



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 **6 February 2020 at 7.00 pm.**

Enquiries to : Philippa Green
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Despatched : 29 January 2020

Membership

Councillor Richard Watts
Councillor Janet Burgess MBE
Councillor Rowena Champion
Councillor Kaya Comer-Schwartz

Councillor Andy Hull

Councillor Una O'Halloran
Councillor Asima Shaikh
Councillor Diarmaid Ward

Portfolio

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

Quorum is 4 Councillors

Please note

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

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



Declarations of interest:

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

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

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

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

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

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G.	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.	
H.	Exclusion of the 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.	
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J. 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 27 February 2020

London Borough of Islington

Executive - 16 January 2020

Minutes of the meeting of the Executive held at Committee Room 4, Town Hall, Upper Street, N1 2UD - Islington Town Hall on 16 January 2020 at 7.00 pm.

Present: **Councillors:** Watts, Burgess, Champion, Comer-Schwartz, Hull, O'Halloran and Ward

Councillor Richard Watts in the Chair

673 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Shaikh.

674 DECLARATIONS OF INTEREST

None.

675 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting on 28 November 2019 be agreed as a correct record and the Chair be authorised to sign them.

676 FINANCIAL POSITION AT 30 NOVEMBER 2019

RESOLVED:

- 2.1 That the forecast revenue outturn for the General Fund of an overall underspend of (-£2.572m) compared to a forecast underspend of (-£0.634m) in the previous reported position be noted.
- 2.2 That management action is required over the course of the financial year to bring forecast overspends back to within agreed cash limited budgets where possible be noted.
- 2.3 That the breakdown of the forecast General Fund outturn by individual variance at Appendix 1 and by service area at Appendix 2 be noted.
- 2.4 That the schedule of additional budget risks that are not included in the current forecasts be noted.

- 2.5 That the latest position on the delivery of agreed 2019/20 savings and the earmarked corporate transformation reserve be noted, and that it be noted that a risk-based review of the savings programme is currently underway.
- 2.6 That it be noted that the HRA forecast is a net break-even position.
- 2.7 That the latest capital position and key capital variances with forecast capital expenditure of £142.591m in 2019/20 against the existing 2019/20 capital budget of £154.595m be noted.

677 BUDGET PROPOSALS 2020-2021

RESOLVED:

- 2.1 That the assumed MTFS and budget gap be noted, and that the comments of the Section 151 Officer in Section 8 regarding the additional medium-term budget risks that are not currently factored into the budget gap (Paragraph 3.6, Table 1 and Appendix A of the report) be noted.
- 2.2 That the revised 2020/21 to 2022/23 savings and income generation programme (Paragraph 3.18 and Appendix B of the report), and the revenue budget growth and additional/expanded service provision funded from existing budgets and external funding be agreed (Paragraphs 3.22-3.23, Table 5 and Appendices C1-C2 of the report).
- 2.3 That the risks around the savings currently assumed in the MTFS be noted, and that it be noted that a risk-based review of all assumed savings is currently underway and will inform the next review of budget assumptions at the outset of the 2021/22 budget setting process (Paragraphs 3.19-3.21 of the report).
- 2.4 That the 2020/21 net budgets by directorate be agreed (Paragraph 3.24, Table 7 and Appendix A of the report).
- 2.5 That the variables that could still significantly affect the 2020/21 budget be noted (Paragraph 3.25 of the report).
- 2.6 That the latest Dedicated Schools Grant (DSG) assumptions following the provisional DSG settlement for 2020/21 be noted (Paragraphs 3.26-3.33 of the report).
- 2.7 That the General Fund fees and charges policy be noted and the 2020/21 fees and charges be agreed (Paragraphs 3.35-3.36 and Appendices D1-D4 of the report).

- 2.8 That the budgeted movements to/from earmarked reserves assumed as part of the 2020/21 revenue budget (including the creation of a new Social Care Funding reserve) be agreed, and the unchanged policy on the minimum level of General Fund balances be noted (Paragraphs 3.38-3.40 and Table 8 of the report).
- 2.9 That it be agreed that any underspends at the end of the financial year should be used to increase General Fund balances and/or earmarked reserves in order to provide further resilience going into a very uncertain medium-term budget cycle from 2021/22. That it be agreed that should there be any advantageous changes to 2020/21 budget assumptions before finalising the final version of this report to the Executive on 6 February 2020 and Council on 27 February 2020, that this is used to increase the corporate contingency budget (Paragraph 8.11 of the report).

The HRA Budget and MTFs (Section 4)

- 2.10 That the balanced HRA 2020/21 budget be agreed and the latest estimates over the 3-year MTFs period be noted (Paragraph 4.3 and Appendix E1 of the report).
- 2.11 That the 2020/21 HRA rents and other fees and charges be agreed (Tables 10-13 and Appendix E2 of the report)

The Capital Programme 2020/21 to 2022/23 (Section 5)

- 2.12 That the 2020/21 to 2022/23 capital programme be agreed (Paragraph 5.1, Table 14 and Appendix F of the report).
- 2.13 That further work will be required to allocate the additional capital investment pot and that a revised capital programme will be set out in a report to Council during 2020/21 be noted (Paragraph 5.4 of the report).
- 2.14 That authority be delegated to the Section 151 Officer, where necessary, to apply capital resources to fund the capital programme in the most cost-effective way for the Council (Paragraph 5.6 of the report).
- 2.15 That the Council's Capital Strategy, in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, will be included within the final budget report to the Executive on 6 February 2020 and Council on 27 February 2020 be noted (Paragraph 5.7 of the report).

Treasury Management and Investment Strategy (Section 6)

- 2.16 That the Treasury Management and Investment Strategy will be considered initially by Audit Committee on 28 January 2020 and included within the final budget report to the Executive on 6 February 2020 and Council on 27 February 2020 be noted (Paragraph 6.1 of the report).

Council Tax and Retained Business Rates (Section 7)

- 2.17 That the detailed, statutory council tax calculations and the recommendations for the final 2020/21 council tax level, including the Greater London Authority (GLA) precept, will be included for agreement in the final budget report to the Executive on 6 February 2020 and Council on 27 February 2020 be noted (Paragraph 7.1 of the report).
- 2.18 That matters relating to the proposed London Business Rates Retention (Non-Pilot) Pool in 2020/21 will be included for agreement in the final budget report to the Executive on 6 February 2020 and Council on 27 February 2020 be noted.

Matters to Consider in Setting the Budget (Section 8)

- 2.19 To have regard to the Section 151 Officer's report on the robustness of the estimates included in the budget and the adequacy of the proposed financial reserves when making decisions about the budget and the level of council tax, as required under Section 25(2) of the Local Government Act 2003 (Paragraphs 8.1-8.10 of the report).
- 2.20 That the comments of the Monitoring Officer be noted (Paragraphs 8.11-8.15 of the report).
- 2.21 That the Resident Impact Assessment (RIA) on the budget proposals be noted (Appendix G of the report).

678 FINSBURY SQUARE PROJECT

RESOLVED:

- 2.1 That the proposal from Hondo Enterprises to Finsbury Square to redevelop the underground car park and open space as shown in the indicative outline design CGI (attached as exempt Appendix 1a) be noted;
- 2.2 That it be noted that a Task and Finish Group was established chaired by the Executive Member for Environment and Transport and involving other Executive members and officers to consider the proposal and options for the redevelopment of Finsbury Square;

- 2.3 That the Heads of Terms negotiated with AG Finsbury Square BV (attached as exempt Appendix 1b) be noted, and that authority be delegated to the Corporate Director for Environment & Regeneration to make any amendments to and finalise the Heads of Terms following consultation with the Executive Member for Environment & Transport;
- 2.4 That working in partnership with Hondo Enterprise be agreed, and to create development plans for Finsbury Square Open space and the enhanced use of the underground space including public consultation for the Council's approval and the commencement of pre-application planning discussions, be agreed;
- 2.5 That the development pre-conditions that must be satisfied in order for the developer to proceed (as detailed in section 3.12.1) be noted, and entering into a Conditional Agreement with AG Finsbury Square BV in order to support the submission of a planning application be agreed;
- 2.6 That it be noted that the Council's costs will be met by Hondo Enterprises including all reasonable legal costs.

679 **GP SURGERIES SCRUTINY - EXECUTIVE MEMBER'S RESPONSE TO THE HEALTH AND CARE SCRUTINY COMMITTEE'S RECOMMENDATIONS**

RESOLVED:

- 2.1 That the findings of the GP Surgeries Scrutiny review be welcomed;
- 2.2 That the responses to the recommendations of the Health and Care Scrutiny Committee, as set out in section 4 of the report, be agreed;
- 2.3 That officers report back on progress to the Health and Care Scrutiny Committee in 12 months' time be agreed.

680 **PROCUREMENT STRATEGY/ CONTRACT AWARD FOR HOUSING, REVENUES & BENEFITS AND INFORMATION@WORK**

RESOLVED:

That the procurement strategy for Housing, Revenues & Benefits and information@work applications that are hosted in the cloud via G-Cloud be approved, as outlined in the report submitted.

681 LONDON BOROUGH'S GRANTS COMMITTEE - LEVY 2020-21

Councillor Watts noted that he had accepted this item as an urgent item of business. The report had been circulated in the additional despatch of papers. The reason for urgency was that London Councils required formal agreement of the contribution from participating boroughs no later than 31 January 2020. The item would ordinarily have been considered by the Voluntary and Community Sector Committee, however the committee was not due to meet until 3rd February. The report had been accepted as an item of urgent business to ensure that the council was able to comply with the deadline set by London Councils.

RESOLVED:

2.1 That the LBGC proposed 2020/21 annual budget of £6.668m be agreed;

2.2 That Islington's estimated contribution of £179k in 2020/21 be agreed, an increase of £1k on the 2019/20 contribution.

682 FINSBURY SQUARE PROJECT - EXEMPT APPENDICES

Noted.

683 PROCUREMENT STRATEGY/ CONTRACT AWARD FOR HOUSING, REVENUES & BENEFITS AND INFORMATION@WORK - EXEMPT APPENDIX

Noted.

MEETING CLOSED AT 7.07 pm

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

Meeting of	Date	Ward(s)
Executive	6 February 2020	All

Delete as appropriate	Exempt	Non-exempt
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BUDGET MONITORING 2019/20 MONTH 9

1. SYNOPSIS

- 1.1 This report presents the forecast outturn position for 2019/20 as at 31 December 2019. Overall, there is a forecast General Fund underspend of (-£1.973m) compared to a forecast underspend of (-£2.572m) in the previous reported position. This (+£0.599m) decrease in underspend is due to the following:
- (+£0.500m) contractual commitments related to the termination of Shared Digital and transition of the digital service back in-house; and
 - Other small net movements across the directorates (+£0.023m) and corporate items (+£0.076m).
- 1.2 The ring-fenced Housing Revenue Account (HRA) is forecast to break-even overall.
- 1.3 It is forecast that £131.873m of capital expenditure will be delivered in 2019/20 against the revised 2019/20 capital budget of £155.107m.
- 1.4 Based on a recent risk-based ('RAG') review of the agreed 2019/20 savings programme of £13.775m, £10.444m (76%) are 'Green' rated, £0.436m are 'Amber' rated and £2.895m are 'Red' rated. Whilst the Amber and Red rated savings are being covered from one-off resources and underspends in the current financial year, there are significant risks around the ongoing delivery of these savings in future years.

2. RECOMMENDATIONS

- 2.1 To note the forecast revenue outturn for the General Fund (**Table 1**) of an overall underspend of (-£1.973m) compared to a forecast underspend of (-£2.572m) in the previous reported position. (**Section 3**)

- 2.2. To note that management action is required over the course of the financial year to bring forecast overspends back to within agreed cash limited budgets where possible. (**Paragraph 3.2**)
- 2.3. To note the breakdown of the forecast General Fund outturn by individual variance at **Appendix 1** and by service area at **Appendix 2**.
- 2.4. To note the schedule of additional budget risks that are not included in the current forecasts. (**Paragraph 3.3** and **Appendix 3**)
- 2.5. To note the latest position on the delivery of agreed 2019/20 savings (including the significant risks around the ongoing delivery of Red/Amber rated savings in future financial years) and the earmarked corporate transformation reserve. (**Paragraphs 5.2-5.3** and **Table 2**)
- 2.6. To note that the HRA forecast is a net break-even position. (**Table 1** and **Appendix 2**)
- 2.7. To note the latest capital position and key capital variances with forecast capital expenditure of £131.873m in 2019/20 against the existing 2019/20 capital budget of £155.107m. (**Section 7, Table 3, and Appendix 4**)

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: 2019/20 General Fund and HRA Forecast Over/(Under)Spend

	Month 9	Month 8	Change
	£m	£m	£m
<u>GENERAL FUND</u>			
Chief Executive's Directorate	0.004	0.004	0.000
Environment and Regeneration	(0.022)	(0.084)	0.062
Housing	0.000	0.000	0.000
People	(1.177)	(1.127)	(0.050)
Public Health	0.000	0.000	0.000
Resources Directorate	0.500	(0.011)	0.511
DIRECTORATE TOTAL	(0.695)	(1.218)	0.523
Corporate Items	(1.278)	(1.354)	0.076
GROSS OVER/(UNDER) SPEND	(1.973)	(2.572)	0.599
<u>HOUSING REVENUE ACCOUNT</u>			
NET (SURPLUS)/DEFICIT	0	0	0

- 3.2. All services have agreed cash limited budget allocations and therefore take responsibility for delivering a balanced budget unless a detailed business case is developed and approved for an allocation from the corporate contingency budget. Management action is therefore required over the course of the financial year to bring forecast overspends back to within agreed cash limited budgets where possible.

- 3.3. A schedule of additional budget risks that are not included in the current forecasts is provided at **Appendix 3.**

4. GENERAL FUND

Chief Executive's Directorate (+£0.004m)

- 4.1. The Chief Executive's directorate is forecasting a (+£0.004m) overspend, unchanged since the previous reported position, with the key variances and changes summarised in **Appendix 1.**

Environment and Regeneration (-£0.022m)

- 4.2. The Environment and Regeneration directorate is forecasting a (-£0.022m) underspend compared to a previous reported (-0.084m) underspend. The key variances and changes behind this position are set out in **Appendix 1.**

Housing (Break-Even, unchanged since previous reported position)

- 4.3. The Housing General Fund is forecast to break-even, after the use of (-£0.393m) one-off grant funding carried forward from prior years in earmarked reserves. This position is summarised in **Appendix 1.**

People (-£1.177m)

- 4.4. The new People directorate (comprising Children's, Employment and Skills and Adult Social Services) is forecasting a (-£1.177m) underspend, an increase of (-£0.050m) since the previous reported position. The key variances and changes are set out in **Appendix 1.**

Children's, Employment and Skills - General Fund (-£0.427m), Schools (-£3.185m)

- 4.5. Children's, Employment and Skills is forecasting a (-£0.427m) underspend, an increase of (-£0.050m) since the previous reported position.
- 4.6. The Dedicated Schools Grant (DSG) is forecasting an underspend of (-£3.185m or -1.8%), a decrease of (+£0.546m) since the previous reported position. The majority of this relates to prior year balances being managed on behalf of Schools Forum to either manage cost pressures in relation to high needs and provision for 2 year olds, or because of volatility in the implementation of a national funding formula for 3 and 4 year olds. In addition, there is the (-£0.321m) balance of a one-off cash payment from the DfE that will not be spent by schools until 2020/21. This is offset by forecast DSG cost pressures relating to early years Special Educational Needs and Disabilities (SEND) following an increase in applications in the autumn and summer terms. Underspends and overspends against the DSG are managed through Schools Forum. The movement since the previous reported position relates to additional funding that has been transferred to schools and early years settings as agreed through Schools Forum.

