form (in Islington this is referred to as the School Admissions Application Form) and that it is made available to every resident in its area. Consultation must relate to admission arrangements. It must therefore include:
- The admissions policy
 - The procedures and timing for applications
 - Proposed admission numbers
 - Details of over-subscription criteria and how they will be applied.
- 4.3. The School Admissions Code imposes mandatory requirements, and provides guidance to local authorities and admitting authorities, for achieving good practice in setting oversubscription criteria to ensure admission arrangements are fair and transparent to all children and their families, and promote social equity. The Code also details oversubscription criteria that are considered unlawful.
- 4.4. Any objections to the **September 2020/21** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2019**.
- 4.5. Local authorities must formulate and publish on their website a scheme by **1 January** in the relevant determination year to coordinate admission arrangements for all publically funded schools within their area.
- 4.6. Where the scheme is substantially different from the scheme adopted the previous academic year, the local authority must consult the other admission authorities in the area and where relevant, any other local authority it determines.
- 4.7. Where the scheme has not changed from the previous year, there is no requirement to consult, subject to the requirement to consult at least once every seven years, even if there have been no changes during this period.
- 4.8. Consultation took place between **15 October 2018** and **26 November 2018**. The consultation and response form were published on [Islington Council's website](#) and sent to all London local authorities, Diocesan representatives and published in Islington's Schools Bulletin distributed to Early Years Providers, Schools and School Governors (**18 October 2018** edition).
- 4.9. **13** responses to the consultation were received as outlined in **Table 1** below:

Early Years Phase	Primary School	Secondary School	Local Community	TOTAL
1	8	3	1	13

4.10. A summary of the consultation responses is provided as **Appendix 11**.

5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2020/21

A. Coordinated scheme for admission to secondary school 2020/21

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

5.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.

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

5.4. The consultation sought views on the proposed coordinated scheme for admission to secondary school in **2020/21**.

5.5. No changes to Islington's existing scheme were proposed. The **scheme and timetable for 2020/21** are set out as **Appendix 1**.

- **Consultation Responses (Question 1)**

5.6. Seven of the thirteen respondents provided a response to this question. All seven agreed with the proposed secondary scheme and timetable.

- **Recommendation**

5.7. To agree the co-ordinated scheme and timetable for Islington secondary schools and academies as outlined in **Appendix 1**.

B. Policy and oversubscription criteria for admission to secondary school 2020/21

5.8. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.

- 5.9. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 5.10. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 5.11. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair. We also seek to make sure that local admissions criteria enable residents to secure a local school place should they wish. Prioritising siblings also supports family management, good attendance and punctuality.
- 5.12. Islington's criteria for admission to community secondary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement required changes resulting from revisions to the School Admissions Code.
- 5.13. Islington's existing criteria for admission to community secondary schools are as follow:
- Looked-after and previously looked after children: Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
 - Siblings
 - Exceptional social, medical or special educational needs
 - Distance
- 5.14. Officers have reviewed existing arrangements to assess whether Islington's admission criteria for community secondary schools continue to provide residents with equitable access to local schools as set out above. 'Looked after and previously looked after children' was not included as this is a statutory requirement.
- 5.15. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last six years.
- 5.16. Our expectation was that the majority of applicants would be admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in exceptional circumstances, the expectation was that relatively few applicants would be prioritised for admission under this criterion.

- 5.17. **Table 1** below provides a breakdown of the findings, and confirms that Islington’s criteria for admission to community secondary schools are broadly operating as intended.¹
- 5.18. Over the six-year period, on average, approximately 75% of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools as intended.
- 5.19. Although the proportion of sibling offers saw a significant increase last year, over the six-year period it has remained largely consistent at around 20% of all places offered. We will keep this under review to assess whether the 2018/19 figures mark a change, rather than an exception, to the established pattern of offers.
- 5.20. The figures also confirm that offers made under the social-medical criterion remain ‘exceptional’ as intended.

Table 1: Breakdown of criteria offers for secondary community schools

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2018/19	690*	187	27%	6	1%	479	69%
2017/18	843	161	19%	3	0%	656	78%
2016/17	808	184	23%	0	0%	607	75%
2015/16	860	172	20%	1	0%	665	77%
2014/15	860	155	18%	2	0%	638	74%
2013/14	836	172	21%	2	0%	606	72%

Percentages have been rounded to nearest whole. Offers as at National Offer Day.

- 5.21. In conclusion, the order and criteria for admission to Islington community secondary schools appear to be effective in securing fair access for eligible residents. No changes to Islington’s existing policy and oversubscription criteria for admission to Islington community schools were proposed.

- **Consultation Responses (Question 2)**

- 5.22. Seven of the thirteen respondents provided a response to this question. All seven agreed with the proposed policy and secondary oversubscription criteria.

- **Recommendation**

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

¹ Although Highbury Grove’s status changed from community school to academy during the course of the application year (November 2017), it has been included in the figures as the school continued to operate as a community school for the 2018/19 academic year solely in relation to its admissions arrangements.

² Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

C. Secondary school admission numbers 2020/21

- 5.24. Islington's school roll projections are based on a combination of local intelligence (e.g. proposed housing developments with planning approval and demographic changes), and trend data provided by the Greater London Association (GLA) that incorporates national and regional developments, including inward and outward migration. To date, these projections have proved reliable and have supported the Council in making the most efficient use of its resources.
- 5.25. Based on school roll projections that suggested the demand for secondary school places would outstrip supply from 2020, the Council undertook a programme of expansion across the secondary phase. Alongside this activity, good and outstanding academies unable to satisfy demand from local families as a result of being heavily oversubscribed, also increased the number of places available in their schools.
- 5.26. For the second year running however, the GLA has revised its school roll projections downwards for London, reversing previous estimates that the secondary school-age population would increase significantly from 2020. Instead, the revised GLA projections indicate potential *oversupply* of secondary school places in this part of London rather than a shortage from 2020.
- 5.27. While the Islington school expansions have proved popular with local communities as confirmed by an increase in the proportion of local residents attending Islington schools, taken alongside school expansions in neighbouring boroughs that have been actioned in response to previous GLA forecasts, the revised projections indicate that a significant number of secondary school places in Islington (and in some neighbouring boroughs) are likely to remain unfilled.
- 5.28. It is essential that the school estate continues to provide residents with value for money, and that surplus capacity should therefore run at no higher than 5%, in line with Department for Education (DfE) recommendations. This is particularly important at a time of economic and political uncertainty.
- 5.29. For the past three years, Arts and Media School, Islington and Holloway School have held surplus capacity well above the DfE recommended figure of 5%. Until now, the Council has continued to support both schools on the assumption that this capacity would be needed from 2020. However, the revised GLA downward projections indicate that these places will continue to remain unfilled for the foreseeable future. Therefore, immediate remedial action is required.
- 5.30. With the agreement of both schools, it is proposed that the admission number of Arts and Media School, Islington is reduced temporarily from 180 to 150, and that of Holloway School temporarily reduced from 180 to 120. The removal of these places will reduce secondary surplus capacity currently running at over 10%, (double the recommended government figure) to between 2-3%, thereby providing the Council with a financially viable strategy for providing best value. Furthermore, should the downward school roll projections fail to materialise and additional capacity required, the decommissioned places at both schools could be brought back into immediate use at no extra cost.

- 5.31. **Table 2a** models the existing admission numbers against the **revised** GLA school roll projections, and demonstrate surplus secondary capacity running above 5% until 2022/23 when surplus capacity drops to 4% before rising to 12% in 2025/26.

Table 2a: Existing admission numbers modelled against revised GLA school roll forecasts

Islington Mainstream Secondary Year 7					
	Academic Year	Roll Data & Projections	Existing School Places	Surplus Capacity	Surplus (%)
Actual roll	2014/15	1489	1635	146	9%
	2015/16	1512	1635	123	8%
	2016/17	1497	1635	138	8%
	2017/18	1543	1717	174	10%
Roll Projections	2018/19	1624	1765	141	8%
	2019/20	1663	1795	132	7%
	2020/21	1657	1795	138	8%
	2021/22	1691	1795	104	6%
	2022/23	1715	1795	80	4%
	2023/24	1708	1795	87	5%
	2024/25	1657	1795	138	8%
	2025/26	1588	1795	207	12%
	2026/27	1590	1795	205	11%

- 5.32. The proposed temporary reductions to the admission number of Arts and Media School, Islington and Holloway School are modelled in **Table 2b**. Here, surplus capacity runs below 5% until projected pinch-points in 2022/23 and 2023/24, when the decommissioned places could be immediately reintroduced if required. This option provides both security in terms of capacity and efficient use of resource.