Adult Social Services (-£0.750m)

- 4.7. Adult Social Services is forecasting a (-£0.750m) underspend, unchanged since the previous reported position.
- 4.8. This position includes the use of one-off resources totalling (-£3.966m), including Social Care Grant, Improved Better Care Fund (Stabilising the Social Care System), Winter Pressures Funding, Direct Payments Surplus and (-£0.777m) funding carried forward from 2018/19 in earmarked reserves.

Public Health (Break-Even, unchanged since previous reported position)

- 4.9. Public Health is funded via a ring-fenced grant and any underspend at the end of the financial year will be carried forward in reserves to spend on public health in future years. The main forecast variances on the public health grant in 2019/20 are summarised in **Appendix 1**.

Resources Directorate (+£0.500m)

- 4.10. The Resources directorate is forecasting a (+£0.500m) overspend compared to an underspend of (-£0.011m) in the previous reported position, with key variances and changes set out in **Appendix 1**. The main reason for the movement in the reported position is (+£0.500m) contractual commitments related to the termination of Shared Digital and transition of the digital service back in-house.
- 4.11. This position includes the use of one-off funding carried from 2018/19 in earmarked reserves (-£0.472m).

Corporate Items (-£1.278m)

- 4.12. The forecast for corporate items is a (-£1.278m) underspend, a decrease of (+£0.076m) since the previous reported position, with key variances and changes set out in **Appendix 1**.
- 4.13. This position is before taking into account the corporate contingency budget. The previously agree allocation of £2.707m to resolve structural budget issues in the Environment and Regeneration directorate has reduced the 2019/20 corporate contingency budget from £5.080m to £2.373m. Any remaining balance of the 2019/20 contingency budget at the end of the financial year will be carried forward to future years, providing much needed financial resilience over the medium term.

5. SAVINGS DELIVERY

- 5.1. All savings projects are owned by nominated service leads and monitored monthly by Departmental Management Teams. All projects are also reviewed monthly by the Corporate Programme Management Office to ensure they are on track, that any savings associated are deliverable and that emerging risks and issues are identified. Services are then supported corporately with any remedial action necessary to get projects back on track, or establish where savings may no longer be deliverable and replacements are needed.
- 5.2. Based on a recent risk-based (Red/Amber/Green) review of the agreed 2019/20 savings programme of £13.775m, £10.444m (76%) are Green rated, £0.436m are Amber rated and £2.895m are Red rated. Whilst the Amber and Red rated savings are being covered from one-off resources and underspends in the current financial year, there are significant risks around the ongoing delivery of these savings in future years (except £0.300m Red rated savings that are permanently undeliverable and have been reversed out of the proposed base budget from 2020/21).
- 5.3. To enable the delivery of agreed savings, there is a corporate transformation reserve to provide required investment funding over the medium term. **Table 2** below summarises the latest position on this reserve.

Table 2: Corporate Transformation Reserve

	£m
Balance as at 31 March 2019	10.448
Budgeted 2019/20 transfer to reserve	5.000
2019/20 allocations	(3.119)
Balance as at Month 9	12.329

6. HOUSING REVENUE ACCOUNT

6.1. The forecast variance on the Housing Revenue Account, before transfers to HRA balances, is a net underspend of (-£0.585m) as summarised in **Appendix 2**. This relates to additional rents and other income that is partially offset by making additional provision for depreciation (via the Major Repairs Reserve) and bad debts. As this is a ring-fenced account, any underspends go into HRA balances to be used in future years, resulting in a net break-even position.

7. CAPITAL PROGRAMME

7.1. It is forecast that £131.873m of capital expenditure will be delivered in 2019/20 against the revised 2019/20 capital budget of £155.107m. This is set out by directorate in **Table 3** below and detailed in **Appendix 4**, which includes the existing provisional capital programme for 2020/21 and 2021/22 (before revision of the future year programme as part of 2020/21 budget setting).

Table 3: 2019/20 Capital Programme Month 9 Forecast

Directorate	2019/20 Budget £m	2019/20 Spend To Date £m	2019/20 Forecast Outturn £m	Forecast Variance £m
Environment and Regeneration	23.787	9.732	23.787	0.000
Housing	113.262	64.571	90.028	(23.234)
People	13.374	8.375	13.374	0.000
Resources	4.684	1.606	4.684	0.000
Total	155.107	84.284	131.873	(23.234)

7.2. As at the end of month 9, £84.284m of capital expenditure had been spent against the existing 2019/20 capital budget of £155.107m.

7.3. The forecast Housing capital variance (-23.234m) comprises:

- (-£25.439m) net re-profiling on the new build programme to future financial years, an increase of (-£13.698m) since the previous month's forecast. Many of the delayed schemes have now been re-designed & independently reassessed as value for money, which means that they are now progressing through key decisions/contract award towards start on site;
- (-£6.065m) underspend on the original General Fund temporary accommodation acquisitions budget, reflecting that these properties are now being purchased under the Housing Revenue Account capital budget; and
- (+£8.270m) increased expenditure on the major works and improvements programme compared due to a combination of planned cyclical expenditure in 2020/21 now forecast to be incurred sooner and the cost of additional fire safety works not anticipated at 2019/20 budget setting. This is an increase of (+1.834m) since the previous month's forecast.

7.4. All of the above forecast capital variances in 2019/20 will be taken into account as part of 2020/21 budget setting and the proposed revised capital programme 2020/21 to 2022/23.

7.5. The Environment and Regeneration capital budget has increased by £0.532m compared to the previous month due to Section 106/Community Infrastructure Levy funded budget changes.

8. IMPLICATIONS

Financial Implications

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

Legal Implications

8.2. 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 (Section 28 Local Government Act 2003; the Council's Financial Regulations 3.7 to 3.10 (Revenue Monitoring and Control)).

Environmental Implications

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

Resident Impact Assessment

8.4. 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.

8.5. A resident impact assessment (RIA) was carried out for the 2019/20 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 – Additional General Fund Budget Risks

Appendix 4 – Capital Monitoring 2019/20 to 2021/22

Background papers: None

Final report clearance:

Signed by:		29 January 2020
	Executive Member for Finance, Performance and Community Safety	Date

Responsible Officer:

Steve Key, Assistant Director (Service Finance) (Acting Section 151 Officer)

Report Authors:

Martin Houston, Strategic Financial Advisor

Steve Abbott, Head of Finance (Chief Executive's and Environment and Regeneration)

Tim Partington, Head of Finance (Children's, Employment and Skills)

Shakeel Yasin, Head of Finance (Housing, Adult Social Services and Public Health)

Legal Implications Author:

Peter Fehler, Acting Director of Law and Governance

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Appendix 1: 2019/20 General Fund Revenue Monitoring by Individual Variance - Month 9

Directorate / Service Area	Sub-Heading	Description of Over/(Under) Spend	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8	Month to Month Change	% of Directorate Net Budget Over/(Under) Spent
			£m	£m	£m	%
CHIEF EXECUTIVE'S DIRECTORATE						
Chief Executive's Office	Chief Executive's Office	Overspend on consultancy costs	0.156	0.156	0.000	13.6%
Chief Executive's Office	Chief Executive's Office	Underspend on salaries	(0.088)	(0.088)	0.000	(7.6%)
Chief Executive's Office	Chief Executive's Office	Underspend on running costs	(0.004)	(0.004)	0.000	(0.3%)
Communications and Change	Communications and Change	Underspend on running costs	(0.060)	(0.060)	0.000	(5.2%)
Total Chief Executive's Directorate			0.004	0.004	0.000	0.3%
ENVIRONMENT AND REGENERATION						
Planning and Development	Building Control	Net overspend on employee costs	0.014	0.014	0.000	0.1%
Planning and Development	Building Control	Lower levels of building control income due to lower levels of economic activity	0.000	0.172	(0.172)	0.0%
Planning and Development	Development Control	Overspend forecast on consultant costs	0.065	0.065	0.000	0.4%
Planning and Development	Development Control	Overspend forecast on advertising and printing costs	0.042	0.042	0.000	0.2%
Planning and Development	Development Control	Lower levels of development control income due to lower levels of economic activity	0.000	0.065	(0.065)	0.0%
Public Protection	Local Land Charges	Decline in Local Land Charges income	0.062	0.163	(0.101)	0.3%
Public Protection	Various	Redundancy and pension strain costs	0.225	0.212	0.013	1.2%
Public Protection	Various	Overspend on legal costs across the division	0.098	0.052	0.046	0.5%
Public Realm	Greenspace and Leisure	Income pressures within parks events	0.000	0.380	(0.380)	0.0%
Public Realm	Greenspace and Leisure	Additional supervision costs as a result of barbecues	0.000	0.050	(0.050)	0.0%
Public Realm	Highways and Energy Services	Lower level of income from the advertising concession contract	0.225	0.225	0.000	1.2%
Public Realm	Highways and Energy Services	Cost of digitalisation of maps	0.039	0.039	0.000	0.2%
Public Realm	Highways and Energy Services	ico income pressure as a result of income generated being accounted for elsewhere	0.000	0.200	(0.200)	0.0%
Public Realm	Highways and Energy Services	Unachievable street lighting Wi-Fi concession income	0.000	0.165	(0.165)	0.0%
Public Realm	Highways and Energy Services	Minor net revisions across the division	0.000	0.005	(0.005)	0.0%
Public Realm	Street Environmental Services	Shortfall in Commercial Waste income	0.400	0.500	(0.100)	2.2%
Public Realm	Street Environmental Services	Delays in fleet replacement due to ULEZ considerations	0.400	0.400	0.000	2.2%
Public Realm	Street Environmental Services	Additional staff costs due to higher levels of sickness and the levels of cover required for this operating model	0.345	0.628	(0.283)	1.9%
Public Realm	Street Environmental Services	ULEZ on non compliant council vehicles	0.150	0.150	0.000	0.8%
Public Realm	Street Environmental Services	One-off abortive costs associated with service re-design	0.022	0.022	0.000	0.1%
Public Realm	Street Environmental Services	Consumable spend on containers, bags and sacks	0.150	0.000	0.150	0.8%
Public Realm	Street Environmental Services	Additional staff costs due to changes in refuse collection service	0.000	0.500	(0.500)	0.0%
Public Realm	Street Environmental Services	Driver grade uplift to reflect additional supervision duties due to Operator ('O') licence requirements	0.000	0.120	(0.120)	0.0%
Public Realm	Street Environmental Services	Anticipated fuel savings offset by higher pump prices	0.000	0.100	(0.100)	0.0%
Public Realm	Street Environmental Services	Shortfall in bulky waste income	0.000	0.080	(0.080)	0.0%
Planning and Development	Various	Minor underspends across the division	0.000	(0.006)	0.006	0.0%
Public Protection	Various	Higher levels of income achieved across enforcement, pest and animal services	(0.183)	(0.183)	0.000	(1.0%)
Public Protection	Various	Net employee costs across the division	(0.339)	(0.356)	0.017	(1.8%)
Public Protection	Various	Net underspend on running costs throughout the division	(0.021)	0.000	(0.021)	(0.1%)
Public Realm	Fleet and Depots	Net underspend throughout the division	(0.085)	0.000	(0.085)	(0.5%)
Public Realm	Greenspace and Leisure	Salary underspends due to vacancies	(0.162)	(0.162)	0.000	(0.9%)
Public Realm	Greenspace and Leisure	Additional income on sports related activities	(0.144)	(0.144)	0.000	(0.8%)
Public Realm	Greenspace and Leisure	Additional income within parks events	(0.095)	0.000	(0.095)	(0.5%)
Public Realm	Greenspace and Leisure	Improved forecast on external income within the Tree Service	(0.048)	(0.048)	0.000	(0.3%)
Public Realm	Greenspace and Leisure	Net underspend throughout the division	(0.057)	(0.045)	(0.012)	(0.3%)
Public Realm	Highways and Energy Services	Higher levels of highways related income	(0.485)	(0.470)	(0.015)	(2.6%)
Public Realm	Highways and Energy Services	Festive lighting now covered corporately by structural adjustment	(0.150)	0.000	(0.150)	(0.8%)
Public Realm	Highways and Energy Services	Underspend in salaries due to vacancies and delays in recruitment	(0.148)	(0.137)	(0.011)	(0.8%)
Public Realm	Highways and Energy Services	Additional capital fee income	(0.065)	0.000	(0.065)	(0.4%)
Public Realm	Parking and Traffic Services	Underspend on running cost budgets and salary budget	(0.175)	(0.175)	0.000	(1.0%)
Public Realm	Parking and Traffic Services	Additional suspension income	(0.102)	0.000	(0.102)	(0.6%)
All	Various	Agreed allocation from the corporate contingency allocation to correct structural budget pressures (now allocated against the individual pressures)	0.000	(2.707)	2.707	0.0%
Total Environment and Regeneration			(0.022)	(0.084)	0.062	(0.1%)
HOUSING						
Temporary Accommodation	Pressure	Temporary Accommodation (Nightly Booked/PSL)	0.091	0.045	0.046	1.1%
Temporary Accommodation	Pressure	Islington Lettings	0.148	0.148	0.000	1.7%
Temporary Accommodation	Pressure	Bad Debt	0.058	0.058	0.000	0.7%
Temporary Accommodation	Underspend	Staffing/Other	0.010	(0.022)	0.032	0.1%
Housing Needs	Pressure	Legal Costs	0.267	0.264	0.003	3.1%
Housing Needs	Pressure	SHPS	0.126	0.126	0.000	1.5%
Housing Needs	Underspend	Staffing/Other	(0.230)	(0.217)	(0.013)	(2.7%)
Housing Strategy and Development	Underspend	Reassessment of Planning Enabling Role	(0.065)	(0.066)	0.001	(0.8%)
Housing Administration	Underspend	Staffing/Other	(0.012)	(0.036)	0.024	(0.1%)
Homelessness	One-off Income	Use of carried forward prior year grants in earmarked reserves.	(0.393)	(0.300)	(0.093)	(4.5%)
Total Housing			0.000	0.000	0.000	0.0%
PEOPLE						
Youth and Communities	Crime and Youth Offending	Reduced numbers on remand has continued from last year, indicating that a significant underspend could occur again this year. However, this is a demand led budget, and a small increase in activity can have a large impact on the budget, therefore only a very cautious estimate of the potential underspend is being reported at this stage	(0.150)	(0.100)	(0.050)	(0.2%)
Youth and Communities	Crime and Youth Offending	In addition to the above variance, the one-off contingency budget for remand is unlikely to be required in 2019/20	(0.300)	(0.300)	0.000	(0.3%)
Youth and Communities	All	Staff vacancies in Youth and Communities	(0.037)	(0.037)	0.000	(0.0%)
Youth and Communities	Play and Youth	Essential building maintenance costs across the youth and play estate	0.020	0.020	0.000	0.0%
Safeguarding and Family Support	Children in Need	Staff vacancies in the Children in Need provider service	(0.067)	(0.067)	0.000	(0.1%)
Safeguarding and Family Support	Children in Need	Direct payments - increased recovery of unused funds	(0.050)	(0.050)	0.000	(0.1%)
Safeguarding and Family Support	Children in Need	Increase in demand for short breaks	0.085	0.085	0.000	0.1%
Safeguarding and Family Support	Children in Need	Increase in demand for crisis intervention packages	0.047	0.047	0.000	0.1%
Safeguarding and Family Support	Children Looked After	Contact Service - increased levels of court directed Children Looked After contact services	0.006	0.006	0.000	0.0%
Safeguarding and Family Support	Children Looked After	Interagency pressure from purchasing more placements than we have sold	0.048	0.048	0.000	0.1%
Safeguarding and Family Support	Placements	Supported Accommodation - impact of delay to new pathway coupled with an upward movement in 16+ activity. There was an increase in the 16+ cohort during 2018/19 that if sustained will lead to an overspend against this budget.	0.416	0.416	0.000	0.5%
Safeguarding and Family Support	Placements	Increase in particularly complex children being placed in joint funded specialist provision	0.521	0.521	0.000	0.6%
Safeguarding and Family Support	Placements	Residential (regulated) - recent increase in demand for high cost residential placements	0.277	0.277	0.000	0.3%
Safeguarding and Family Support	Placements	Reduced activity in the fostering service in relation to both in-house foster carers and Independent Fostering Agencies	(0.273)	(0.273)	0.000	(0.3%)
Safeguarding and Family Support	Placements	Underspend against in-house permanency budgets	(0.112)	(0.112)	0.000	(0.1%)
Safeguarding and Family Support	Placements	Drawdown of placements contingency budget	(0.500)	(0.500)	0.000	(0.6%)
Safeguarding and Family Support	Social Work Teams	In-year underspend against the Children's Social Care transformation programme	(0.317)	(0.317)	0.000	(0.4%)
Safeguarding and Family Support	Social Work Teams	Re-profiling of spend on the Children's Social Care transformation programme in line with the updated investment plan in social work teams	0.317	0.317	0.000	0.4%
Learning and Schools	Pupil Services	Legal costs in relation to SEND appeals	0.095	0.095	0.000	0.1%
Learning and Schools	School Support Services	Staff vacancies and one-off income in School Support Services	(0.115)	(0.115)	0.000	(0.1%)
Learning and Schools	Early Years	Staff vacancies	(0.100)	(0.100)	0.000	(0.1%)

Appendix 1: 2019/20 General Fund Revenue Monitoring by Individual Variance - Month 9

Learning and Schools	Early Years	Forecast underspend against the holiday hunger budget now the programme is complete for 2019/20 as the Easter holidays fall in the next financial year	(0.109)	(0.109)	0.000	(0.1%)
Learning and Schools	SEN Transport	Forecast balance against the one-off SEN transport contingency budget	(0.100)	(0.100)	0.000	(0.1%)
Learning and Schools	School Uniform Grant	Increase in demand from eligible pupils for the Council's school uniform grant.	0.018	0.018	0.000	0.0%
Learning and Schools	Universal Free School Meals	The reduction in the number of children not eligible for statutory free school meals is expected to be maintained in 2019/20	(0.100)	(0.100)	0.000	(0.1%)
Partnerships and Service Support	Laycock Professional Development Centre	Loss of income following the overrun of works to address subsidence	0.029	0.029	0.000	0.0%
Partnerships and Service Support	Cardfields	Reduction in schools funding, repayment of corporately funded capital works, forecast shortfall in income and urgent maintenance costs	0.050	0.050	0.000	0.1%
Employment, Skills and Culture	Arts Service	Staffing pressure offset by rental income from Dingley Place	(0.008)	(0.008)	0.000	(0.0%)
Health Commissioning	Health Commissioning	Underspend against running costs	(0.018)	(0.018)	0.000	(0.0%)
Total Children's, Employment and Skills			(0.427)	(0.377)	(0.050)	(0.5%)
Adult Social Care	Underspend	Contract negotiations	(0.750)	(0.750)	0.000	(1.1%)
Adult Social Care	Adult Social Care	Legal costs	0.080	0.080	0.000	0.1%
Integrated Community Services	Re-profiled Savings	Assistive technology	0.280	0.280	0.000	0.4%
Integrated Community Services	Underspend	Safeguarding	(0.101)	(0.048)	(0.053)	(0.1%)
Integrated Community Services	Pressure	In-house Physical Disabilities	0.022	0.020	0.002	0.0%
Integrated Community Services	Pressure	Memory and Cognition and Physical Disabilities Support Placements	1.689	0.533	1.156	2.4%
Integrated Community Services	Pressure	Mental Health Placements	0.578	0.613	(0.035)	0.8%
Integrated Community Services	Underspend	Improved assessment of client contributions	(0.700)	(0.500)	(0.200)	(1.0%)
Integrated Community Services	Underspend	Staffing Vacancies	(0.340)	(0.372)	0.032	(0.5%)
Integrated Community Services	Reablement	Reablement overspend	0.280	0.280	0.000	0.4%
Integrated Community Services	Pressure	S117 reimbursement costs	0.105	0.105	0.000	0.2%
Integrated Community Services	Demographic funding	Application of demographic funding	(1.000)	(1.000)	0.000	(1.4%)
Integrated Community Services	Undelivered Savings	Adult Social Care case reviews	0.710	0.710	0.000	1.0%
Learning Disabilities	Pressure	Placements overspend (net of management action)	1.036	1.036	0.000	1.5%
Strategy and Commissioning	Re-profiled Savings	Adult Social Care transformation	1.500	1.500	0.000	2.2%
Strategy and Commissioning	Re-profiled Savings	Previous MTFS savings	0.233	0.233	0.000	0.3%
Strategy and Commissioning	Re-profiled Savings	Advocacy	0.035	0.035	0.000	0.1%
Strategy and Commissioning	Re-profiled Savings	Age UK	0.035	0.035	0.000	0.1%
Strategy and Commissioning	Pressure	Staffing Pressures	0.091	0.000	0.091	0.1%
Strategy and Commissioning	Underspend	Carers Pool	(0.185)	0.000	(0.185)	(0.3%)
Strategy and Commissioning	Underspend	Mental Health Commissioning Pool	(0.075)	0.000	(0.075)	(0.1%)
Strategy and Commissioning	Underspend	Intermediate care	(0.087)	(0.087)	0.000	(0.1%)
Strategy and Commissioning	Underspend	Housing Related Support	(0.272)	0.000	(0.272)	(0.4%)
Strategy and Commissioning	Pressure	Integrated Community Equipment Services (ICES)	0.052	0.052	0.000	0.1%
Adult Social Care	One-off Income	Social Care Grant, Improved Better Care Fund (Stabilising the Social Care System), Winter Pressures Funding, Direct Payments Surplus and 2018/19 Carry Forward in earmarked reserves	(3.966)	(3.505)	(0.461)	(5.7%)
Total Adult Social Services			(0.750)	(0.750)	0.000	(1.1%)
Total People			(1.177)	(1.127)	(0.050)	(0.7%)
PUBLIC HEALTH						
NHS Health Checks	Underspend	Early delivery of savings	(0.078)	0.000	(0.078)	0.0%
Other Public Health	Underspend	Additional NHS England Income (ring-fenced to Social Care Digital Pathfinder project)	(0.131)	0.000	(0.131)	0.0%
Other Public Health	Underspend	Other small underspends on the public health account	(0.018)	0.000	(0.018)	0.0%
Other Public Health	Carry forward	Carry forward of ring-fenced in-year public health grant underspend to reserves	0.227	0.000	0.227	0.0%
Total Public Health			0.000	0.000	0.000	0.0%
RESOURCES DIRECTORATE						
Digital Services	Various	Shared Digital contractual costs	0.500	0.000	0.500	1.2%
Accommodation and Facilities	Business Rates	Reduction in costs relating to rationalisation of buildings	(0.378)	(0.378)	0.000	(0.9%)
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 a delay in achieving full income growth.	1.113	1.113	0.000	2.7%
Financial Management	Corporate Audit Fee	Re-negotiation of contract with a new supplier	(0.064)	(0.064)	0.000	(0.2%)
All	Vacancy Management	Vacancy management and reduced running costs across the directorate	(0.199)	(0.167)	(0.032)	(0.5%)
All	One-off Income	Use of 2018/19 carry forward in earmarked reserves for various service specific and transformation projects	(0.472)	(0.515)	0.043	(1.2%)
Total Resources Directorate			0.500	(0.011)	0.511	1.2%
DIRECTORATE TOTAL			(0.695)	(1.218)	0.523	
CORPORATE ITEMS						
Housing Needs	NRPF	Uncontrollable pressure due to the Council's statutory, yet unfunded, duty to provide a safety net to vulnerable migrants with No Recourse to Public Funds (NRPF) and European Economic Area nationals	0.643	0.605	0.038	(0.3%)
Corporate Projects	Cross-cutting savings	Unallocated cross-cutting savings that are now considered undeliverable in the current financial year	0.910	0.910	0.000	(0.4%)
Corporate Projects	Corporate Projects	Unbudgeted support costs for various corporate projects	1.270	1.270	0.000	(0.6%)
Corporate Financing Account	Corporate Financing Account	The Council continues to follow a successful Treasury Management Strategy of shorter-term borrowing at low interest rates, whilst the corporate financing budget for interest costs and debt repayment is currently based on the average long term cost of borrowing. This means that corporate financing costs in 2019/20 are significantly less than than budgeted. Combined with unbudgeted investment income, this is currently forecast to lead to an underspend in the corporate financing account of £3.873m	(3.946)	(3.984)	0.038	1.7%
Levies	Levies	Underspend on corporate levies budget compared to the estimate before the start of the financial year	(0.155)	(0.155)	0.000	0.1%
Total Corporate Items			(1.278)	(1.354)	0.076	0.6%
GROSS TOTAL			(1.973)	(2.572)	0.599	

Appendix 2: 2019/20 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	Month to Month Change
	£m	£m	£m	£m	£m	£m
CHIEF EXECUTIVE'S DIRECTORATE						
Chief Executive's Office	0.052	0.052	0.116	0.064	0.064	0.000
Communications and Change Strategy and Change*	1.069	1.099	1.039	(0.060)	(0.060)	0.000
	0.832	0.000	0.000	0.000	0.000	0.000
Total Chief Executive's Department	1.953	1.151	1.155	0.004	0.004	0.000
ENVIRONMENT AND REGENERATION						
Directorate	0.154	(0.093)	(0.093)	0.000	(2.707)	2.707
Planning and Development	1.297	1.703	1.824	0.121	0.352	(0.231)
Public Protection	4.531	4.756	4.598	(0.158)	(0.112)	(0.046)
Public Realm	9.414	12.019	12.034	0.015	2.383	(2.368)
Total Environment and Regeneration	15.396	18.385	18.363	(0.022)	(0.084)	0.062
HOUSING						
Temporary Accommodation (Homelessness Direct)	2.292	1.683	1.597	(0.086)	(0.072)	(0.014)
Housing Needs (Homelessness Indirect)	1.456	1.457	1.620	0.163	0.173	(0.010)
Housing Benefit	0.880	0.880	0.880	0.000	0.000	0.000
Housing Strategy and Development	0.133	0.133	0.068	(0.065)	(0.065)	0.000
Housing Administration	1.008	1.008	0.996	(0.012)	(0.036)	0.024
Voluntary and Community Services (VCS)	2.616	2.950	2.950	0.000	0.000	0.000
Total Housing	8.385	8.111	8.111	0.000	(0.000)	0.000
PEOPLE						
Youth and Communities	6.040	5.578	5.111	(0.467)	(0.417)	(0.050)
Safeguarding and Family Support	41.332	43.292	43.690	0.398	0.398	0.000
Learning and Schools	25.385	27.238	23.642	(3.596)	(4.142)	0.546
Partnership and Service Support	3.600	5.986	6.065	0.079	0.079	0.000
Strategy and Planning	0.079	0.108	0.108	0.000	0.000	0.000
Employment, Skills and Culture	5.322	5.436	5.428	(0.008)	(0.008)	0.000
Health Commissioning	0.930	0.930	0.912	(0.018)	(0.018)	0.000
Less Projected Ring-Fenced Schools Related Underspend	0.000	0.000	3.185	3.185	3.731	(0.546)
Total Children's, Employment and Skills	82.688	88.568	88.141	(0.427)	(0.377)	(0.050)
Adult Social Care	(6.288)	(6.535)	(12.168)	(5.633)	(5.172)	(0.461)
Integrated Community Services	27.399	28.356	30.870	2.514	1.760	0.754
Learning Disabilities	27.316	28.328	29.364	1.036	1.036	0.000
Strategy and Commissioning	21.168	19.213	20.546	1.333	1.626	(0.293)
Total Adult Social Services	69.595	69.362	68.612	(0.750)	(0.750)	0.000
Total People	152.283	157.930	156.753	(1.177)	(1.127)	(0.050)
PUBLIC HEALTH						
Children 0-5 Public Health	3.689	3.619	3.619	0.000	0.000	0.000
Children and Young People	1.434	1.529	1.512	(0.017)	0.001	(0.018)
NHS Health Checks	0.383	0.330	0.252	(0.078)	(0.078)	0.000
Obesity and Physical Activity	0.735	0.735	0.737	0.002	(0.017)	0.019
Other Public Health	(19.635)	(19.015)	(19.146)	(0.131)	0.097	(0.228)
Sexual Health	5.965	5.388	5.387	(0.001)	(0.001)	0.000
Smoking and Tobacco	0.468	0.338	0.336	(0.002)	(0.002)	0.000
Substance Misuse	6.961	7.076	7.076	0.000	0.000	0.000
Less Projected Ring-Fenced Public Health Grant Underspend	0.000	0.000	0.227	0.227	0.000	0.227
Total Public Health	(0.000)	0.000	(0.000)	(0.000)	0.000	(0.000)
RESOURCES						
Directorate	0.849	0.562	0.153	(0.409)	(0.490)	0.081
Digital Services and Transformation	12.705	12.956	13.456	0.500	0.000	0.500
Financial Management and Property	(0.821)	(0.647)	(0.306)	0.341	0.330	0.011
Financial Operations	19.718	20.725	20.767	0.042	(0.007)	0.049
Internal Audit	0.697	0.698	0.570	(0.128)	(0.081)	(0.047)
Law and Governance	3.941	4.181	4.180	(0.001)	(0.001)	0.000
Human Resources	1.883	1.492	1.620	0.128	0.154	(0.026)
Strategy and Change*	0.000	0.803	0.830	0.027	0.084	(0.057)
Total Resources	38.972	40.770	41.270	0.500	(0.011)	0.511
DIRECTORATE TOTAL	216.989	226.347	225.652	(0.695)	(1.218)	0.523