Table 2b: Proposed admission numbers modelled against revised GLA school roll forecasts

Islington Mainstream Secondary Year 7					
	Academic Year	Roll Data & Projections	Proposed School Places	Surplus Capacity	Surplus (%)
Roll Projections	2018/19	1624	1675	51	3%
	2019/20	1663	1705	42	2%
	2020/21	1657	1705	48	3%
	2021/22	1691	1705	14	1%
	2022/23*	1715	1705	-10	-1%

	2023/24*	1708	1705	-3	0%
	2024/25	1657	1705	48	3%
	2025/26	1588	1705	117	7%
	2026/27	1590	1705	115	7%

**The 90 decommissioned places at Arts and Media School, Islington and Holloway can be brought back into immediate use restoring surplus capacity to 4/5%*

Table 3: Proposed Secondary School numbers 2020/21

School	Designation	PAN 2019/20	Proposed PAN 2020/21
1. Arts and Media School, Islington	Mixed Trust	180	150
2. Central Foundation Boys School	Boys Voluntary-Aided	180	180
3. City of London Academy, Highbury Grove	Mixed Academy	240	240
4. City of London Academy, Highgate Hill	Mixed Academy	140	140
5. City of London Academy, Islington	Mixed Academy	165	165
6. Elizabeth Garrett Anderson School	Girls Community	180	180
7. Highbury Fields School	Girls Community	140	140
8. Holloway School	Mixed Community	180	120
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene	Mixed Academy	210	210
TOTAL NUMBER OF AVAILABLE PLACES		1795	1705

• **Consultation Responses (Question 3)**

- 5.33. Eight of the thirteen respondents provided a response to this question. All eight agreed with the proposed policy and secondary oversubscription criteria. Comments provided by the Head teacher of Arts and Media School, Islington and Chair of Governors, Holloway and Islington Futures Federation are included in the summary of responses attached as **Appendix 11**.

- **Recommendation**

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

6. PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2020/21

A. Coordinated scheme for admission to primary school 2020/21

- 6.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 6.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 6.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 6.4. No changes to Islington's existing scheme are proposed. The **scheme** and **timetable** for **2020/21** are set out as **Appendix 4**.

- **Consultation responses (Question 4)**

- 6.5. Nine of the thirteen respondents provided a response to this question. All nine agreed with the proposed Primary scheme.

- **Recommendation**

- 6.6. To agree the co-ordinated scheme and timetable for Islington primary schools and academies as outlined in **Appendix 4**.

B. Policy & oversubscription criteria for admission to primary school 2020/21

- 6.7. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.8. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 6.9. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.

- 6.10. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 6.11. Islington's criteria for admission to community primary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement required changes resulting from revisions to the School Admissions Code.
- 6.12. Islington's existing criteria for admission to community primary schools are as follow:
- 1. Looked-after and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order **immediately after being looked-after by a local authority in England.**
 - 2. Siblings**
 - 3. Exceptional, social, medical or special educational needs**
 - 4. Distance**
- 6.13. This year, at the request of the Islington Community of Schools (ICoS), we agreed to consult on proposals to include 'Children of Staff' as an oversubscription criterion for admission to community primary schools. The proposed criterion would only be applied in the case of 'oversubscription' (i.e., where schools receive more applications than there are places available), as there is no rule *prohibiting* children of staff from applying, or being admitted, to schools with vacancies.
- 6.14. The Council's longstanding view as the admission authority for community schools is that the borough's schools should serve the interests of its *residents* first, and ensure school communities reflect the diversity of the local area and promote community cohesion.
- 6.15. The rising cost of Inner-London living has had an impact on the recruitment and retention of teaching staff across Islington's schools, with many primary head teachers reporting year on year difficulties in filling vacant posts. This mirrors teacher recruitment and retention issues replicated across the London region.
- 6.16. In asking the Council to consult, and come to a decision, on the proposed 'Children of Staff' oversubscription criterion, ICoS recognised that if agreed this would be unlikely to offer an immediate resolution to teacher recruitment difficulties. However, it was considered that such a change *could* attract applications from teachers who might otherwise not apply due to challenges with childcare arrangements.
- 6.17. Six primary schools that are their own admission authority currently include 'Children of Staff' as an oversubscription criterion, representing 13% of the borough's total primary school capacity. Should the criterion also be adopted for admission to community primary schools, the proportion of schools including 'Children of Staff' as an oversubscription criterion would rise to 68%, marking a

significant shift in how school places are allocated.

- 6.18. To assess the potential impact of such a change on local residents should the Council adopt 'Children of Staff' as an admission criterion across its 26 community primary schools, an analysis of the number of children admitted to the six own-admission authority schools already using this oversubscription criterion has been undertaken.
- 6.19. If this policy is scaled up to include an additional 26 community schools (i.e. 32 schools in total) the number of children admitted under 'Children of Staff' criterion would equate to 21, meaning that 21 local residents would have missed out on a place at a school of their choice that they would have otherwise secured under Islington's existing community school arrangements.
- 6.20. Additionally, if one of the displaced children is the first of a sibling group, their displacement could potentially have an impact on younger siblings who ordinarily would have secured a 'Sibling' criterion place had the first child not been displaced by a 'Children of Staff' admission. Conversely, admitted 'Children of Staff' may also have siblings, potentially displacing further Islington residents.
- 6.21. We are therefore proposing that 'Children of Staff' is **not** included as a primary oversubscription criterion, so that the proposed criteria for admission to Islington community primary schools would remain as follows:
1. **Looked-after and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order **immediately after being looked-after by a local authority in England.**
 2. **Siblings**
 3. **Exceptional, social, medical or special educational needs**
 4. **Distance.**
- **Consultation responses (Question 5)**
- 6.22. Twelve of the thirteen respondents provided a response to this question, with eleven in agreement and one against the proposal to include 'Children of Staff' as an oversubscription criterion for admission to primary school. Five of the thirteen respondents in favour of the proposal were from staff at one primary school. We therefore do not consider this to be representative of the views of Islington primary schools as a whole.
- 6.23. Please refer to **Appendix 11**, Summary of Responses for further details.
- **Recommendation**
- 6.24. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 5**.

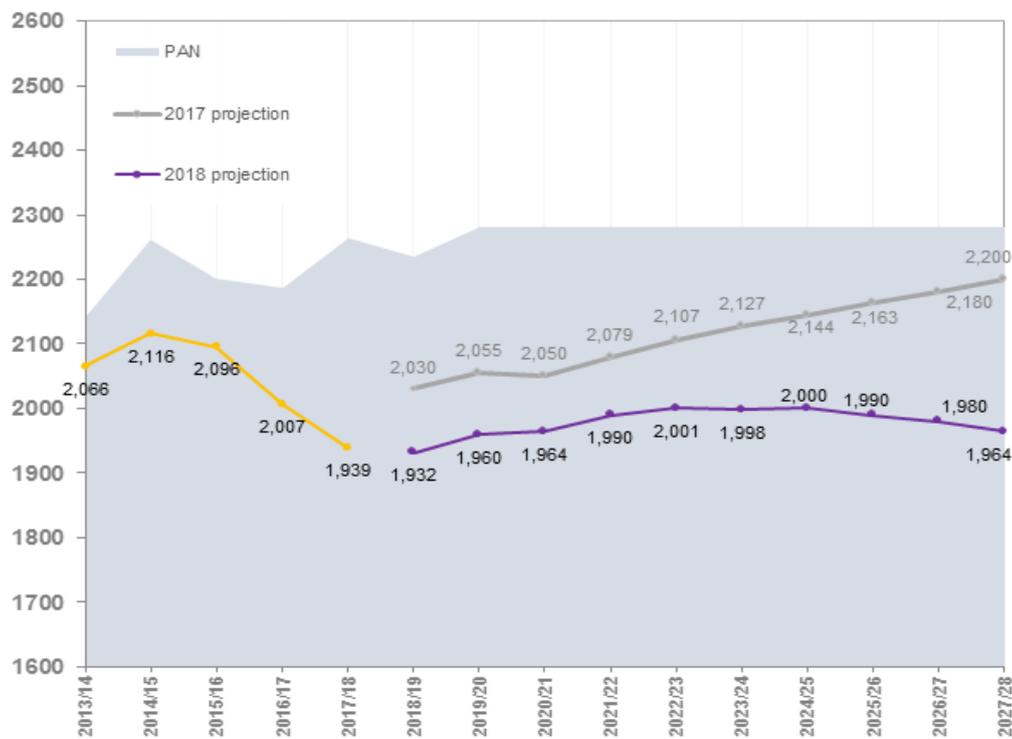
C. PRIMARY SCHOOL ADMISSION NUMBERS 2020/21

- 6.25. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.26. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.27. Islington's school roll projections are based on a combination of local intelligence (e.g. proposed housing developments with planning approval and demographic changes), and trend data provided by the Greater London Association (GLA) that incorporates national and regional developments, including inward and outward migration. To date, these projections have proved reliable and have supported the Council in making the most efficient use of its resources.
- 6.28. Based on school roll projections that suggested the demand for primary school places would outstrip supply in **Planning Areas 1, 5 and 6** from 2019, feasibility studies were undertaken to consider options for providing additional capacity in each of these areas.
- 6.29. In light of housing developments projected to have a high child yield, and increases forecast for the birth rate and general population in **Planning Area 1** (Holloway), the Council consulted on proposals to expand Tufnell Park Primary School from 45 places to 90 places. The proposal was agreed, and building work is currently underway to deliver the planned additional capacity from September 2019.
- 6.30. In **Planning Area 6** (Finsbury), to the south of the borough, a joint initiative with the City of London Corporation has delivered 60 additional places to the area as previous projections indicated a squeeze on school places for City and Islington residents alike, largely as a result of new housing developments. As planned, City of London Primary Academy, Islington opened in September 2017 in temporary accommodation on the Moreland school site. The school was due to move to its permanent site on Golden Lane in September 2019 but due to delays with the school's planning application, a two-year variation to the school's planned admission number has been agreed by the Education and Skills Funding Agency (ESFA), reducing the school's admission number from 60 places to 30 places. Further capacity introduced in the Planning Area through the offer of 15 additional places at Moreland Primary School has ensured there are sufficient places to meet need and demand within the local area.
- 6.31. In relation to **Planning Area 5** (Canonbury), revised downward GLA school roll projections indicate that there is sufficient primary capacity to meet demand in the short, medium and long term.
- 6.32. Indeed, GLA revised downward projections reverse previous estimates that the primary school-age population would increase significantly from 2020 as they

were based on ONS predictions, (now deemed unreliable) that net inward migration would rise across the capital.

- 6.33. As outlined in **Figure 1** below, taking into account the revised GLA downward projections, and planned expansions highlighted above, our current assessment is that there is sufficient reception class capacity to meet projected demand over the next 10 years. Therefore, no changes to existing primary capacity are proposed.
- 6.34. It is also proposed to continue the temporary reduction at Winton Primary (from 45 to 30) to support the school’s financial planning and secure the most efficient use of the school’s resources.

Figure 1: GLA revised Reception projections compared to existing capacity



• **Consultation responses (Question 6)**

- 6.35. All nine of the thirteen respondents who provided a response to this question, were in agreement with the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

• **Recommendation**

- 6.36. To agree the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

7. **IN-YEAR ADMISSION PROTOCOLS FOR THE MANAGEMENT OF APPLICATIONS AND WAITING LISTS: 2020/21**

- 7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.
- 7.2. From September 2013, following local consultation, the management of in-year applications in Islington was delegated to schools, inclusive of own admission authority and community schools.
- 7.3. The aim of delegating the management of applications in this way was to simplify the admission process for parents applying outside the normal points of entry (Primary and Secondary Transfer). It was also felt that delegating the management of in-year applications to community schools would ensure parity between different admission authority schools, reinforcing a local 'community of schools' approach.
- 7.4. As part of this development, an online application process was created to ensure notification of applications to the preferred school and local authority. Protocols were also agreed with schools on how applications should be processed and waiting lists managed. These protocols enabled the local authority to maintain an overview of offers to ensure they were being made in line with the relevant published admission criteria, as well as safeguarding against unplaced children 'falling through the net'.
- 7.5. The above arrangements have been in place for five years, and have generally succeeded in providing speedier admission as schools are able to admit immediately rather than having to wait for local authority approval. We are therefore not proposing any changes to the existing arrangements.
- 7.6. However, we have given consideration to whether there should be a change to the number of preferences that applicants can make. Currently, parents have the option to submit an unlimited number of applications for Islington schools, the aim being to provide maximum choice, and increase the likelihood of them receiving an offer from a preferred school. While this has worked for the majority of applicants, for some it has led to unnecessary delay and confusion, as parents grapple with whether to accept an early offer rather than wait for the outcome of all their applications. Similarly, those applicants who receive multiple offers, can feel overwhelmed by the pressure of making the 'right' decision.
- 7.7. We have also considered the impact of unlimited applications on the child, particularly those who have settled into a school that their parent may deem as a 'temporary' holding place, with the hope of an offer being made at a preferred school. In-year moves can prove unsettling for any child, with the potential to disrupt their learning and ability to form lasting friendships.
- 7.8. An analysis of the in-year applications made in the last academic year (2017/18) has been undertaken to assess the potential impact of reducing preferences from an unlimited number to a maximum of three choices. **Table 5** below details

the number of preferences made by the 1798 applicants who made an in-year application that year. As can be seen, 11% submitted four or more applications. Our assessment therefore is that reducing the maximum number of preferences to three, would benefit this group by ensuring more certainty and stability.

Table 5: Breakdown of in-year applications 2017/18 by number of preferences

# of Preferences	# of Applicants	As a % of All Applicants
1	1167	65%
2	298	17%
3	138	8%
4	102	6%
5	37	2%
6	24	1%
7	10	1%
8	11	1%
9	5	0%
10	5	0%
11	1	0%
Total	1798	100%

7.9. I
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o considered the impact on children of remaining on waiting lists for an extended period of time (e.g. an academic year), as well as the additional administrative burden on schools. Our experience is that the majority who apply for an in-year school place and do not receive an immediate offer, very often have forgotten that their child remains on waiting lists for other schools. This means that when a place becomes available, the first applicant eligible for the place must be contacted and provide a response before the next applicant can be contacted, causing delays and prolongs the wait for applicants who do want a place at the school.

- 7.10. Two changes were therefore proposed: firstly, to reduce the number of preferences that can be made from 'unlimited' to 'three'; and secondly, to clear waiting lists at the end of each term rather than at the end of the academic year to ensure that children remaining on waiting lists are those who continue to require a new school place.
- 7.11. As a failsafe, to ensure no applicant misses out on a preferred school place by 'accident', the School Admissions team will, on behalf of schools, contact all waiting list applicants at the end of each term to advise that they should submit a fresh application if they wish their child to remain on the waiting list of an Islington school.³

- **Consultation responses (Questions 7-10)**

³ Please note that in-year admissions are underpinned by robust 'Children Missing Education' procedures to ensure that no child will ever be without the offer of a school place as close as possible to their home address.

- 7.12. Ten of the eleven respondents who provided a response to question 7, were in agreement with the proposal to allow a maximum of three preferences for in-year admissions applications.
- 7.13. Of the seven respondents who provided a response to question 8, five were in agreement for waiting lists to be cleansed at the end of each term, with only two against.
- 7.14. All nine respondents who provided a response to question 9 agreed the proposed local protocols for in-year admissions in 2020/21 as set out in **Appendix 7**.
- 7.15. Ten respondents provided a response to question 10, with nine respondents in agreement with the proposed primary and secondary admission criteria.
- **Recommendation**
- 7.16. To agree the proposed local protocols for the management of in-year admissions and waiting lists for 2020/21 as set out in **Appendix 7**.
- 7.17. To agree the proposed primary and secondary oversubscription criteria for in-year admission in 2020/21 as set out in **Appendix 8**.

8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY AND ADMISSION NUMBER FOR EXTERNAL APPLICANTS: 2020/21

- 8.1. Islington Sixth Form Consortium (IC6) is a partnership arrangement between Central Foundation Boys School, Highbury Fields, City of London Academy, Highbury Grove and St Aloysius' College.
- 8.2. Places at the consortium are available to all Year 11 students from these schools who are interested in continuing their educational journey at IC6.
- 8.3. The current admissions policy and oversubscription criteria attached as **Appendix 9**, continue to work effectively and therefore no changes were proposed to the existing arrangements for 2020/21.
- 8.4. The School Admissions Code requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.
- 8.5. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for entry to Year 12 as well as for the main year, or years, in which children join the lower school, for example, Year 7.
- 8.6. Admission numbers must refer in each case **to children to be admitted to the school for the first time**.
- 8.7. No changes were proposed to the 2020/21 admission numbers **for external applicants** to the Islington Sixth Form Consortium (**IC6**) in Year 12 as listed below:

Table 4: Proposed admission numbers to Islington Sixth Form Consortium (external applicants):

School	PAN 2019/20 (Year 12 external applicants)	Proposed PAN 2020/21 (Year 12 external applicants)
Central Foundation Boys School	25	25
Highbury Fields School	25	25
City of London Academy, Highbury Grove	25	25
St Aloysius' College	25	25
TOTALS	100	100

- **Consultation responses (Questions 11 and 12)**
- 8.8. Five of the thirteen respondents provided a response to questions 11 and 12. All five respondents were in agreement with the proposed policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2020/21 as set out in **Appendix 9**.
- 8.9. All five respondents were also in agreement with the proposed admission numbers for external candidates as set out above and in **Appendix 10**.