Appendix 2: 2019/20 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	Month to Month Change
	£m	£m	£m	£m	£m	£m
CORPORATE ITEMS						
Other Corporate Items	(1.114)	(1.358)	0.822	2.180	2.180	0.000
Corporate Financing Account	(25.043)	(24.434)	(28.380)	(3.946)	(3.984)	0.038
Pensions	9.348	9.348	9.348	0.000	0.000	0.000
Levies	19.962	19.962	19.807	(0.155)	(0.155)	0.000
Transfer to/(from) Reserves	(4.207)	(11.337)	(11.337)	0.000	0.000	0.000
Specific Grants	(5.616)	(5.616)	(5.616)	0.000	0.000	0.000
Core Government Funding / Council Tax	(215.822)	(215.822)	(215.822)	0.000	0.000	0.000
No Recourse to Public Funds	0.423	0.537	1.180	0.643	0.605	0.038
Contingency	5.080	2.373	2.373	0.000	0.000	0.000
Total Corporate Items	(216.989)	(226.347)	(227.625)	(1.278)	(1.354)	0.076
GROSS TOTAL	0.000	0.000	(1.973)	(1.973)	(2.572)	0.599

*The Strategy and Change team has moved from the Chief Executive's Directorate to the Resources Directorate since the start of the financial year.

Appendix 2: 2019/20 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	Month to Month Change
	£m	£m	£m	£m	£m
Dwelling Rents	(165.684)	(167.684)	(2.000)	(2.000)	0.000
Non Dwelling Rents	(1.600)	(1.600)	0.000	0.000	0.000
Heating Charges	(2.684)	(2.684)	0.000	0.000	0.000
Leaseholders Charges	(12.730)	(14.980)	(2.250)	(2.250)	0.000
Other Charges for Services and Facilities	(5.380)	(5.380)	0.000	0.000	0.000
PFI Credits	(22.855)	(22.855)	0.000	0.000	0.000
Interest Receivable	(0.500)	(0.500)	0.000	0.000	0.000
Contribution from General Fund	(0.816)	(0.816)	0.000	0.000	0.000
Gross Income	(212.249)	(216.499)	(4.250)	(4.250)	0.000
Repairs and Maintenance	32.928	32.928	0.000	0.000	0.000
General Management	53.102	53.102	(0.000)	(0.000)	0.000
PFI Payments	43.964	43.464	(0.500)	(0.500)	0.000
Special Services	22.356	22.356	0.000	0.000	0.000
Rents, Rates, Taxes & Other Changes	0.590	1.004	0.415	0.415	0.000
Capital Financing Costs	16.426	16.426	0.000	0.000	0.000
Depreciation (mandatory transfer to Major Repairs Reserve)	35.003	35.003	0.000	0.000	0.000
Transfer to Major Repairs Reserve (optional)	0.000	2.250	2.250	2.250	0.000
Bad Debt Provisions	0.750	2.250	1.500	1.500	0.000
Contingency	1.100	1.100	0.000	0.000	0.000
Transfer to HRA Reserves	6.030	6.615	0.585	0.585	0.000
Gross Expenditure	212.249	216.499	4.250	4.250	0.000
Net (Surplus)/Deficit	0.000	(0.000)	(0.000)	(0.000)	0.000

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Appendix 3: Additional General Fund Budget Risks - Month 9

<p>Environment and Regeneration</p> <p>The directorate relies on around £50m of income across a range of services such as parking, leisure, commercial waste, planning & building control, licensing & enforcement and highways. These income streams are subject to external factors such as economic activity, customer behaviour and competition and a small change in these factors could potentially have a significant financial impact on the directorate's financial position.</p> <p>Highbury Leisure Centre - Remedial works are ongoing following the fire in September 2018. It is assumed that these costs and lost income will be covered by either claims against the contractor or the Council's insurance provision.</p>
<p>Housing</p> <p>Early indications in 2019/20 suggest increasing client numbers and rising costs in the provision of temporary accommodation. If client numbers rise significantly this could add substantial costs in terms of procuring temporary accommodation. This trend has been exacerbated, as the General Fund's largest temporary accommodation housing provider (Notting Hill Genesis Housing) has ended many tenancies and increased charges, resulting in many clients needing to move into more expensive temporary accommodation and those remaining facing rent rises.</p> <p>Legal costs arising from new legal challenges can result in increased use of resources on court fees and barristers. This has grown month on month in 2019/20, primarily due to new HRA Act 2017 related legal challenges.</p> <p>The benefit cap is reducing the disposable income available for those in larger properties, resulting in an increase in bad debt payments and write-offs as rents are not prioritised for payment.</p>
<p>People - Adult Social Services</p> <p>Increase in social care funded clients due the Transforming Care programme – which aims to reduce the commissioning of hospital beds for people with learning disabilities and/or autism with behaviour that challenges</p> <p>Renegotiation with the NHS regarding Better Care Fund, Pooled Budgets and other health funding may result in a reduction in funding for social care</p>
<p>People - Children's Employment and Skills (General Fund)</p> <p>SEN transport - potential further increase in costs if numbers increase</p> <p>Secure welfare placements - increased demand for secure welfare placements due to children being at high risk of harm can cost up to £6k per young person per week.</p> <p>Remand - increases in number of young people placed on secure remand can cost up to £4k per young person per week. Alternatives will always be offered to the court, but remand is likely if offences involve violence connected to knife crime.</p> <p>Remand - potential reduction in Youth Justice Board remand grant funding in 2020/21 as allocations are lagged based on the previous year's activity</p> <p>Supported Accommodation (non-regulated placements) - increase in demand in the 18 plus cohort. Due to complexities of needs and risk concern, young people are not ready for their tenancy and continue to need higher level support.</p> <p>Residential (regulated) placements - recent increase in number of high cost residential placements</p> <p>Joint Agency Panel (JAP) - increase in children with complex needs being placed in joint funded specialist provision.</p>
<p>People - Children's Employment and Skills (DSG)</p> <p>High Needs – continued increase in numbers of pupils with Education, Health and Care Plans</p> <p>High Needs - additional funding for 2020/21 announced in Spending Round 2019 does not continue beyond 2020/21</p> <p>Maintained Nursery Schools - £0.377m supplementary funding for maintained nursery schools is only guaranteed until the end of 2020/21. Maintained nursery schools were disproportionately affected by the implementation of a national funding formula for early years.</p> <p>School Support Services - continued annual reduction in DSG funding of £0.16m per annum as the DfE reduces funding in the Central School Services Block for local authority services. This is a budget risk from 2021/22.</p>
<p>Resources</p>

Appendix 3: Additional General Fund Budget Risks - Month 9

Digital Services is in its first year as a new entity. There is a significant degree of budget risk from the Shared Digital transition, particularly in the area of contractual commitments. The contract list inherited at the establishment of Digital Services is currently under scrutiny to determine the need for each contract and the associated payments schedules and timing.

Appendix 4: Capital Programme 2019/20 to 2021/21 - Month 9

Directorate/Scheme	2019/20							2020/21	2021/22	Total 2019/20 to 2021/22
	Original Budget	Budget Changes During the Year	Current Budget	Forecast Outturn	Forecast Variance	Expenditure to Date	2019/20 Budget Spent to Date	Budget	Budget	Budget
	£m	£m	£m	£m	£m	£m	%	£m	£m	£m
ENVIRONMENT AND REGENERATION										
Cemeteries	0.000	0.040	0.040	0.040	0.000	(0.007)	(17.5%)	0.000	0.000	0.040
Bunhill Energy Centre Phase 2	0.000	5.212	5.212	5.212	0.000	1.971	37.8%	0.000	0.000	5.212
Energy Saving Council Buildings	0.390	0.015	0.405	0.405	0.000	0.000	0.1%	0.000	0.000	0.405
Greenspace	0.395	1.328	1.723	1.723	0.000	0.604	35.1%	0.000	0.000	1.723
Highways	1.400	0.831	2.231	2.231	0.000	0.738	33.1%	1.400	1.400	5.031
Leisure	0.475	0.210	0.685	0.685	0.000	0.521	76.0%	0.288	0.375	1.348
Other Environment and Regeneration	0.000	0.020	0.020	0.020	0.000	0.000	0.0%	0.000	0.000	0.020
Planning and Development	0.000	1.563	1.563	1.563	0.000	0.670	42.9%	0.000	0.000	1.563
Recycling Improvements	0.000	0.158	0.158	0.158	0.000	0.193	122.6%	0.000	0.000	0.158
Special Projects	0.000	0.141	0.141	0.141	0.000	0.034	24.2%	0.000	0.000	0.141
Traffic and Engineering	5.354	1.478	6.832	6.832	0.000	1.565	22.9%	4.500	2.500	13.832
Fleet	1.999	2.778	4.777	4.777	0.000	3.442	72.1%	2.000	1.000	7.777
Total Environment and Regeneration	10.013	13.774	23.787	23.787	0.000	9.732	40.9%	8.188	5.275	37.250
HOUSING										
<i>Housing Revenue Account</i>										
Major Works and Improvements	25.000	0.000	25.000	33.270	8.270	23.978	95.9%	20.000	30.000	75.000
New Build Programme	63.168	(13.500)	49.668	29.210	(20.458)	26.020	52.4%	78.611	45.864	174.143
Temporary Accommodation	0.000	13.500	13.500	13.500	0.000	2.450	18.1%	0.000	0.000	13.500
<i>Housing General Fund</i>										
New Build Open Market Sales	12.878	(0.909)	11.969	6.988	(4.981)	5.063	42.3%	32.456	27.360	71.785
Temporary Accommodation	13.125	0.000	13.125	7.060	(6.065)	7.060	53.8%	0.000	0.000	13.125
Total Housing	114.171	(0.909)	113.262	90.028	(23.234)	64.571	262.5%	131.067	103.224	347.553
PEOPLE										
Central Foundation School Expansion	1.600	0.152	1.752	1.752	0.000	0.758	43.3%	0.120	0.000	1.872
Central Library Refurbishment	0.000	1.067	1.067	1.067	0.000	0.532	49.9%	0.000	0.000	1.067
Dowery Street/Primary PRU	0.000	0.035	0.035	0.035	0.000	0.008	21.7%	0.114	0.000	0.149
Early Years Capital	0.000	0.420	0.420	0.420	0.000	0.167	39.7%	0.550	0.000	0.970
School Electrical & Mechanical Schemes	0.000	1.688	1.688	1.688	0.000	1.042	61.7%	0.152	0.000	1.840
Highbury Grove School Expansion	1.470	0.955	2.425	2.425	0.000	1.973	81.4%	0.000	0.000	2.425
Libraries	0.000	0.048	0.048	0.048	0.000	0.006	12.2%	0.000	0.000	0.048
New River College Refurbishment	0.000	(0.000)	(0.000)	(0.000)	0.000	0.000	0.0%	0.000	0.000	(0.000)
Other Schools	0.000	0.357	0.357	0.357	0.000	0.015	4.3%	2.795	0.279	3.431
Special Provision Capital Fund	0.000	0.000	0.000	0.000	0.000	0.000	0.0%	0.884	0.442	1.326
School Condition Works	0.000	0.297	0.297	0.297	0.000	0.045	15.2%	0.000	0.000	0.297
Tufnell Park School Expansion	3.100	1.753	4.853	4.853	0.000	3.642	75.1%	0.750	0.250	5.853
School Window and Roof Schemes	0.000	0.430	0.430	0.430	0.000	0.184	42.9%	0.075	0.000	0.505
Youth	0.000	0.003	0.003	0.003	0.000	0.003	99.0%	0.000	0.000	0.003
Total People	6.170	7.204	13.374	13.374	0.000	8.375	62.6%	5.440	0.971	19.785
RESOURCES										
49-59 Old Street Refurbishment	0.000	1.709	1.709	1.709	0.000	1.528	89.4%	0.000	0.000	1.709
Cladding Replacement	0.000	2.975	2.975	2.975	0.000	0.078	2.6%	0.000	0.000	2.975
Total Resources	0.000	4.684	4.684	4.684	0.000	1.606	34.3%	0.000	0.000	4.684
TOTAL CAPITAL PROGRAMME	130.354	24.753	155.107	131.873	(23.234)	84.284	54.3%	144.695	109.470	409.272

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

Meeting of	Date	Ward(s)
Executive Council	6 February 2020 27 February 2020	All

Delete as appropriate	Exempt	Non-exempt
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BUDGET PROPOSALS 2020/21 AND MEDIUM-TERM FINANCIAL STRATEGY

1 SYNOPSIS

1.1 The principal purpose of this report is for the Executive to recommend proposals in respect of the Council's 2020/21 budget, as the basis for setting the 2020/21 budget and council tax. The Policy and Performance Scrutiny Committee reviewed the draft proposals on 23 January 2020 and its comments will be taken into account in setting the final budget and level of council tax at Council on 27 February 2020.

1.2 The contents of this report are summarised below.

Section 2 sets out the recommendations.

Section 3 summarises the assumptions within the General Fund Medium-Term Financial Strategy (MTFS) and sets out the 2020/21 net revenue budgets as well as General Fund fees and charges.

Section 4 covers the Housing Revenue Account (HRA) and includes HRA rents, service charges and other fees and charges.

Section 5 summarises the 2020/21 to 2022/23 capital programme and funding, includes the related annual Treasury Management Strategy and, in the final version of the budget report to Council on 27 February 2020, will include the Capital Strategy and the Investment Strategy.

Section 6 covers the detailed, statutory council tax calculations and matters relating to the London Business Rates Retention Pool.

Section 7 details matters to consider in setting the budget.