- **Recommendation**

- 8.10. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2020/21 as set out in **Appendix 9**.
- 8.11. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2020/21 as set out in **Appendix 10**.

9. IMPLICATIONS

- **Financial implications**

- 9.1. The school expansions identified in the report have been built into the Council's capital programme and the revenue costs of increased provision are met through the Dedicated Schools Grant.

- **Legal Implications**

- 9.2. The Council has a duty to undertake consultation on admission policies in order to determine admission arrangements, including admission numbers under Part III of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8. The Council must comply with the mandatory requirements of the School Admissions Code 2014 and have due regard to the discretionary elements of the Code.
- 9.3. The Council, as required by the general Public Sector Equality Duty under section 149 of the Equality Act 2010, must have due regard to the need to eliminate discrimination, harassment, victimisation and other prohibited conduct, the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and the need to foster good relations between persons who share a relevant protected characteristic and those who do not share it.

- **Environmental Implications**

- 9.4. There are no environmental implications.

- **Resident Impact Assessment**

- 9.5. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.
- 9.6. The admission arrangements for community schools are designed to ensure all parents have an equal chance of securing the community school of their choice irrespective of the child's ethnicity, religion, or socio-economic group. A

Resident Impact Assessment has taken place and no adverse impact identified.

10. Conclusion and reasons for recommendations

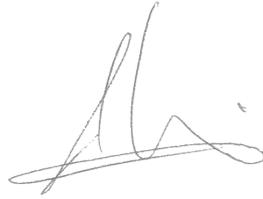
- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code, 2014.
- 10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2020/21, in-year arrangements for 2020/21 and Islington Sixth Form Consortium 2020/21.

Appendices:

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2020/21**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 3 Proposed Secondary School Admission Numbers: **2020/21**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2020/21**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 6 Proposed Primary School Admission Numbers: **2020/21**
- Appendix 7 Proposed Islington Protocols for the Management of In-Year Applications and Waiting lists: **2020/21**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2020/21**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2020/21**
- Appendix 11 Summary of Responses to the Admissions Consultation: **2020/21**
- Appendix 12 Resident Impact Assessment

Signed by:

25 January 2019



Cllr Joe Caluori, Executive Member for
Children, Young People and Families

Date

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**Proposed Arrangements for Secondary Transfer
Pan London Co-ordinated Scheme 2020/21**

➤ **GLOSSARY**

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

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of an Islington maintained primary school or academy due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2020**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent resident in Islington who has a child in their last year of primary education within a maintained school or academy, either in Islington or elsewhere, and who is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2019**.
- 4 The online brochure will also be available to parents who are non-residents and will advise parents to contact their HLA in order to make an application.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.

- 6 Where admission authorities within Islington use supplementary forms, Islington LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their HLA's School Admissions Application Form.
- 8 Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. This is to comply with paragraph 1.9 of the School Admissions Code, 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2019**).
- 14 If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.

- 15 Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
- 16 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 17 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 18 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19 Islington LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2019**.
- 20 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **13 November 2019**.
- 21 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **13 November 2019**.
- **PROCESSING**
- 22 Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2019**. However, Islington LA encourages applicants to submit their application by **18 October 2019** (i.e. the Friday before half term) to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
- 23 Any application forms, changes to preferences or preference order received after **31 October 2019** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.

- 24 Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2019**, deciding each case upon its own merits.
- 25 Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 26 The latest date for the upload to the PLR of late applications, but which are to be considered to be on-time within the terms of the HLA's scheme, is **13 December 2019**.
- 27 Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2019**, on the basis that an on-time application already exists within the Pan-London system.
- 28 Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Schedule A**.
- 29 Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **13 November 2019**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 30 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **13 November 2019**.
- 31 Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **29 November 2019**.
- 32 Between **29 November 2019 and 10 January 2020**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33 Islington LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable.
- 34 All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 35 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **10 January 2020**.
- 36 Islington LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (Local Admissions System – ONE) for all maintained schools and academies before uploading data to the PLR.
- 37 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2020**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 38 Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **14 February 2020** if this is sooner.
- 39 Islington will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.
- 40 Notwithstanding paragraph 39, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 41 Islington LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020**.
- 42 Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**.
- **OFFERS**
- 43 Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 44 Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 45 Islington LA will use the Notification Letter set out in **Schedule B**.

- 46 Notification of the outcome will be sent electronically to resident applicants on **2 March 2020**, unless a paper application was submitted.
- 47 Details of the pupils to be offered will be made available to each Islington primary school by **3 March 2020**.
- 48 Parents who are not successful in their application for a school will be offered the right of appeal.
- **POST OFFER**
- 49 Parents must accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not, they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).
- 50 Where a parent accepts or declines a place by **16 March 2020**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **23 March 2020**. Subsequent information will be transferred as and when it is received.
- 51 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. All applicants will be treated as on-time from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.
- 52 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 53 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 54 When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
- 55 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

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

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

➤ **WAITING LISTS**

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

59 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

60 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

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

62 Waiting lists for entry to Year 7 in September 2020 will be compiled on **23 March 2020** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

63 Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

64 Children will remain on the waiting list until the **31 December 2020**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

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

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

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

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

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

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

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

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

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

71 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

72 Parents may seek a place for their child outside of their normal age group at Secondary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.

73 The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.

74 Parents must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.

75 Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.

- 76 A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
- 77 Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Schedule A: Proposed Timetable for the determination of secondary applications 2020/21

18 October 2019	Recommended closing date for receipt of the School Admission Application Form
31 October 2019	Statutory deadline for return of application to the Home LA
13 November 2019	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
29 November 2019 – 10 January 2020	Own admission authority schools and Academies will assess their applications according to their admissions criteria
13 December 2019	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
16 December 2019 - 2 January 2020	Pan-London data checking exercise of pupil applications exchanged via the PLR
01 January 2020	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
10 January 2020	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
3 February 2020	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
14 February 2020	Final ALT file to the PLR
17–24 February 2020	Pan-London data checking exercise of pupil offer data
25 February 2020	Deadline for online ALT file to portal
28 February 2020	Deadline for admission arrangements to be determined
2 March 2020	National Offer Day - Notification Letter sent to parents by Home LA
16 March 2020	Date by which parents accept or decline offers
23 March 2020	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

Schedule B: Proposed Secondary Notification Letter

2 March 2020

Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt with by:
Alison Smith

Dear Parent/Carer,

SECONDARY TRANSFER – 2020/21

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by 16 March 2020. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

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

If you were not offered your first preference school

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

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can be found in our Secondary Transfer brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

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

If you wish to appeal:

- for community schools in Islington please complete the [online appeal form](#)
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

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

Waiting lists

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

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until 31 December 2020.

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

Yours sincerely,

Alison Smith
Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by **16 MARCH 2020**

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

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

ACCEPTING A PLACE

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

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

.....

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

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

.....

WAITING LISTS

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

.....

Please remove my child from all waiting lists.

.....

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

Signature of Parent/Carer

Date

Daytime Telephone Number.....

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

www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Secondary Schools: 2020/21

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

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

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

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

Multiple births

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

Proposed Secondary Admission Numbers 2020/21

School	Designation	PAN 2019/20	Proposed PAN 2020/21
Arts and Media School, Islington	Mixed Trust	180	150
Central Foundation Boys School	Boys Voluntary- Aided	180	180
City of London Academy, Highbury Grove	Mixed Academy	240	240
City of London Academy, Highgate Hill	Mixed Academy	140	140
City of London Academy, Islington	Mixed Academy	165	165
Elizabeth Garrett Anderson	Girls Community	180	180
Highbury Fields	Girls Community	140	140
Holloway	Mixed Community	180	120
St Aloysius' College	Boys Voluntary- Aided	180	180
St Mary Magdalene	Mixed Academy	210	210
TOTAL NUMBER OF AVAILABLE PLACES		1795	1705

NB. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

**Proposed Arrangements for Primary Transfer
Pan London Co-ordinated Scheme 2020/21**

➤ **GLOSSARY**

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

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. September 2020).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in the eligible cohort and is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2019**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form, and advise parents to contact their HLA if they are unable to apply online.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary information forms, Islington LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary

forms will advise parents that they must also complete their HLA's School Admissions Application Form.

- 8** Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9** Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10** Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11** Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12** The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13** The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2020**).
- 14** If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15** Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
- 16** Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 17** The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
 - there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.

- 18** Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19** Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than 11 February 2020.
- 20** Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **5 February 2020**.
- 21** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **5 February 2020**.
- **PROCESSING**
- 22** Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2020**. Islington LA will follow the timetable set out in Schedule C.
- 23** Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **05 February 2020**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 24** Any application forms, changes to preferences or preference order received after **15 January 2020** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 25** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **11 February 2020**, deciding each case upon its own merits.
- 26** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 27** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **11 February 2020**.
- 28** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **11 February 2020**, on the basis that an on-time application already exists within the Pan-London system.
- 29** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **10 February 2020**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 30** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 February 2020**.
- 31** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **12 February 2020**.
- 32** Between **12 and 26 February 2020**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33** Islington LA will participate in the application data checking exercise scheduled between **12 February and 26 February 2020** in the Pan-London timetable.
- 34** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.
- 35** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2020**.
- 36** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **20 March 2020**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 37** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **27 March 2020** if this is sooner.
- 38** Islington will not make an additional offer between the end of the iterative process and **16 April 2020** which may impact on an offer being made by another participating LA.
- 39** Notwithstanding paragraph 38, if an error is identified within the allocation of places at one of our schools or academies, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 40** Islington LA will participate in the offer data checking exercise scheduled between **30 March and 9 April 2020**.
- 41** Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2020**.
- **OFFERS**
- 42** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.

- 43** Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the HLA or in other participating LAs.
- 44** Islington LA will use the Notification Letter set out in Schedule D.
- 45** Notification of the outcome will be sent electronically to resident applicants on **16 April 2020**, unless a paper application was submitted.
- 46** Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day, on **16 April 2020**.
- 47** Parents who are not successful in their application for a school will be offered the right of appeal.
- **POST OFFER**
- 48** Parents must accept or decline the offer of a place by **30 April 2020**, or within two weeks of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).
- 49** Where a parent accepts or declines a place by **30 April 2020**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **7 May 2020**. Subsequent information will be transferred as and when it is received.
- 50** A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.
- 51** Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 52** When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 53** When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
- 54** Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

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

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

➤ **WAITING LISTS**

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

58 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

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

60 Waiting lists for entry to Reception class in September 2020 will be compiled on **7 May 2020** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

61 Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

62 Children will remain on the waiting list until **31 December 2020**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

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

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

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

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

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

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

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

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

➤ **DEFERRING OR DELAYING ADMISSION**

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

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

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

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

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

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

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

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

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP WHO ARE NOT SUMMER BORN**

76 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

- 77** Parents may seek a place for their child outside of their normal age group at Primary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.
- 78** The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.
- 79** Parents must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 80** Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.
- 81** A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
- 82** Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Schedule C: Proposed Timetable for the Determination of Primary Applications 2020/21

01 January 2020	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
10 January 2020	Recommended closing date for receipt of the School Admission Application Form
15 January 2020	Statutory deadline for return of application to the Home LA
5 February 2020	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
11 February 2020	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
12 February – 26 February 2020	Own admission authority schools and academies will assess their applications according to their admissions criteria
12 February -26 February 2020	Pan-London data checking exercise of pupil applications exchanged via the PLR
27 February 2020	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
28 February 2020	Deadline for admission arrangements to be determined
20 March 2020	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
27 March 2020	Final ALT file to the PLR
27 March–9 April 2020	Pan-London data checking exercise of pupil offer data
14 April 2020	Deadline for online ALT file to portal
16 April 2020	National Offer Day - Notification Letter sent to parents by Home LA
30 April 2020	Date by which parents accept or decline offers
7 May 2020	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

Schedule D: Proposed Primary Notification Letter

16 April 2020

Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt with by: **Alison
Smith**

Dear Parent/Carer

PRIMARY TRANSFER STARTING RECEPTION – 2020/21

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **30 April 2020**. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

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

If you were not offered your first preference school

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

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can be found in our Primary Transfer Admissions brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

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

If you wish to appeal:

- for community schools in Islington please complete the [online appeal form](#)
- at: <http://www.islington.gov.uk/admissions> for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

Key Stage 1 Infant Class Size Legislation

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

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

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

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

Waiting lists

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

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the 31 December 2020.

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

Yours sincerely,
Alison Smith
Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE BY 30 APRIL 2020.

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

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk
Fax: 020 7527 5694

ACCEPTING A PLACE

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

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

.....

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

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

.....

WAITING LISTS

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

.....

Please remove my child from all waiting lists.

.....

Signature of Parent/Carer

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

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Primary Schools Brochure available online at: www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Primary Schools: 2020/21

Applicants an Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the EHCP.

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

1. **Looked-after and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
2. **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6), or co-located Special School, at the time of proposed admission in the new academic year.
3. **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.
4. **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 4.

Multiple Births

- **Key Stage 1**

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

- **Key Stage 2**

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

Appendix 6

Proposed Primary Admission Numbers 2020-21

SCHOOL	Planning Area	Planning Area Network	Proposed Admission Number 2020/21						
Ambler Primary School & Children's Centre	3	Highbury	60						
Ashmount Primary School	2	Hornsey	60						
Blessed Sacrament Catholic Primary School	4	Barnsbury	30						
Canonbury Primary School	5	Canonbury	60						
Christ The King Catholic Primary School	2	Hornsey	60						
City of London Primary Academy*	6	Finsbury	30	*In-year variation to PAN agreed by ESFA on 29/03/18. Please refer to COLPA-I website for further information.					
Clerkenwell Parochial CofE Primary School	6	Finsbury	30						
Copenhagen Primary School	4	Barnsbury	60						
Drayton Park Primary School	3	Highbury	45						
Duncombe Primary School	2	Hornsey	60						
Gillespie Primary School	3	Highbury	30				Planning Area Breakdown		Total number of places
Grafton Primary School	2	Hornsey	60				1	Holloway	465
Hanover Primary School	5	Canonbury	45				2	Hornsey	495
Hargrave Park Primary School	1	Holloway	45				3	Highbury	375
Highbury Quadrant Primary School	3	Highbury	60				4	Barnsbury	290
Hugh Myddelton Primary School	6	Finsbury	60	5	Canonbury	355			
Hungerford Primary School and Children's Centre	1	Holloway	60	6	Finsbury	300			
Laycock Primary School	4	Barnsbury	50	TOTAL		2280			
Montem Primary School	2	Hornsey	60						
Moreland Primary School	6	Finsbury	60						
Newington Green Primary School	3	Highbury	60						
Pakeman Primary School	2	Hornsey	45						
Pooles Park Primary School	2	Hornsey	60						
Prior Weston Primary School	6	Finsbury	60						
Robert Blair Primary School	1	Holloway	30						
Rotherfield Primary School	5	Canonbury	60						
Sacred Heart Catholic Primary School	1	Holloway	60						
St Andrew's Barnsbury Church Of England Primary	4	Barnsbury	30						
St Joan of Arc Catholic Primary School	3	Highbury	60						
St John Evangelist Catholic Primary School	5	Canonbury	40						
St John's Highbury Vale CofE Primary School	3	Highbury	30						
St John's Upper Holloway CofE Primary School	1	Holloway	30						
St Joseph Roman Catholic Primary School	1	Holloway	60						
St Jude And St Paul's CofE Primary School	3	Highbury	30						
St Luke's CofE Primary School	6	Finsbury	30						
St Mark's CofE Primary School	2	Hornsey	30						
St Mary Magdalene Academy	1	Holloway	30						
St Mary's CofE Primary School	5	Canonbury	30						
SS Peter and Paul Catholic Primary School	6	Finsbury	30						
The New North Academy	5	Canonbury	60						
Thornhill Primary School	4	Barnsbury	60						
Tufnell Park Primary School	1	Holloway	90						
Vittoria Primary School	4	Barnsbury	30						
Whitehall Park Free School	2	Hornsey	60						
William Tyndale Primary School	5	Canonbury	60						
Winton Primary School**	4	Barnsbury	30	**Temporary reduction from 45					
Yerbury Primary School	1	Holloway	60						
TOTAL			2280						

Proposed In-Year Admission Arrangements for Islington Schools: 2020-21

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

➤ **PRINCIPLES**

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

➤ **APPLICATIONS**

6. Applications for all Islington schools, from children resident in Islington will be made on Islington's online In-Year School Admissions Application Form. This will include all the fields and information specified in Schedule A which has been previously agreed by all PAN London Authorities and is compliant with the School Admissions Code.
7. The In-Year School Admissions Application Form will be available as an online application form at: www.islington.gov.uk/admissions. Alternatively, a paper form can be requested from the Islington School Admissions Team by telephone on 020 7527 5515 or in person at the Council Offices at 222 Upper St, N1 1XR.
8. As Islington schools will be responsible for making offers and holding waiting lists, an individual application must be made to each preferred school so that preference order is not disclosed.
9. Parents can apply for schools in Islington or in other local authorities and can select up to three preferences for Islington schools.