2 RECOMMENDATIONS

The General Fund Budget 2020/21 and MTFS (Section 3)

- 2.1 To note the assumed MTFS and budget gap, subject to the comments of the Acting Section 151 Officer in **Section 7** regarding the additional medium-term budget risks that are not currently factored into the budget gap. (**Paragraph 3.6, Table 1 and Appendix A**)
- 2.2 To approve and recommend to Council the revised 2020/21 to 2022/23 savings and income generation programme (**Paragraph 3.18 and Appendix B**), and the revenue budget growth and additional/expanded service provision funded from existing budgets and external funding. (**Paragraphs 3.22-3.23, Table 5 and Appendices C1-C2**).
- 2.3 To note that there are significant risks around the savings currently assumed in the MTFS, and that a risk-based review of all assumed savings is currently underway and will feed into the next review of budget assumptions at the outset of the 2021/22 budget setting process. (**Paragraphs 3.19-3.21**)
- 2.4 To approve and recommend to Council the 2020/21 net budgets by directorate. (**Paragraph 3.24, Table 7 and Appendix A**)
- 2.5 To note the variables that could still significantly affect the 2020/21 budget. (**Paragraph 3.25**)
- 2.6 To note the latest Dedicated Schools Grant (DSG) assumptions following the provisional DSG settlement for 2020/21. (**Paragraphs 3.26-3.33**)
- 2.7 To note the General Fund fees and charges policy and approve the 2020/21 fees and charges. (**Paragraphs 3.35-3.36 and Appendices D1-D4**)
- 2.8 To approve and recommend to Council the budgeted movements to/from earmarked reserves assumed as part of the 2020/21 revenue budget, and to note the policy on the minimum target level of General Fund balances. (**Paragraphs 3.38-3.40 and Table 8**)
- 2.9 To approve and recommend to Council that if there any advantageous changes to 2020/21 budget assumptions before finalising the budget report to Council on 27 February 2020 and/or an overall underspend on the General Fund budget at the end of the current 2019/20 financial year, that this should be used to increase the corporate contingency budget and/or General Fund balances. (**Paragraph 7.11**)

The HRA Budget and MTFS (Section 4)

- 2.10 To approve and recommend to Council the balanced HRA 2020/21 budget and note the latest estimates over the 3-year MTFS period. (**Paragraph 4.3 and Appendix E1**)
- 2.11 To approve the 2020/21 HRA rents and other fees and charges. (**Tables 10-13 and Appendix E2**)
- 2.12 **Capital Investment and Treasury and Investment Management (Section 5)**
- 2.13 To approve and recommend to Council the 2020/21 to 2022/23 capital programme. (**Paragraph 5.1, Table 14 and Appendix F**)
- 2.14 To note that further work will be required to allocate the additional capital investment pot and that a revised capital programme will be set out in a report to Council during 2020/21. (**Paragraph 5.4**)
- 2.15 To delegate authority to the Section 151 Officer, where necessary, to apply capital resources to fund the capital programme in the most cost-effective way for the Council. (**Paragraph 5.6**)

- 2.16 The approve and recommend to Council the annual Treasury Management Strategy for 2020/21, which was considered by Audit Committee on 28 January 2020. (**Paragraph 5.7 and Appendices G1-G3**)
- 2.17 To note that additional appendices relating to the Council's Capital Strategy, in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, and the Investment Strategy disclosures required by the Statutory Guidance on Local Government Investments will be included in the within the final budget report to Council on 27 February 2020. (**Paragraph 5.8**)

Council Tax and Retained Business Rates (Section 6)

- 2.18 To approve and recommend to Council the calculations required for the determination of the 2020/21 council tax requirement and the level of council tax as detailed in **Section 6** and summarised below.
- 1) The 2020/21 council tax requirement of £98,768,282.10. (**Paragraph 6.2**)
 - 2) The relevant basic amount of Islington Band D council tax of £1,216.04, a 3.99% increase compared to 2019/20 (comprising 2.00% for expenditure on adult social care and 1.99% for other expenditure), and 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 £1,215.81. (**Paragraph 6.5**)
 - 4) The amount of 2020/21 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 2020/21 council tax (including the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 6.9**)
- 2.19 To note arrangements for the London Business Rates Retention Pool in 2020/21, which will continue on a non-pilot basis. (**Paragraphs 6.10-6.13**)
- 2.20 To approve and recommend to Council that any additional estimated retained business rates income in 2020/21 before finalising the budget report to Council on 27 February 2020 should be used to further increase General Fund balances. (**Paragraph 6.14**)

Matters to Consider in Setting the Budget (Section 7)

- 2.21 To have regard to the Acting Section 151 Officer's report on the robustness of the estimates included in the budget and the adequacy of the proposed financial reserves when making decisions about the budget and the level of council tax, as required under Section 25(2) of the Local Government Act 2003. (**Paragraphs 7.1-7.11**)
- 2.22 To note the comments of the Monitoring Officer. (**Paragraphs 7.12-7.16**)
- 2.23 To note the Resident Impact Assessment (RIA) on the budget proposals. (**Paragraphs 7.17-7.19 and Appendix H**)

3 GENERAL FUND MTFs AND 2020/21 REVENUE BUDGET

Overview

- 3.1 The combination of central government funding cuts and rising costs and demand for services has meant that the Council has already made savings of £239m since 2010. Despite these significant financial challenges, 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 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. This will be done whilst protecting vital frontline services, with no closures of libraries, youth centres or leisure centres over the next three years.
- 3.3 In addition, a proposed package of budget growth in 2020/21 will help the Council to continue addressing some of the most pressing issues facing residents. This includes, for example, enhanced services to support victims of violence against women and girls; increased capacity to tackle anti-social behaviour; extra support for vulnerable young adults to help them increase skills and find work; investment in tackling homelessness and rough sleeping; and children’s centre outreach.
- 3.4 The 2020/21 budget and MTFS is premised on a proposed increase in basic Islington council tax of 1.99% in 2020/21 and, subject to review as part of future budget setting cycles, assumed increases of 1.99% in 2021/22 and 2022/23. This 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. A 1.99% increase in basic Islington council tax (excluding the GLA precept) for the average (Band D) property equates to an increase of around 45p per week, or 4p per week for working aged council tax support recipients.
- 3.5 The 2020/21 budget also assumes that the Government’s adult social care council tax precept of 2.00% will be applied. This equates to a further increase of around 45p per week for the average (Band D) property, or 4p per week for working aged council tax support recipients.

Summary of MTFS 2020/21 to 2022/23 and Budget Assumptions

- 3.6 The latest assumed budget position in 2020/21 and over the medium term is summarised in **Table 1** and detailed at **Appendix A**. This shows that the estimated net increase in central government funding is grossly insufficient to address the inflationary and demographic cost pressures that the Council is facing over the next three years. The resulting position is a gross budget gap of £11.130m in 2020/21 (balanced in full by the proposals in this report) and £39.342m over the medium term (with a remaining 3-year gap of £10.527m after the proposals in this report). This is subject to the comments of the Acting Section 151 Officer in **Section 7** of this report regarding the additional medium-term budget risks that are not currently factored into the budget gap.

Table 1 – Summary Budget Gap 2020/21 to 2022/23

	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Cost Pressures (e.g. inflation/demography)	16.219	15.086	14.995	46.300
Central Government Funding	(13.693)	4.090	0.530	(9.073)
Other Net Funding Changes (e.g. funding substitutions)	(5.544)	5.918	(1.057)	(0.683)
Change in net transfer to/(from) reserves	14.148	(11.350)	0.000	2.798
Gross Budget Gap	11.130	13.744	14.468	39.342
Savings	(9.663)	(11.234)	(2.695)	(23.592)
Budget Growth	2.322	0.274	0.000	2.596
Assumed Council Tax Increase	(1.890)	(1.985)	(2.045)	(5.920)

Assumed Adult Social Care Precept	(1.899)	0.000	0.000	(1.899)
Remaining Budget Gap	0.000	0.799	9.728	10.527

Cost Pressures (e.g. Inflation/Demographic Growth)

- 3.7 Based on recent pay settlements, the MTFS assumes a pay award of 2.00% per annum. This equates to pay inflation of approximately £3.544m per annum in 2020/21 and £10.846m over the 3-year MTFS period. The actual pay award could be higher than 2%, which would add to the budget gap (every 1% increase in pay equates to approximately £1.8m). The MTFS also assumes that the triennial review of the pension fund, currently being finalised, will have an overall neutral impact on budgets over the medium term.
- 3.8 In addition to pay inflation, the 2020/21 budget provides for non-pay/contract inflation pressures of approximately £5.539m based on worked-up submissions by services. This includes an estimated £3.1m inflation on the Council's adult social care contracts with service providers and the associated London Living Wage cost increases. It is assumed that these non-pay inflation pressures will continue and increase in line with inflation over the medium term (totalling £16.952m over the 3-year MTFS period).
- 3.9 Another significant MTFS cost pressure is the impact of demographic changes (e.g. increasing aged 65 and over population) on the demand for Council services. It is estimated in **Table 2** that the required demographic budget growth to fund these pressures, after assumed demand reducing savings, will total £5.818m in 2020/21 and £13.440m over the medium term. These estimates should be reviewed annually as part of future MTFS refreshes due to significant volatility in the demand for services and given that the assumed demand reducing savings have not yet been realised. Further work is being undertaken to test the assumptions around the demand reduction savings, which may impact on the future level of demographic growth in the MTFS.

Table 2 –Demographic Growth 2020/21 to 2022/23

Directorate/Client Group	20/21 £m	21/22 £m	22/23* £m	Total £m
Housing				
Temporary Accommodation	0.217	0.184	0.197	0.598
Total Housing	0.217	0.184	0.197	0.598
People				
Memory, Cognition & Physical Support	0.814	1.219	0.363	2.396
Mental Health	0.538	0.538	0.192	1.268
Learning Disabilities	1.672	1.511	1.926	5.109
Total Adult Social Services	3.024	3.268	2.481	8.773
Children Looked After	0.880	0.880	0.000	1.760
Joint Agency Panel	0.778	0.150	0.163	1.091
16+ Supported Accommodation	0.623			0.623
Care Leaver "offer"	0.101	(0.010)	(0.031)	0.060
Special Educational Needs & Disabilities Transport	0.195	0.210	0.130	0.535
Total Children, Employment and Skills	2.577	1.230	0.262	4.069
Total People	5.601	4.498	2.743	12.842
Overall Total	5.818	4.682	2.940	13.440

*The 2023/23 demographic growth estimates are lower in some cases compared to 2020/21 and 2021/22. This is due to a presentational change; the 2022/23 demographic growth estimates are net of assumed management actions to counter increasing demand, in contrast to 2020/21 and 2021/22 where the management actions are shown separately as savings.

- 3.10 Based on latest estimated capital expenditure profiles and assumptions around interest rates, the corporate financing account budget (borrowing costs and investment income) has been adjusted to reflect forecast costs in 2020/21 to 2022/23. This has resulted in a budget reduction, compared to 2019/20, of £3.482m in 2020/21 and £2.418m over the 3-year MTFs period (before factoring in any budget growth for the revenue cost of increasing the capital programme). This surplus position is due to the historical approach of budgeting up-front for the full long-term annual cost of borrowing whilst actual costs forecast over the medium term are significantly lower. In addition, the budget adjustment takes into account the increase in investment income in recent years. There may be a need to replenish the corporate financing account budget in future budget setting cycles to reflect any change in treasury management assumptions.
- 3.11 The Council is committed to paying a number of levies to external organisations. The latest estimated levies for 2020/21 and over the medium term are shown in **Table 3**. These are based on latest estimates and indications from levying bodies or, where unavailable, a 2% inflationary increase is assumed. With the exception of the North London Waste Authority (NLWA) levy, individual levies are estimated to increase by no more than inflation over the medium term.
- 3.12 The NLWA levy contributes towards paying for the disposal of household waste across seven north London boroughs including Islington. The NLWA levy estimates in **Table 3** are based on the latest draft NLWA budget for 2020/21 and indicative estimates of the overall levy increases in 2021/22 and 2022/23. These indicative estimates for 2021/22 and 2022/23 are subject to significant change depending on the NLWA net expenditure requirement and estimated borough waste tonnages for those financial years (including the availability of any balances not currently assumed by the NLWA).

Table 3 – Levies 2020/21 to 2022/23

	2019/20 Budget £m	2020/21 Budget £m	2021/22 Estimate £m	2022/23 Estimate £m
Concessionary Fares ('Freedom Pass')	11.449	11.392	11.620	11.852
Environment Agency (Thames Region)	0.181	0.185	0.188	0.192
Inner London North Coroners Court	0.350	0.307	0.314	0.320
Lee Valley Regional Park Authority	0.195	0.193	0.197	0.201
London Boroughs Grants Scheme	0.178	0.179	0.183	0.186
London Pensions Fund Authority	1.162	1.182	1.206	1.230
North London Waste Authority	6.152	6.442	7.464	9.504
Traffic and Control Liaison Committee	0.295	0.268	0.268	0.268
Total	19.962	20.148	21.440	23.753
Year-on-Year Increase (£m)		0.186	1.292	2.313
Year-on-Year Increase (%)		0.93%	6.41%	10.79%

- 3.13 The 2020/21 budget includes, for the first time, permanent budget provision for the estimated ongoing cost (£0.725m) of fulfilling our statutory duty to provide housing and subsistence support to people with No Recourse to Public Funds (NRPF) and European Economic Area (EEA) nationals who may be prevented from accessing welfare benefits and housing support. This has been an unbudgeted cost pressure for a number of years, funded on a one-off basis each year from underspends elsewhere in the budget. It looks unlikely

that this will be addressed by the Government as part of their so-called fairer funding review, and so we are making this permanent budget adjustment to ensure that we continue to provide this important safety net.

Central Government Funding

- 3.14 The Provisional Local Government Finance Settlement for 2020/21 was announced on 20 December 2019. The consultation period on the provisional settlement ran from 20 December to 17 January 2020 and will be followed by the final settlement some time in February 2020.
- 3.15 Based on the provisional settlement, the 2020/21 budget contains the following assumptions around central government funding.
- 3.15.1 Settlement Funding Assessment (revenue support grant, business rates baseline and top-up grant) will be uprated by 1.6% in 2020/21 in line with the change in the small business non-domestic rating multiplier. As the London Business Rates Retention Pilot Pool will end, Revenue Support Grant will be reinstated as a component of SFA rather than being paid via retained business rates (as applied in 2018/19 and 2019/20).
- 3.15.2 The New Homes Bonus (NHB) will operate on the same basis in 2020/21 as in 2019/20 but any new 2020/21 allocations will be one-off and will not result in legacy payments being made in subsequent years on those allocations. Based on this, Islington will receive £5.269m NHB grant in 2020/21, diminishing to £0.649m by 2022/23 as legacy payments for prior year housing growth fall out.
- 3.15.3 In total, social care grant funding will increase by £5.985 in 2020/21, as summarised in **Table 4**. Within this, the Winter Pressures Grant will no longer be ring-fenced for alleviating winter pressures and will be rolled into the Improved Better Care Fund, and the previous Social Care Support Grant will be rolled into the new Social Care Grant. The MTFS assumes that the total social grant funding expected to be received in 2020/21 will continue over the medium term as part of the ongoing base budget.

Table 4 –Social Care Grant Funding

	2019/20 £m	2020/21 £m
Improved Better Care Fund	12.790	14.076
Winter Pressures Grant	1.286	0.000
Social Care Support Grant	2.197	0.000
Social Care Grant	0.000	8.182
Total	16.273	22.258
Year-on-Year Increase		5.985

- 3.15.4 The former Independent Living Fund (ILF) recipient grant, which funds pre-existing ILF arrangements following the closure of the ILF in 2015, will continue in 2020/21 at 2019/20 levels (£1.182m for Islington). The MTFS assumes that this funding will continue over the medium term. However, there is a risk that it ends in 2021/22, as it was only ever confirmed up until 2019/20 (now extended to 2020/21).
- 3.16 The following separate funding streams sit outside the main funding local government finance settlement.

- 3.16.1 Public Health grant – Pending the announcement of 2020/21 public health grant allocations, the MTFS assumes that Islington will receive public health grant of £25.667m in 2020/21 (a 1.7% inflationary increase based on the September 2019 Consumer Price Index).
- 3.16.2 Homelessness grants – Provisional 2020/21 allocations have been announced for the Flexible Homelessness Support Grant (£2.141m, unchanged from 2019/20) and the HRA/Prevention pot (£0.906m, an increase of £0.569m from 2019/20). The MTFS assumes that any decrease in homelessness funding in subsequent years would be contained within the available external funding and any carried forward funding from previous years.
- 3.16.3 Troubled Families programme funding – The Troubled Families programme was due to end in March 2020 but the Government has confirmed that funding will now continue in 2020/21. The MTFS currently assumes that costs will be contained within the available Government funding, which is subject to demonstrating in the monitoring visit that the work carried out continues to represent value for money in outcomes for families and continued transformation. The Government has made a manifesto commitment to ‘improve the Troubled Families programme’ and the medium-term financial implications of this will need to be reviewed as further information becomes available.
- 3.17 The longer-term central government Spending Review and planned reforms to the local government finance system around business rates retention and so-called fairer funding (Review of Relative Needs and Resources) have been delayed until 2021/22. Combined with the unknown impact of a new Government on local government funding, it is very difficult to estimate with any accuracy the budget gap in 2021/22 and 2022/23.
- 3.17.1 The latest emerging analysis from our external financial advisors indicates that inner London boroughs such as Islington will be hit harder by the fairer funding review and that, looking at this review in isolation, the Council could lose £23.6m of central government funding over the five years from 2021/22 to 2025/26. This analysis is highly speculative based on limited available information from proposals under the previous Government, and more indicative of the overall direction of travel than precise funding estimates. Moreover, it is anticipated that this would be at least partially offset by other funding changes such as the needs-based redistribution of previous incentive-based funding (e.g. end of New Homes Bonus funding, reset of business rates retention growth). The MTFS currently assumes that the Council’s overall central Government funding (including retained business rates) will be flat in cash terms in 2021/22 and 2022/23 (with the exception of the planned end to New Homes Bonus grant that is already factored into the MTFS). Based on the latest direction of travel, this cash flat assumption is now considered higher risk than previously and will need to be reviewed as part of the next MTFS refresh (including any implications from the Government’s Budget announcement in March 2020).
- 3.17.2 There is additional uncertainty around the continuation of specific funding streams beyond 2020/21 (e.g. the former Independent Living Fund (ILF) recipient grant and Troubled Families programme funding) that is not currently reflected in the estimated medium-term budget gap.

Revenue Savings and Income Generation

- 3.18 The 2020/21 revenue budget assumes new savings and income generation totalling £9.663m, of which £8.060m are prior agreed savings from the 2019/20 budget report and £1.603m are new savings for approval in this report. This is part of a revised savings programme totalling £23.592m over the course of 2020/21 to 2022/23, for approval, as summarised in **Table 5** and detailed in **Appendix B**.

Table 5 – Total Savings Programme 2020/21 to 2022/23

	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Total Assumed Savings	9.663	11.234	2.695	23.592

- 3.19 It should be noted that the 2020/21 to 2022/23 savings in **Table 5** are in addition to the assumed delivery of 2019/20 base budget savings totalling £13.475m. Based on a recent risk-based (Red/Amber/Green) review of the 2019/20 base budget savings, £10.444m (78%) are Green rated, £0.436m are Amber rated and £2.595m are Red rated. Whilst the Amber and Red rated savings are being covered from one-off resources and underspends in the current financial year, there are significant risks around the ongoing delivery of these savings in future years.
- 3.20 There is a particularly high degree of risk around the cross-cutting savings assumed in the budget. At the point of finalising the 2020/21 budget estimates, £4.612m of cross-cutting savings agreed as part of the 2019/20 budget report (summarised in **Table 6**) have still not been allocated against specific budgets. This represents a budget risk of £1.712m in 2020/21 (i.e. the total of 2019/20 and 2020/21 unallocated savings) and £4.612m over the next three years (almost 20% of the total 3-year savings programme).

Table 6 – Unallocated Cross-Cutting Savings

	2019/20 £m	2020/21 £m	2021/22 £m	Total £m
Customer Programme	0.000	0.200	0.400	0.600
Organisation Design	0.500	0.250	0.000	0.750
Fairer Together (formerly 'Localities')	0.000	0.000	1.500	1.500
Supply Chain Review	0.410	0.352	0.500	1.262
Enterprise Resource Planner	0.000	0.000	0.500	0.500
Total	0.910	0.802	2.900	4.612

- 3.21 A similar risk-based review of the assumed 2020/21 to 2022/23 savings is now underway. The conclusions from the savings review, including any re-phasing of savings, will feed into the next review of budget assumptions at the outset of the 2021/22 budget setting process. Any re-phasing of savings in-year will also be captured through the monthly revenue budget monitoring process.

Revenue Growth

- 3.22 This identification of further new savings has helped to fund an ongoing revenue budget growth package, totalling £2.596m over two years and detailed at **Appendix C1**, that will help the Council to continue addressing some of the most pressing issues facing residents. This includes, for example, enhanced services to support victims of violence against women and girls; increased capacity to tackle anti-social behaviour; extra support for vulnerable young adults to help them increase skills and find work; investment in tackling homelessness and rough sleeping; and children's centre outreach.
- 3.23 In addition to this budget growth, **Appendix C2** summarises a package of one-off and ongoing additional/expanded service provision, totalling £3.576m in 2020/21 and £2.252m ongoing, that is funded from existing budgets and external funding (ring-fenced and/or one-off). The ongoing MTFS implications of this additional growth is currently being reviewed, including scope for containing within existing budgets, and will be reflected in the final version of the budget report to Council on 27 February 2020.

Net Revenue Budget 2020/21

3.24 Based on all the budget assumptions, **Table 7** summarises the proposed 2020/21 net revenue budget by directorate. The movement between the 2019/20 and 2020/21 budget is shown in **Appendix A**.

Table 7 – Net Revenue Budget 2020/21

	2020/21 Net Budget
	£m
Chief Executive's	1.134
Environment and Regeneration	17.330
Housing	10.371
People	148.220
Public Health	0.000
Resources	39.329
Net Services	216.384
Corporate Items	2.436
Net Operating Budget	218.820
Contingency	3.442
Transfer to/(from) Reserves	9.941
Corporate Specific Grants	(5.834)
Net Budget Requirement	226.369
Settlement Funding Assessment	(109.713)
Additional Business Rates Retention Income	(10.847)
One-off Collection Fund Surplus	(7.040)
Council Tax Requirement	98.769

3.25 It should be noted that the following variables could still significantly affect the 2020/21 budget:

- Confirmation of central government funding allocations in the Final Local Government Finance Settlement and allocations for specific grants outside of the main settlement;
- Finalisation of the NNDR1 return (detailed business rates estimate);
- Confirmation of remaining corporate levies;
- Any changes to the expected delivery and phasing of agreed savings following the risk-based review of the savings programme that is currently underway;
- Testing of the demand reduction savings assumed as part of the demographic growth estimates;
- Confirmation of the pay award (2% currently assumed);
- The finalisation of the triennial pension review; and
- Any developments connected with Brexit.

Dedicated Schools Grant (DSG) Funding

3.26 The provisional DSG settlement for 2020/21 was announced on 19 December 2019. All allocations are provisional with a final settlement due for the schools block and the central schools services block before the start of the financial year. The early years block is subject to retrospective adjustments and will not be finalised by the DfE until summer 2021.

Schools Block

3.27 At a national level, Schools' Block funding is set to increase by £7.1bn by 2022/23 compared to 2019/20 funding levels, with a £2.6bn increase in 2020/21, a £2.2bn increase in 2021/22 and a £2.3bn increase in 2022/23. Islington will provisionally receive an

additional £0.777m (1.7%) in 2020/21. Local authorities will have the freedom to set the Minimum Funding Guarantee (MFG) in local formulae between +0.5% and +1.84% per pupil. This means that all schools and academies can expect an increase in per pupil funding of at least 0.5% against pupil led factors. In Islington, this covers 80% of funding that is delegated to schools. Schools Forum have agreed to implement the National Funding Formula in full in 2020/21 with an MFG of 1.43%. This is due to be signed off by the Executive Member for Children's and Families.

Central School Services Block (CSSB)

- 3.28 The Council has received a provisional 20% funding reduction (£0.165m) in relation to historic commitments, and a further 0.1% funding reduction (£0.012m) in relation to ongoing responsibilities. The resultant pressure is being managed through Schools Forum, through retention of CSSB funding that had previously been redirected to meet pressures against the High Needs Block. This was agreed by Schools Forum on 16 January 2020.

High Needs Block

- 3.29 The Government has announced an additional £700m nationally in 2020/21 to support children and young people with special educational needs. The expectation is that this funding will continue in 2021/22. However, there is no indication that there will be further growth beyond this, despite the additional £700m falling significantly short of the national shortfall in funding for high needs.
- 3.30 Based on indicative High Needs Block allocations, Islington will receive an additional £3.641m funding in 2020/21. This will go some way to offsetting DSG demographic pressures in relation to children and young people with high needs, which are currently running at around £1m per annum. In addition, it will provide scope to:
- Increase investment in the Council's capacity to deliver its local offer for children and young people with special educational needs and disabilities, particularly those who do not meet the threshold for a statutory plan;
 - Provide an additional inclusion fund for schools where they are facing particular challenges through exceptional cohorts, circumstances or characteristics that could be addressed through additional short-term funding; and
 - Provide enhanced individual support for a small number of children with complex autistic spectrum condition in mainstream schools.
- 3.31 It is estimated that this additional funding will be sufficient to meet high needs budget pressures until mid-2022/23. As there is no guarantee that the Council will receive further funding increases beyond 2020/21, any unused balances from 2020/21 and 2021/22 will be carried forward to phase in cost pressures from 2022/23.

Early Years Block

- 3.32 Provisional funding rates published by the DfE for Islington show that the hourly rate paid to the Council for 3 and 4 year old children provision is unchanged in 2020/21 at £7.81 per eligible child per hour, while the rate for 2 year old provision has increased by 8p (1.2%) to £6.58 per eligible child per hour. Islington is provisionally due to receive an additional £0.050m in 2020/21.
- 3.33 The local early years funding formula and factor values and central retention were agreed by Schools Forum on 16 January 2020. Central retention remains capped at 5% of Early Years Block funding. The Council is applying to the Secretary of State to disapply this regulation in order to enable the local funding formula for eligible 2 year olds to be cross-subsidised by funding for 3 and 4 year olds, as the cost of provision is greater for 2 year olds due to statutory requirements.

- 3.34 Some fees and charges are prescribed by statute and not within the Council's power to vary locally; others are discretionary and set as part of the annual budget setting process.
- 3.35 It is the Council's policy to increase discretionary fees and charges broadly in line with the average of the Retail Price Index (All Items) measure of inflation in the third quarter of the preceding calendar year (2.6% in Quarter 3 of 2019). This policy is subject to appropriate rounding for the purposes of administration and collection and any variation approved by the Executive.
- 3.36 The proposed discretionary fees and charges for 2020/21 are set out at **Appendices D1-D4**.

General Fund Contingency, Reserves and Balances

- 3.37 The ongoing corporate contingency budget available for use in 2020/21 is £3.442m. All directorates have agreed cash limited budget allocations and therefore take responsibility for delivering a balanced budget unless a business case is approved for an allocation from the corporate contingency budget.
- 3.38 The estimated level of General Fund earmarked reserves and balances available as one-off funding over the 3-year MTFS period, after taking into account both formally budgeted movements and additional known movements, is shown in **Table 8**.

Table 8 – Estimated General Fund Reserves and Balances 2020/21 to 2022/23

	Estimated Balance 31 March 2020	Estimated Balance 31 March 2021	Estimated Balance 31 March 2022	Estimated Balance 31 March 2023
	£m	£m	£m	£m
Earmarked Reserves				
BSF PFI Smoothing	5.049	5.703	6.236	6.764
Capital	0.750	0.000	0.000	0.000
Cemeteries	1.063	1.063	1.063	1.063
Community Infrastructure Levy	3.769	3.769	3.769	3.769
Housing Benefit	5.942	4.533	3.124	1.715
NNDR Smoothing	9.324	15.930	15.930	15.930
Services Specific	12.314	10.767	10.767	10.767
Street Markets	0.579	0.579	0.579	0.579
Transformation/Invest to Save	12.329	12.329	12.329	12.329
General Balances				
General Fund (non-schools)	10.881	11.315	11.315	11.315
Schools Balances	11.840	11.840	11.840	11.840
Total	73.840	77.828	76.952	76.071

- 3.39 The paragraphs below explain the purpose of each earmarked reserve and, for approval, any budgeted movements to/from earmarked reserves assumed as part of the 2020/21 revenue budget.

3.39.1 Building Schools for the Future PFI Smoothing Reserve – The annual costs of PFI schemes fluctuate over the lifecycle of the schemes. This earmarked reserve helps to smooth the budgetary impact of PFI costs across financial years.

3.39.2 Capital Reserve – This is one-off funding for expenditure previously in the capital programme that has been transferred to the revenue budget because it does not

meet the definition of capital expenditure. The 2020/21 revenue budget includes a drawdown of £0.750m from this reserve, for approval.

3.39.3 Cemeteries Reserve – The Council operates a shared cemeteries service with the London Borough of Camden, and any surplus at the end of each financial year is carried forward through this earmarked reserve for future investment.