10. Islington schools will forward applications for children living elsewhere in England to Islington MLA who will liaise with the child's HLA and share the outcome of the application.
11. Islington LA will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.
12. Own admission authorities within Islington will only use supplementary forms where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.
13. Supplementary forms will be available from the Islington school concerned, on Islington's website and from the Islington School Admissions Team.
14. Any supplementary forms must advise parents that they must also complete their HLA's School Admissions Application Form. Islington's online composite prospectus/admissions brochure and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.
15. Where an admission authority in Islington receives a supplementary form, it will consider it to be a valid application, and the parent will also be asked to complete their HLA's School Admissions Application Form.
16. Where there is no waiting list and only the HLA's Application Form is received, Islington schools MUST admit the child. If there is a waiting list, a supplementary form should be completed where relevant in order for the application to be ranked correctly.
17. Any Islington school that operates a banding system that requires testing to take place must ensure appropriate arrangements are made for this to happen in a timely manner.
18. Islington MLA will accept any preference received from a HLA for a maintained school or Academy in Islington.
19. On request from an Islington school, Islington LA will undertake to carry out address verification and measuring of home to school distances. This service will be provided at no additional cost to Islington community and voluntary-aided schools. However, there will be a charge to Academies.
20. Where Islington HLA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA as soon as it becomes apparent.
21. On request, Islington HLA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after and provide evidence to the MLA in respect of a preference for a school in its area.
22. or previously looked after child who has been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, and provide evidence to the MLA in respect of a preference for a school not in Islington MLA as soon as it is received.

➤ **PROCESSING**

23. Applicants with children resident in Islington must complete and return Islington's online In-Year School Admissions Application Form, a copy of which is sent directly to the preferred Islington school and School Admissions Team.
24. Islington schools will be responsible for ranking and decision-making in relation to which child is to be offered a place in accordance with their published admission criteria.
25. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order. Waiting lists will be cleared at the end of each term and parents notified that they should submit a fresh application if they wish to remain on the waiting list.
26. Continuity in a child's education is of significant importance. Islington's head teachers are committed to working in partnership with each other and Islington LA to minimise disruption to a child's education through changing schools mid-year, unless it is in the child's best interest to do so.
27. Where an application is received from a child who attends another Islington school, the head teacher of the preferred Islington school will inform the current Islington school of the application. This will provide the current Islington school with the opportunity to discuss with the parent their reasons for wishing to change schools.
28. Schools must notify the MLA of any completed In-Year School Admissions Application Form, and inform the HLA of which children are to be offered a school place and similarly which children are not being offered a school place. This is an important safeguarding process to ensure no child is left without a school place. Islington schools will provide Islington LA with a copy of the application form to enable the HLA to verify the address and calculate distances where requested as detailed above.
29. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
30. Where an Islington school informs Islington LA that they are unable to offer a place, parents will be informed of their right of appeal and which Islington schools have suitable vacancies.
31. Islington schools must keep SIMS up to date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers. This will ensure Islington MLA maintains an overview of pupil numbers and vacancies across the borough so that any unplaced children can be allocated a suitable school place quickly.
32. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide admission and vacancy information as requested by Islington MLA.
33. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
34. Similarly, Islington residents wishing to apply for a school in another MLA will be advised of how to do so. Islington HLA will work with other London authorities to ensure these pupils are tracked from receipt of the application to the offer of a school place.

35. Where it is not possible to offer an Islington resident one of their preferred schools, Islington LA will allocate a suitable Islington school place within 20 school days of receiving the application. Applicants will also be advised of their right of appeal.

➤ **OFFERS**

36. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) using the templates provided as a guide and provide Islington LA with a copy.

37. Islington MLA will aim to share the outcome of an application for one of its schools with the HLA within 10 school days of receiving the data. Where it is clear to Islington that no vacancy exists for the child, Islington MLA will inform the HLA as soon as possible after receipt of the application data. If it has not been possible to make a decision within 10 school days, Islington MLA will undertake to send details of the outcome of an application for one of its schools to the HLA as soon as a decision is made, but within 20 school days of receiving the application data.

38. Where it has not been possible to share the outcome of an application for an Islington school within 10 school days of receiving the data, Islington MLA understands that the HLA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Islington school.

39. Where Islington HLA has not received an outcome for a school within another MLA, Islington as HLA, will case manage that application to ensure that no unplaced child is left without a school place.

40. Where a parent moves from one HLA to another after submitting an application, the previous HLA will pass responsibility to the new HLA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

➤ **POST OFFER**

41. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.

42. Where a parent does not respond within this timeframe and the application is for an out of borough school, schools (or Islington HLA) will make every reasonable effort to contact the parent directly or via the MLA.

43. Only where the parent fails to respond and schools (or Islington HLA) can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.

44. Where a parent resident in Islington accepts or declines a place in a school maintained by another LA, Islington HLA will forward the information to the MLA as soon as it is received.

45. For school to school transfers between Islington schools that do not require a house move, or where there is no need for an immediate move, Islington schools will be able to defer admission to the next half term if both head teachers agree that this is in the child's best interest.

46. Islington MLA will aim to inform the HLA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.

47. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

48. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.

49. Where a place is available to be offered from the waiting list to a child resident in another LA, schools will make the offer and inform Islington MLA who will liaise with the HLA.

50. Where Islington HLA is informed that another MLA is able to offer a place from the waiting list to one of its residents, it will track the pupil from offer to admission.

51. Children will remain on the waiting list of Islington schools for one term. After this period, all waiting lists will be cleared. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **TIMING OF ADMISSION**

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

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

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

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

54. When a child joins an Islington school, schools should ensure they notify the School Admissions team within 5 school days either via the direct transfer of pupil data to the LA or by completing a New Starter Notification. For further information please email in-year@admissions.gov.uk

55. The pupil's CTF and main school file should be transferred swiftly to the new school, in line with local guidance. This is particularly important for pupils subject to a child protection plan or who have a separate child protection file. This file must be

transferred within 5 school days of the pupil starting at the new school in line with guidance issued by Islington Council. For more information, please email in-year@admissions.gov.uk.

➤ **FAIR ACCESS ADMISSIONS**

56. Islington residents deemed to have challenging behaviour will be admitted to an Islington school under Islington's Fair Access Protocol by the Primary and Secondary Securing Education Boards which meet approximately once a month.
57. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
58. All schools and academies must take part.
59. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.
60. Where possible parental preference is accorded but cannot always be guaranteed.
61. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.
62. Admissions will be scrutinised by the Primary and Secondary Securing Education Boards to ensure the Fair Access Protocol is being applied equitably.
63. Where schools are approached for a place and believe the application should be considered under Islington's Fair Access arrangements, the case should be referred to the Senior Officer, Children Out of School without delay to ensure the child does not go missing from the system.

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

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

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

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

70. Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

71. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

72. Placing children out of chronological age group is ultimately a matter between the school and parents. For any child with special educational needs however, the expectation is that advice will be sought from any outside specialists involved with the child.

73. A decision regarding a child with an Education, Health and Care Plan (EHCP) must be referred to the HLA via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.

74. Parental requests for children to be placed out of chronological year group must be put in writing to the head teacher.

75. The head teacher must provide a written response outlining the reasons for the decision. The decision will be binding on all other schools for which the MLA is responsible. In cases where it is agreed, it should never be more than one year below or above their chronological age.

76. Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Schedule E: Proposed Online In-Year Application Form: 2020/21

CHILD'S DETAILS:

Surname

Forename(s)

Middle Name(s)

Home Address

Date of Birth

Gender

Name, address and dates of attendance of current/previous school

If currently in school, reason for transfer

Permanent exclusions

Does the applicant have an EHCP?

Is the child looked after by a local authority in England? Or Previously looked after by a local authority in England?

PARENT'S/CARER'S DETAILS:

Forename

Surname

Address (if different to child's address)

Telephone Number(s)

Relationship to Child

Parental Responsibility

PREFERENCE DETAILS:

Name and DfE number of school

Local Authority in which the school is based

Sibling Details

Reasons for Preference (including any medical or social needs)

OTHER:

Declaration including consequences of providing false information

Signature of parent or carer

Date of signature

Data Protection notice

Checklist including advice about completing supplementary forms

Schedule F: Proposed In-Year Offer Letter

PRIVATE & CONFIDENTIAL
Parent name and address

Date

Dear [Parent's name]

OFFER LETTER

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

Accepting the offer of the school place

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

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

Sibling applications

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

I look forward to receiving your acceptance.

Yours sincerely

Head teacher / Principal
Cc. Islington School Admissions Team

REPLY SLIP

Please return this form by [deadline date] to:

CONTACT NAME
SCHOOL NAME AND ADDRESS
CHILD'S FULL NAME

Please choose as appropriate:

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

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

Parent signature

Date

Daytime contact number

Schedule G: Proposed In-Year No Offer Letter

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear [Parent's name]

NO OFFER

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

Waiting list

[Child's Name] has been placed on our waiting list, and will remain on the waiting list until the end of the Autumn/Spring/Summer Term (*delete as appropriate*). Children on the waiting list will be ranked in the following order, in line with our published admission criteria: (*applies to community schools only*)

1. Looked-after and previously looked after children: Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England
2. Siblings
3. Exceptional medical, social or special educational needs
4. Distance

Distance will be used as a tiebreaker for over-subscription criteria 1- 3 or 1-4 (primary admission).