3.39.4 Community Infrastructure Levy (CIL) Reserve – This is the balance of CIL funding available in future financial years.

3.39.5 Housing Benefit Reserve – This reserve is fully committed to funding the transitional costs of implementing Universal Credit. There is an estimated shortfall of £1.409m in the housing benefit administration budget that is being bridged by an annual drawdown from the Housing Benefit reserve (i.e. funding ongoing budget from one-off resources). As such, the 2020/21 revenue budget includes a drawdown of £1.409m from this reserve, for approval. This base budget shortfall represents the amount by which the Council's housing benefit administration costs exceed the available housing benefits administration grant. There is sufficient balance in the Housing Benefit reserve to fund the base budget shortfall over the current 3-year MTFS period. The MTFS currently assumes that the base budget shortfall will be fully offset by a permanent reduction in ongoing expenditure upon the full implementation of Universal Credit and that it will not add to the estimated budget gap. This assumption should be kept under review, including any changes to the Universal Credit full implementation timetable (currently by the end of 2023), as the future shape of the remaining housing benefit service becomes clearer.

3.39.6 NNDR Smoothing Reserve – This is an accumulation of unbudgeted retained business rates income, including the one-off financial gain from being part of the London Business Rates Retention Pilot Pool in 2018/19 and 2019/20. This one-off funding has been set aside, but not yet allocated, for risks around Government funding reforms and/or additional future one-off expenditure requirements. For approval, the 2020/21 revenue budget includes a transfer of £6.606m to this reserve, this representing the forecast 2019/20 Collection Fund surplus on the business rates account.

3.39.7 Services Specific Reserve – This reserve is used to carry forward revenue budgets between financial years where the profile of service expenditure spans more than one financial year, or to help mitigate the impact of delayed savings. For approval, the 2020/21 revenue budget includes the following budgeted movements to/from this reserve: drawdown of prior year interest savings on pensions costs to corporate items to reflect the annual profile of corporate pensions costs (£0.925m); and transfer to the reserve relating to the additional social care grant to be received in 2020/21 (£5.985m), pending the further working up of proposals and draw down for expenditure when it is incurred.

3.39.8 Street Markets – The Council operates three street markets at Chapel Market, Whitecross Street and Exmouth Market. Under laws governing the operation of these markets, any surplus at the end of each financial year is carried forward through this earmarked reserve for future costs of operating the markets.

3.39.9 Transformation – This provides 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 other one-off resources.

3.40 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 budget and any contingency sums. The estimated level of General Fund balances in **Table 8** is consistent with the existing policy to set a minimum target level at 5.0% of the net budget requirement. This includes an additional £0.434m to be transferred to balances in 2020/21, relating to the forecast 2019/20 Collection Fund surplus on the council tax account.

3.41 Ideally the level of General Fund balances would be higher going forward given the degree of risk around the medium-term budget assumptions.

4 HOUSING REVENUE ACCOUNT

Overview

4.1 The Housing Revenue Account (HRA) is a ring-fenced account, funded primarily from tenant rents and tenant and leaseholder service charges, covering the cost of:

- Managing and maintaining council-owned housing stock;
- Servicing existing debt taken on as part of HRA self-financing and new debt to support the delivery of the new build programme; and
- Contributing towards the long-term investment in the stock.

4.2 The HRA has a 30-year business plan that is currently balanced over the medium/long term.

4.3 The proposed balanced HRA budget for 2020/21 and estimates over the 3-year MTF period, based on current knowledge and assumptions, are shown at **Appendix E1**. The movements between the 2019/20 and 2020/21 HRA budget is summarised in **Table 9**.

Table 9 – Summary of HRA Budget Changes 2019/20 to 2020/21

	£m
Expenditure	
Pay inflation	1.7
Contractual inflation on repairs	0.8
Other inflation increases (e.g. PFI, depreciation, gas and electricity)	1.5
Interest charges in respect of borrowing for new build programme and temporary accommodation acquisition programme	1.5
Increase in bad debt provision related to Universal Credit	0.5
Other budget realignments	0.8
One-off contingency increase (Traffic Management Orders and bringing PFI2 in-house)	1.2
Increase in transfer to HRA Reserves	2.7
Total Expenditure Increase	10.7
Income	
Leaseholders – more closely aligning service charges with actual costs	(0.6)
Interest earned on HRA Balances	(0.2)
Budget realignments	(1.8)
Tenant service charges and parking income	(0.9)
Rent increase	(7.2)
Total Income Increase	(10.7)
Net Movement	0.0

Rental Income and Other HRA Fees and Charges

- 4.4 The Welfare Reform and Work Act 2016 required Local Authorities to reduce the rents, in respect of all properties held in the HRA, by 1% each year for four consecutive years between 2016/17 and 2019/20.
- 4.5 In February 2019, the Government issued a policy statement on rents for social housing effective from April 2020.
- 4.6 Compliance with this policy is effectively mandatory as for the first time the Government has included local authority social housing within the remit of the Regulator of Social Housing (previously the Regulator governed rent setting in respect of private registered providers of social housing only (i.e. housing associations)). The Regulator is required by direction from the MHCLG to have regard to the Government's policy statement referred to above and therefore the Regulator's new rent standard, published in May 2019 and effective from April 2020, reflects the Government's policy statement.
- 4.7 The proposed 2020/21 rents set out below have been calculated in accordance with the new rent standard. The new rent standard does not apply to PFI managed properties.

LBI Managed General Needs Properties (excluding New Build Properties)

- 4.8 **Table 10** sets out the average proposed rent for existing tenancies. The maximum permitted 2020/21 rent is the 2019/20 actual rent plus CPI 1.7% (September 2019) plus 1%. This applies unless it exceeds the lower of the national rent cap or the target rent in which case the 2020/21 rent will be the higher of: the national rent cap or the target rent, whichever is lower; or 2019/20 actual rent plus CPI 1.7% (September 2019) plus 0%.
- 4.9 97% of the LBI General Needs properties will be subject to the maximum rent increase in 2020/21 of 2.7% (i.e. CPI 1.7% at September 2019 plus 1%) as their maximum rent in 2020/21 is less than the lower of the national rent cap or the target rent.
- 4.10 Only 1% of the LBI General Needs properties have a target rent greater than the national rent cap.

Table 10 – Existing Tenancies Average Weekly Rent 2020/21

	Proposed 2020/21
Average Weekly Rent 2019/20	£108.03
Increase (£)	£2.90
Increase (%)	2.68%
Average Weekly Proposed Rent	£110.93

- 4.11 Properties will be re-let at the lower of the national rent cap or the target rent. As 99% of LBI General Needs properties have a target rent below the national rent cap, it is likely that re-lets will be at the target rent.
- 4.12 2019/20 target rents are permitted to increase by CPI 1.7% (September 2019) plus 1% and the national rent caps are based on the 2015/16 rent caps increased in 2020/21 by CPI 1.7% (September 19) plus 1.5%.
- 4.13 **Table 11** sets out the proposed average change in target rents and the proposed most likely average re-let rent in 2020/21.

Table 11 – Re-Let Properties - Likely Average Weekly Rent 2020/21

	Proposed 2020/21
Average Weekly Target Rent 2019/20	£113.28
Increase (£)	£3.06
Increase (%)	2.70%
Average Weekly Proposed Target Rent	£116.34

LBI Managed General Needs New Build Properties

- 4.14 Existing Tenancies – 2020/21 rents will reflect an increase of CPI 1.7% (September 2019) plus 1%.
- 4.15 Re-Lets and first lets in 2020/21 - rents will be set at 2020/21 target rent (i.e. 2019/20 target rent plus CPI 1.7% (September 2019) plus 1%)

LBI Managed Non-General Needs Properties used for Temporary Accommodation (including Reception Centres & General Needs properties assigned to TA clients)

- 4.16 Existing Tenancies and Re-Let rents in 2020/21 will be set on the same basis as General Needs properties referred to above.

LBI Managed Property Acquisitions

- 4.17 Existing Tenancies – 2020/21 rents will be set at the lower of the 2019/20 rent plus CPI 1.7% (September 2019) plus 1% or the relevant 2020/21 local housing allowance rate (subject to the latter being less than 80% of the market rent).
- 4.18 Re-Lets and first lets in 2020/21 – rents will be set at the relevant 2020/21 local housing allowance rate subject to this being less than 80% of the market rent.

Partners for Islington (PFI) Managed Properties

- 4.19 It is proposed that existing Council policy continues to apply to all PFI managed properties.
- 4.20 This means that the principles of rent restructuring will continue to apply in that PFI properties in respect of existing tenancies (not previously re-let) will continue to move towards the lower of the 2020/21 PFI target rent or the PFI rent cap subject to a maximum increase of the 2019/20 actual rent plus CPI 1.7% (September 2019) plus 1% plus £2.
- 4.21 Where an existing tenancy rent is already at either the lower of the PFI rent cap or target rent (if not previously re-let) or the target rent (if previously re-let), then the maximum increase will be plus CPI 1.7% (September 2019) + 1%.
- 4.22 PFI property re-lets in 2020/21 will have rents set at 2020/21 target rents (i.e. the 2019/20 target rent plus CPI 1.7% (September 2019) plus 1%).
- 4.23 **Table 12** below sets out the average change in PFI target rents and the proposed rent for PFI properties (existing tenancies not yet at the PFI rent cap or target rent).

Table 12 – Existing Tenancies (Not at Target Rent or PFI Rent Cap in 2019/20)
PFI Properties Average Weekly Rent 2020/21

	Proposed 2020/21
Average Weekly Rent 2019/20	£151.50
Increase (£)	£4.70
Increase (%)	3.10%

Average Weekly Proposed Rent	£156.20
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4.24 **Table 13** below sets out proposed target rent changes and the proposed target rent for re-let PFI properties.

Table 13 – Re-Lets PFI Properties Weekly Rent 2020/21

	Proposed 2020/21
Average Weekly Target Rent 2019/20	£162.90
Increase (£)	£4.39
Increase (%)	2.70%
Average Weekly Proposed Target Rent	£167.29

Other HRA Fees and Charges

4.25 Other HRA fees and charges for 2020/21 are set out at **Appendix E2** and will increase by September 2019 RPI (2.4%), with the exception of the following charges:

4.25.1 Caretaking/Cleaning and Estate Services – On a 52-week basis the 2020/21 charges will increase by 60p or 3.9% per week. The increase reflects all inflationary increases in respect of pay, utilities and running costs and the latest costs associated with the provision of these services. The overall average weekly increase to tenants when combining rent and service charges is an average increase of £3.50 or 2.80% per week.

4.25.2 Heating and Hot Water – Even though it is anticipated that there will be a significant increase in gas prices, in order to help tenants with their cost of living expenses it is proposed to freeze gas charges to tenants for the fourth year and use the tenants heating reserve (which was set up to smooth annual fluctuating gas costs) to absorb any increases in costs. Furthermore, the Kings Square estate will be added to the Bunhill energy network in 2020, and as such the 10% reduction in heating and hot water charges that applies to all tenants connected to the Bunhill energy network will be extended to Kings Square tenants with effect from April 2020.

4.25.3 Concierge Service - On a 52-week basis charges will increase by an average of 98p or 13% per week to reflect the phasing in of the full costs related to providing this service. 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, is an average increase of £4.49 or 3%.

5 CAPITAL PROGRAMME

5.1 The 2020/21 to 2022/23 capital programme is summarised by directorate in **Table 14** and detailed at **Appendix F**.

Table 14 – Capital Programme 2020/21 to 2022/23

	2020/21 £000	2021/22 £000	2022/23 £000	Total £000
Environment and Regeneration	14.214	10.275	11.275	35.764
Housing	142.096	148.100	135.409	425.605
People	1.847	5.489	0.000	7.336
Resources	10.000	0.000	0.000	10.000
Total Capital Programme	168.157	163.864	146.684	478.705

- 5.2 The capital programme will deliver £479m of capital investment over the next three years and includes the continuation of the following ongoing major programmes:
- Housing new build programme (£252m);
 - Housing major works and improvements programme (£150m);
 - Property acquisition programme to reduce the reliance on expensive private sector temporary accommodation and improve the quality of temporary accommodation (£24m);
 - Fleet replacement programme to help meet all new emissions standards in London (£5m); and
 - Structural maintenance of the highways infrastructure including carriageways, footways and drainage (£4.2m).
- 5.3 In addition to these existing ongoing programmes, the capital programme includes a new £10m investment pot that will be focused on the Council’s non-housing assets and shaped around the following three themes:
- Tackling urgent maintenance and improvement backlogs;
 - Providing top-up funding to ensure that in-flight schemes are completed or accelerated; and
 - Delivering new schemes.
- 5.4 Further work is underway to allocate this additional capital investment pot and plan delivery timescales. Whilst the full £10m is currently profiled in 2020/21, it is unlikely that all schemes will be live during 2020/21 and therefore expenditure is likely to be incurred across financial years.
- 5.5 This additional capital investment will be delivered in the context of work to establish a strategic, long-term approach to managing and enhancing the Council’s asset base. This work is underpinned by the Council’s ambition to:
- Establish an asset-enabled model of policy and service delivery that more effectively aligns the Council’s asset base to the creation of a fairer place;
 - Unlock maximum value from the Council’s asset base for residents, staff & partners;
 - Establish a unified governance framework and joined-up decision-making;
 - Build an effective operating model to support delivery;
 - Ensure we fully understand and tackle the maintenance backlog across our current asset base;
 - Turbo-charge our house-building capacity; and
 - Make public commitment to invest in a community asset base as a key part of the Council's civic leadership role
- 5.6 The estimated funding of the capital programme is summarised in **Table 15**. 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.

Table 15 – Estimated Funding of Capital Programme 2020/21 to 2022/23

	2020/21 £000	2021/22 £000	2022/23 £000	Total £000
General Fund Programme				
Capital Grant	1.900	3.067	1.700	6.667
Section 106/Community Infrastructure Page	427.500	7.500	7.500	22.500

Capital Receipts	1.237	21.135	12.728	35.100
General Fund Borrowing	35.593	5.197	2.075	42.865
Total General Fund	46.230	36.899	24.003	107.132
HRA Programme				
Capital Grant	9.450	6.950	0.000	16.400
Capital Receipts	18.089	13.314	25.714	57.117
HRA Reserves	53.898	54.698	56.908	165.504
HRA Borrowing	40.490	52.003	40.059	132.552
Total HRA	121.927	126.965	122.681	371.573
Total Capital Programme	168.157	163.864	146.684	478.705

- 5.7 The Council's annual Treasury Management Strategy for 2020/21, in line with the requirements of the CIPFA Treasury Management Code, was considered by Audit Committee on 28 January 2020, and is included at **Appendices G1-G3** for approval.
- 5.8 The final budget report Council on 27 February 2020 will include additional appendices relating to: the Council's Capital Strategy, in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities; and the Investment Strategy disclosures required by the Statutory Guidance on Local Government Investments.