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

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

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any school for which you have applied. If you wish to appeal for an Islington community school place please complete the [online appeal form](#) [*for own admission authority schools state where an appeal form can be obtained*]. Alternatively, please ring the Islington School Admissions team on 020 7527 5515.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school. If you have any further queries, then please do not hesitate to contact me.

Yours sincerely

Head teacher / Principal

Cc. Islington School Admissions Team

Proposed In-Year Admission Criteria to Islington Community Schools: 2020/21

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the EHCP. In the event of over-subscription to a community primary or secondary school, the following criteria will be applied in the order listed below:

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

Distance will be used as a tiebreaker for over-subscription criteria 1- 4.

Multiple Births: If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family. For KS1 children, schools will admit the siblings and go over their published admission number to support the family as required by the School Admissions Code 2014⁴. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

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

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

Proposed Islington Sixth Form Consortium Admissions Policy and Criteria: 2020/21

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

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

1. **Looked-after and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England
2. **Students in Year 11 who attend one of the following four feeder schools** (Central Foundation Boys School, Highbury Fields School, City of London Academy, Highbury Grove and St Aloysius' College) who meet the entry requirements for their chosen course.
3. **External applicants** who meet the entry requirements for their chosen course.

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

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

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

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

Proposed Islington Sixth Form Consortium Admission Numbers (External Applicants) 2020/21

Admission number for external applicants at Year 12	2019/20	Proposed 2020/21
Central Foundation Boys School	25	25
City of London Academy, Highbury Grove	25	25
Highbury Fields	25	25
St Aloysius' College	25	25
TOTALS	100	100



Admissions Consultation 2020/21: Summary of Responses

Respondents

Early Years	1	Executive Head, New River Green and Packington Centre
Primary	8	Head teacher, Yerbury; Head of School, Winton; School Business Manager, Yerbury; Head of School, Hugh Myddelton; Teacher, Yerbury; Head teacher, Hanover; Teacher, Yerbury; Class teacher, Yerbury
Secondary	3	Head teacher, Arts and Media School, Islington; Chair of Governors, Holloway and Islington Futures Federation; Head teacher, Holloway
Local Community	1	Ex-Primary Head teacher
TOTAL	13	

SECONDARY SCHOOL ADMISSIONS - CO-ORDINATED SCHEME FOR 2021/21

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

YES 7	NO 0	NO RESPONSE 6
Comments		
N/A		

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

YES 7	NO 0	NO RESPONSE 6
Comments		
N/A		

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

YES 8	NO 0	NO RESPONSE 5
Comments		
<p>Ideally, I would like the PAN for Arts and Media School Islington to be 135 in recognition of the trend of admissions for the last 4 years for our 1st place choices which is hopefully sustainable and realistic with all things considered. It would support the view of governors so that we can provide a quality educational experience for all our students based on the limitations of our resources. The academy chain that now runs 3 Islington secondary schools has impacted our ability to reach a PAN number of 150, never mind 180, as they are able to make changes without borough consultation/agreement. In order to think ahead</p>		

and be strategic, we are taking this opportunity to make the adjustment to the school intake accordingly so that the described points can be addressed.

(Head teacher, Arts and Media School, Islington)

I am writing as Chair of the Holloway School Governors Committee following a discussion at the school committee and with other governors from across the Islington Futures federation to confirm our desire to temporarily reduce the PAN at Holloway from 180 to 120.

(Chair of Governors, Holloway and Islington Futures Federation)

PRIMARY SCHOOL ADMISSIONS – CO-ORDINATED SCHEME FOR 2020/21

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

YES	NO	NO RESPONSE
9	0	4
Comments		
N/A		

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

YES	NO	NO RESPONSE
11	1	1
Comments		
<p>Yes. Staff should be able to apply for their children to attend their school. It would help with retention. (Teacher, Yerbury Primary School)</p> <p>Yes. Having a place secured for my own child at the Primary school I work in would make so much difference to my work life, my career progression within the school and my family life. (Class Teacher, Yerbury Primary School)</p>		

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

YES	NO	NO RESPONSE
9	0	4
Comments		
N/A		

**LOCAL PROTOCOLS FOR THE MANAGEMENT OF IN-YEAR ADMISSIONS AND
WAITING LISTS FOR 2020/21**

Question 7: Do you agree the proposal to allow a maximum of three preferences for in-year admissions applications to Islington schools?

YES 10	NO 1	NO RESPONSE 3
Comments		
N/A		

Question 8: Do you agree the proposal for waiting lists to be cleansed at the end of each term?

YES 5	NO 2	NO RESPONSE 6
Comments		
N/A		

Question 9: Do you agree the local protocols for in-year admissions set out in Appendix 7?

YES 9	NO 0	NO RESPONSE 4
Comments		
N/A		

Question 10: Do you agree the proposed primary and secondary admission criteria set out in Appendix 8?

YES 9	NO 1	NO RESPONSE 3
Comments		
No - Changes to priority 4 as above. (Ex-Head teacher)		

ADMISSION ARRANGEMENTS TO ISLINGTON SIXTH FORM CONSORTIUM FOR 2020/21

Question 11: Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium 2020/21 as set out in **Appendix 9**?

YES 5	NO 0	NO RESPONSE 8
Comments N/A		

Question 12: Do you agree the proposed admission numbers to Islington Sixth Form Consortium for 2020/21 as set out in **Appendix 10**?

YES 5	NO 0	NO RESPONSE 8
Comments N/A		

Resident Impact Assessment

Initial Screening and full assessment template

Contents

Click to navigate to sections

1. [Introduction and context](#)
2. [Initial Screening](#)
3. [The proposal](#)
4. [Equality Impacts](#)
5. [Socio-economic, safeguarding and Human Rights impacts](#)
6. [Summary: key findings of the RIA](#)

1. Introduction and context

A Resident Impact Assessment (RIA) is a way of systematically and thoroughly assessing policies against the Council’s responsibilities in relation to the Public Sector Equality Duty, Human Rights and Safeguarding.

Once completed, the RIA will:

- ▶ Describe the new or changed policy, function, procedure, service activity or financial decision, its intended purpose and how it will be implemented.
- ▶ Identify whether the proposal needs a full Resident Impact Assessment (RIA).
- ▶ Detail which residents are expected to be affected by the policy and the expected impact in relation to:
 - The Public Sector Equality Duty,
 - Safeguarding responsibilities; and
 - Human Rights legislation, specifically with regard to Article 3 (Inhuman Treatment) and Article 8 (Right to Private Life).
- ▶ Identify evidence, such as data, research and consultation, used to predict the impact of the proposal.

Now complete the **Initial Screening** form below to find out whether a full RIA is required for the proposal under consideration.

- ▶ Identify options for addressing issues raised by the assessments.

2. Initial Screening

Please enter your responses in the space provided (the text boxes will expand as necessary):

a) Title of new or changed policy, procedure, function, service activity or financial decision being assessed:	School Admission Arrangements 2020/21
b) Department and section:	Pupil Services, School Admissions
c) Name and contact details of assessor:	Gabriella Di-Sciullo Head of Admissions and Children Out of School gabriella.di-sciullo@islington.gov.uk 020 7527 5779
d) Date initial screening assessment started:	30/11/18

e) Describe the main aim or purpose of the proposed new or changed policy, etc. and the intended outcomes:

To ensure admissions to Islington community schools are administered objectively and fairly in accordance with mandatory regulations set out in the School Admissions Code 2014.

All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities, and Islington Council the admission authority for all Islington community schools.

Admission authorities must act in accordance with the School Admissions Code, published by the Department for Education, and relevant human rights and equalities legislation.

If a school is not oversubscribed, all applicants must be offered a place. The admission authority must set out in their arrangements the criteria against which places will be allocated when there are more applications than places available (oversubscription criteria).

Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.

Arrangements must not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with special educational needs or a disability.

Admission arrangements must not:

- **place any conditions on application other than those in the published arrangements;**

- **give priority to children on the basis of any practical or financial support parents may give to the school;**
- **give priority to children according to the occupational, marital, financial or educational status of parents applying;**
- **interview children or parents;**
- **request photographs of a child for any part of the admissions process.**

f) Can this proposal be considered as part of a broader Resident Impact Assessment? For example it may be more appropriate to carry out an assessment of a divisional restructure rather than the restructure of a single team. **No**

g) Are there any negative equality impacts as a result of the proposal? Please complete the table below:

Select **Yes**, **No** or **Unknown** by clicking on the 'Choose an item' boxes below and enter text in the text boxes in the right-hand column:

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
Age School Admissions are administered by chronological age to ensure pupils are admitted to the correct year group.	No	No	No

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
Disability Children with Special Educational Needs or Disability (SEND) may be considered for priority admission under published arrangements	No	No	No
Gender reassignment Children undergoing gender reassignment can select the gender they identify with when completing an application form	No	No	However, for safeguarding purposes it may be necessary for a risk assessment to be carried out where a male undergoing gender reassignment to a female applies to a single-sex girls' school. Historic evidence suggests that applicants are open about sharing information about gender reassignment.
Marriage and civil partnerships The School Admissions Code prohibits admission authorities from seeking information on marital status	No	N/A	N/A
Race The School Admissions Code prohibits admission authorities from seeking information on race or ethnicity at application stage. This information is however collected following the pupil's admission for the purposes of identifying underperforming groups	No	No	No

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
<p>Religion/belief</p> <p>Faith schools are able to prioritise applicants on the grounds of religion in line with their published admission arrangements under general exemptions of the Equality Act 2010.</p>	No	No	No
<p>Pregnancy and maternity</p> <p>Islington schools are expected to admit pregnant pupils and afford any due entitlements outlined in the Equality Act 2010.</p>	No	No	No
<p>Sexual Orientation</p> <p>The School Admissions Code prohibits admission authorities from seeking information on sexual orientation at application stage. This information may however be collected following the pupil's admission for the purposes of identifying underperforming groups</p>	No	No	No
<p>Sex/gender</p> <p>Where a school is single-sex, only applicants of that sex can apply as exempt under general exemptions of the Equality Act, 2010</p>	No	No	No

h) Please list any opportunities in the proposal for advancing equality of opportunity for any of the protected characteristics.

All Islington schools are expected to meet the needs of children and families with protected characteristics.

The Local Authority has published an 'Advice, Guidance and Expectations' document for schools about their responsibilities towards children with SEND. A range of outreach services are available to provide advice and challenge to schools to ensure the needs of children with disabilities are met. Information is included in Islington's annual composite prospectus for parents regarding schools' accessibility arrangements to enable parents to make an informed choice about the most suitable school for their child.

Children with exceptional social or medical needs, including a disability can be prioritised for admission to a particular school under Islington's 'social/medical' criterion if professionally supported evidence demonstrates that their needs are exceptional and can only be met by a specific school. Outside the normal admission round, children without a school place who also have a disability can be prioritised for admission under Islington's Fair Access Protocol.

School Admission for children with a statutory Education, Health and Care Plan is dealt with outside of these arrangements.

i) Please list any opportunities in the proposal for fostering good relations for any of the protected characteristics.

Islington School Admissions arrangements comply with all the mandatory provisions of the School Admissions Code which ensure a clear, fair and objective process that fosters good relations between groups with protected characteristics. Once determined, the admission arrangements are published on the LA's website and objections can be raised with the Schools Adjudicator providing a further opportunity for public scrutiny.

j) Is the proposal a strategy that lays out priorities in relation to activity and resources and likely to have a negative socio-economic impact on residents?

No

k) Do you anticipate any Safeguarding risks as a result of the proposal?

No

l) Do you anticipate any potential Human Rights breaches as a result of the proposal?

No

If you identified any impacts under (g) and/or listed any opportunities in (h) or (i) and/or answered Yes to questions (j), (k) or (l) you will need to complete a full RIA – go to Section 3 below

If you did not, you **do not** need to complete a full RIA. Sign below and also obtain a signature from a Head of Service or higher.

From the information given above and from the best of my knowledge there is no need to conduct a full Resident Impact Assessment of this proposal.

Staff member completing this form:

Signed: **Gabriella Di-Sciullo**

Date: **30/11/18**

Head of Service or higher:

Signed: **Candy Holder**

Date: **30/11/18**



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

Meeting of:	Date:	Ward(s):
Executive	7 February 2019	ALL

Delete as appropriate:		Non-exempt
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SUBJECT: A Regional Adoption Agency for North London

1. Synopsis

- 1.1 Decision to agree the business case for the progression of a Regional Adoption Agency. Decision to agree proposals for the hosting of the agency by LBI and the way in which the service will be delivered, governed and financed.

2. Recommendations

- 2.1 To agree the Business case for the North London Regional Adoption Agency.
- 2.2 To agree the proposals for the hosting of the service on behalf of the London Boroughs of Barnet, Camden, Enfield, Hackney and Haringey.
- 2.3 To approve the proposed financial model and the service delivery model outlined in the business case.

3. Background

- 3.1 The move towards the creation of Regional Adoption Agencies is led by a national agenda to better target the recruitment of prospective adopters and speed up the matching and placement of children for adoption.

All Local authorities are expected to become part of a Regional Agency by April 2020.

- 3.2 In March 2018 The DfE introduced the legislation that allows them to direct a local authority into a RAA if there is no progress being made.

DfE Grant monies have been made available to assist the project in its development phase.

- 3.3 Agreement in principle to progress 4 Regional Adoption Agencies pan London was obtained in December 2017. An Implementation Board for North London (with Director/Assistant Director representation from the 6 Boroughs) has met regularly to progress the project plan and develop the business case.
- 3.4 Sign off of the business case is now required in order to progress the project to Go Live status.

Current anticipated Go Live date is July 1st 2019.

4. Implications

4.1 Financial implications:

A thorough forensic analysis of each Boroughs financial spend on adoption services has been undertaken, with resulting challenges and peer-to-peer reviews. Boroughs have not been asked to contribute sums over and above their confirmed relevant spend on adoption. Total confirmed contributions will sufficiently fund the proposed new service, including staff and non-pay (excluding items detailed in the Partnership Agreement) and overheads attributed to the hosting of the agency.

4.2 Legal Implications:

In March 2016, the government announced changes to the delivery of adoption services proposing that all local authorities' adoption services be delivered on a regionalised basis by 2020. This followed a range of national policy changes since 2012, including the 2015 Regionalising Adoption paper by the DfE that sought improvements in adoption performance.

Under Section 3ZA of the Adoption and Children Act 2002 (as inserted by section 15 of the Education and Adoption Act 2016 with effect 7 March 2018) the Secretary of State is empowered to direct one or more named local authorities to make arrangements for any, or all, of their adoption functions to be carried out on their behalf by other local authorities named, or by another agency. In effect, this provision requires local authorities to join together to form regional adoption agencies.

The above power enables the Secretary of State to allow local authorities to transfer their adoption functions to the host authority for another authority or adoption agency. The functions are as follows:

- a) The recruitment of persons as prospective adopters;
- b) The assessment of prospective adopters' suitability to adopt a child;
- c) The approval of prospective adopters as suitable to adopt a child;
- d) Decisions as to whether a particular child should be placed for adoption with a particular prospective adopter;
- e) The provision of adoption support services.

As indicated earlier in the report, it has previously been agreed in principle that a North London regional adoption agency (Adopt London North) be established with Islington appointed as the host authority with the other authorities' adoption functions being delegated to Islington.

The new regional adoption arrangements for ALN will be governed by a board, and be subject to an inter-authority legal agreement between Islington and the other north London authorities which sets out the terms of the arrangement.

The approval of the business case is an integral part of the establishment of ALN.

4.3 Environmental Implications

The proposed Regional Adoption Agency would have environmental impacts associated with offices (including energy, paper and water use, and waste generation) and staff travel (vehicular emissions and contributing to congestion). Combining the six services could result in a reduction in the office-related impacts, but may also result in a net increase in travel-related impacts with services being delivered from a single headquarters.

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 not been completed because this project covers all 6 Boroughs of North London. However, the intended impact of the policy and regionalisation of Adoption services in North London is to ensure timely decision making, increase in the number of adults wishing to adopt and improved services for all adopter families in the Region. The recipients of this regionalised service are some of the most vulnerable in the Boroughs. Improvements in the way adoption services are delivered will minimise disadvantage and inequality across the region and promote better understanding of support available.

5. Reason for recommendations

- 5.1 The development of a Regional Adoption Agency is a mandatory requirement and one which if not progressed risks intervention from government.

The ability to pool resource and target adopter recruitment will address the shortfall in adopter households which has been an issue across North London and particularly Islington over the past 3 years.

Targeting recruitment to meet the needs of those waiting will reduce timescales and associated costs of a child remaining in care.

Improvements in the support of adopter families and their children will reduce the risk of placement disruption and a return to the care system for some children.

Establishing a service where staff focus entirely on the specialism of adoption will improve the quality and timeliness of services on offer to those requiring them.

Appendices: None

Background papers: None

Final report clearance:

Signed by:

7 February 2019



Cllr Joe Caluori, Executive Member for
Children, Young People and Families

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