6 COUNCIL TAX AND RETAINED BUSINESS RATES 2020/21

Islington Council Tax Base 2020/21

- 6.1 On 28 January 2020, the Audit Committee agreed a Band D equivalent council tax base for 2020/21 of 81,221.2 properties for the Council's whole area, and 45.2 properties for the Lloyd Square Garden Committee area. This assumes a budgeted council tax collection rate of 98.0%, unchanged from 2019/20.

Council Tax 2020/21

- 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 2020/21 council tax requirement is set out in **Table 16**.

Table 16 – Section 31A (amended LGFA 1992) Calculation 2020/21

	£
Aggregate of the amounts which the Council estimates for items set out in Section 31A (2) (a) to (f) of the LGFA 1992 (A)	1,023,909,082.10
Aggregate of the amounts which the Council estimates for items set out on Section 31A (3) (a) to (d) of the LGFA 1992 (B)	(925,140,800.00)
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	98,768,282.10

- 6.3 The calculation of the relevant (average) 2020/21 council tax per Band D property is set out in **Table 17**.

Table 17 – Section 31B (amended LGFA 1992) Calculation 2020/21

Council Tax Requirement	98,768,282.10
Council Tax Base	81,221.2
2020/21 Relevant Band D Council Tax	1,216.04
Increase Compared to 2018-19	3.99%

- 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 2020/21, the relevant basic amount of council tax for Islington would be excessive if it is 4% (comprising 2% for expenditure on adult social care, and 2% for other expenditure), or more than 4%, greater than 2019/20. Therefore, the proposed 3.99% increase in the relevant basic amount of Band D Islington council tax, which comprises 2.00% for expenditure on adult social care and 1.99% for other expenditure, 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 2020/21 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 18**.

Table 18 – 2020/21 Basic Council Tax for All Other Parts of the Council's Area

Council Tax Requirement (including Lloyd Square Garden Committee special expense)	98,768,282.10
Less Lloyd Square Garden Committee special expense	(£18,922.10)
Council Tax Requirement (excluding special expenses)	98,749,360.00
Council Tax Base	81,221.2
2020/21 Basic Band D Council Tax for All Other Parts of the Council's Area	£1,215.81
Increase Compared to 2018-19	3.99%

- 6.6 The Lloyd Square Garden Committee special expense is £18,922.10 in 2020/21. When this is divided by the Lloyd Square Garden Committee Band D tax base (45.2), it gives a charge of £418.63 per Band D property for 2020/21. This will be charged to Lloyd Square Garden area dwellings in addition to the basic Islington Band D council tax of £1,215.81 for all other parts of the Council's area.
- 6.7 The 2020/21 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 19**. 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 19 – Basic Islington Council Tax 2020/21

Valuation Band	Lloyd Square Garden Area (£)	All Other Parts of the Council's Area (£)
A	1,089.63	810.54
B	1,271.23	945.63
C	1,452.84	1,080.72
D	1,634.44	1,215.81
E	1,997.65	1,485.99
F	2,360.86	1,756.17
G	2,724.07	2,026.35
H	3,268.88	2,431.62

6.8 The proposed 2020/21 GLA precept for each valuation band is shown in **Table 20**.

Table 20 – GLA Precept 2020/21

Valuation Band	GLA (£)
A	221.38
B	258.28
C	295.17
D	332.07
E	405.86
F	479.66
G	553.45
H	664.14

6.9 Once the proposed 2020/21 GLA precept has been announced, **Table 21** will show the total amount of 2020/21 council tax (including GLA precept) for each valuation band over each of the Council's areas.

Table 21 – Total Islington and GLA Council Tax 2020/21

Valuation Band	Lloyd Square Garden Area (£)	All Other Parts of the Council's Area (£)
A	1,311.01	1,031.92
B	1,529.51	1,203.91
C	1,748.01	1,375.89
D	1,966.51	1,547.88
E	2,403.51	1,891.85
F	2,840.52	2,235.83
G	3,277.52	2,579.80
H	3,933.02	3,095.76

Retained Business Rates 2020/21

- 6.10 London Government has agreed to extend its business rates retention pool in 2020/21 covering the GLA and the 33 London billing authorities even though the current 75% pilot will end.
- 6.11 The arrangements for the pool will be as follows:
- The locally retained share will revert back to the 2017/18 position – a 67% locally retained share split 37% for the GLA and 30% for the 33 billing authorities (including Islington);
 - The central share payable to MHCLG will therefore be 33%;
 - Revenue Support Grant will be reinstated for the 33 local authorities rather than being paid via retained business rates (as applied in 2018/19 and 2019/20) based on the numbers confirmed in the provisional settlement. The GLA's revenue support grant and the TfL capital investment grant will – as in 2017/18 – continue to be paid via retained business rates;
 - London will continue to pay a single tariff payment to MHCLG via the pool;
 - The levy on growth will be reinstated and there will be a single collective payment to MHCLG calculated and paid post year-end via the NNDR3 reconciliation process. A key benefit of pooling is that the collective levy rate would be lower and therefore London collectively would expect to pay a reduced levy in monetary terms; and
 - The entire monetary benefit of pooling – in effect the levy saving – will pass entirely to billing authorities in line with the existing distribution arrangements payable on an unringfenced basis. The Mayor has agreed that the GLA will therefore not receive a share of the pooling benefit. In addition the collective strategic investment pot will not continue.
- 6.12 A pool memorandum of understanding will need to be signed off by each member authority through their usual decision making processes.

- 6.13 Treasury management issues and monetary transfers between billing authorities, the pool and the Corporation of London as in 2019/20 will be managed on the Corporation's behalf by the GLA under a delegation arrangement. This reflects the fact that the GLA already has the systems in place to manage payment flows to and from billing authorities for business rates retention as well as council tax and the Business Rates Supplement. Central share and transitional relief protection payments as well as its applicable share of prior year collection fund surpluses or deficits will continue to be paid by billing authorities direct to MHCLG.
- 6.14 It is recommended that any additional estimated retained business rates income in 2020/21 before finalising the budget report to Council on 27 February 2020, based on the Council's NNDR1 return (detailed business rates estimate) and any updated modelling from the London pool, should be used to further increase General Fund balances. This recognises the need to provide further resilience going into a very uncertain medium-term budget cycle from 2021/22.

7 MATTERS TO CONSIDER IN SETTING THE BUDGET

COMMENTS OF THE SECTION 151 OFFICER

- 7.1 This section contains the Acting Section 151 Officer's report on the robustness of the estimates included in the budget and the adequacy of the proposed financial reserves, as required under Section 25(1) of the Local Government Act 2003. Section 25(2) of the same Act requires the authority to have regard to this report of the Acting Section 151 Officer when making decisions about the budget and the level of council tax.
- 7.2 The process for compiling the budget estimates for a given financial year is an ongoing process within the medium-term financial planning cycle that begins almost three years before any given budget report is agreed. This is a Council-wide process involving all spending departments whereby estimates are worked up, challenged and refined as further information becomes known. It also takes into account the most recently available budget monitoring information and the latest view on budget assumptions for the forthcoming financial year. It is important to note that any one-year budget report is essentially a 'snapshot' and an estimate at a given time – assumptions and estimates are subject to change before, during and after the setting of the Council's budget. Notwithstanding the comments on the ongoing and evolving medium-term position, the thoroughness of the overall budget process provides assurance on the robustness of the Council's budget estimates and proposed financial reserves for the forthcoming financial year.
- 7.3 The 2020/21 budget assumptions in respect of central government funding reflect the Provisional Local Government Finance Settlement for 2020/21 and subsequent announcements. Within this, it should be noted that all social care grant funding in 2020/21 (totalling £22.258mm) is now assumed as part of the ongoing base budget. Whilst public health grant allocations for 2020/21 have yet to be announced, the inflationary increase assumed in the budget is considered robust based on latest indications from the Government.
- 7.4 It should be highlighted that the 2020/21 to 2022/23 savings programme presented in this report is in addition to the assumed ongoing delivery of 2019/20 savings totalling £13.474m. There remain significant risks around the ongoing delivery of some of the 2019/20 savings in future financial years, particularly those that are being covered from one-off resources in 2019/20 and cross-cutting savings that have still not been allocated against specific budgets. A similar risk-based review of the assumed 2020/21 to 2022/23 savings is now underway. The conclusions from this savings review, including any re-phasing of savings, will feed into the next review of budget assumptions at the outset of the 2021/22 budget setting process.

- 7.5 At the point of finalising the 2020/21 budget estimates, £4.612m of cross-cutting savings agreed as part of the 2019/20 budget report have still not been allocated against specific budgets. This represents a significant budget risk of £1.712m in 2020/21 and £4.612m over the next three years (almost 20% of the total 3-year savings programme). These high-level savings themes by now should be much further worked up into concrete proposals and individual delivery projects. The budget risk of £1.712m in 2020/21 should be considered in the context of an available corporate contingency budget of £3.442m. It is critical that the deliverability of the unallocated cross-cutting savings assumed as part of the 2020/21 budget is reviewed as soon as possible (ideally before the start of the financial year) and that they are either allocated against specific budgets where robust plans exist to deliver the savings, or factored into the estimated budget gap as undeliverable savings before we commence the 2021/22 budget setting cycle.
- 7.6 Overall, the 2020/21 budget estimates and available contingency and reserves are considered broadly sufficient to cover known commitments and risks in the forthcoming financial year, but with the caveat that there are concerns around the ongoing delivery of savings over the medium term. This includes the demand reducing savings assumed as part of the demographic growth estimates, as these savings have not yet been realised. There is also a significant risk that the ongoing budget growth included at **Appendix C2** could add to the medium-term budget gap. In terms of the latter, this will be clarified and reflected in the final version of the budget report to Council on 27 February 2020.
- 7.7 The longer-term central government Spending Review and planned reforms to the local government finance system around business rates retention and so-called fairer funding (Review of Relative Needs and Resources) have been delayed until 2021/22. Combined with the unknown impact of a new Government on local government funding, it is very difficult to estimate with any accuracy the budget gap in 2021/22 and 2022/23.
- 7.8 The latest emerging analysis from our external financial advisors indicates that inner London boroughs such as Islington will be hit harder by the fairer funding review and that, looking at this review in isolation, the Council could lose £23.6m of central government funding over the five years from 2021/22 to 2025/26. This analysis is highly speculative based on limited available information from proposals under the previous Government, and more indicative of the overall direction of travel than precise funding estimates. Moreover, it is anticipated that this would be at least partially offset by other funding changes such as the needs-based redistribution of previous incentive-based funding (e.g. end of New Homes Bonus funding, reset of business rates retention growth). The MTFS currently assumes that the Council's overall central Government funding (including retained business rates) will be flat in cash terms in 2021/22 and 2022/23 (with the exception of the planned end to New Homes Bonus grant that is already factored into the MTFS). Based on the latest direction of travel, this cash flat assumption is now considered higher risk than previously and will need to be reviewed as part of the next MTFS refresh (including any implications from the Government's Budget announcement in March 2020).
- 7.9 It should also be noted that there is an estimated shortfall of £1.409m in the housing benefit administration budget that is being bridged by an annual drawdown from the Housing Benefit reserve (i.e. funding ongoing budget from one-off resources). The MTFS currently assumes that this base budget shortfall will be fully offset by a permanent reduction in ongoing expenditure upon the full implementation of Universal Credit and that it will not add to the estimated budget gap. This assumption should be kept under review, including any changes to the Universal Credit full implementation timetable (currently by the end of 2023), as the future shape of the remaining housing benefit service becomes clearer.
- 7.10 Given the huge risks and uncertainties around the medium-term financial outlook, it is possible that the estimated budget gap presented in **Table 1** (based on the current MTFS

assumptions) could be significantly higher and therefore it should be treated with caution. The robustness of all MTFS assumptions should be reviewed in early spring 2020, including different funding scenarios, in order to shape the 2021/22 budget setting process from the outset.

- 7.11 In setting a minimum target level of General Fund balances at 5.0% of the net budget requirement, consideration has been given to the key assumptions and risks inherent in the 2020/21 budget and over the medium term, the views of the Council's auditor and the level of earmarked reserves and provisions. However, ideally the level of General Fund balances, earmarked reserves and contingencies would all be higher going forward given the concerns over the medium-term budget position. It is recommended that if there be any advantageous changes to 2020/21 budget assumptions before finalising the budget report to Council on 27 February 2020 (including any additional retained business rates income) and/or an overall underspend on the General Fund budget at the end of the current 2019/20 financial year, that this should be used to increase the corporate contingency budget and/or General Fund balances. This would provide further resilience going into a very uncertain medium-term budget cycle from 2021/22.

COMMENTS OF THE MONITORING OFFICER

- 7.12 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 2020/21. 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.
- 7.13 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.
- 7.14 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.
- 7.15 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.
- 7.16 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.

RESIDENT IMPACT ASSESSMENT

- 7.17 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.


- 7.18 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, take a reasonable and proportionate view about the overall impact on particular groups and seek to mitigate negative impacts where possible.
- 7.19 A Resident Impact Assessment (RIA) of the budget proposals is set out at **Appendix H**. 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.

Appendices:

- Appendix A – General Fund Medium-Term Financial Strategy 2020/21 to 2022/23
- Appendix B – General Fund Revenue Savings and Income Generation 2020/21 to 2022/23
- Appendix C1 – General Fund Revenue Budget Growth
- Appendix C2 – Extended/Additional Provision Funded from Existing Budgets/External Funding
- Appendix D1 – General Fund Fees and Charges 2020/21
- Appendix D2 – Cemeteries Fees and Charges 2020/21
- Appendix D3 – GLL Activity Prices 2020/21
- Appendix D4 – GLL Memberships and Trampoline Pricing 2020/21
- Appendix E1 – HRA MTFS 2020/21 to 2022/23
- Appendix E2 – HRA Fees and Charges 2020/21
- Appendix F – Capital Programme 2020/21 to 2022/23
- Appendices G1-G3 – Treasury Management Strategy 2020/21 and related appendices
- Appendix H – Resident Impact Assessment

Background papers: None

Final report clearance:

Signed by:		29 January 2020
	Councillor Andy Hull, Executive Member for Finance, Performance and Community Safety	Date

Responsible Officer:

Steve Key (Assistant Director, Service Finance) (Acting Section 151 Officer)

Report Author:

Martin Houston, Strategic Financial Advisor

Legal Implications Author:

Peter Fehler (Acting Director of Law and Governance)

Appendix A: Medium-Term Financial Strategy 2020/21 to 2022/23

	2019/20	2020/21							2021/22							2022/23					
	Budget	Virements	Pay Inflation	Non Pay Inflation	Other Adjustments	Growth	Savings	Budget	Pay Inflation	Non Pay Inflation	Other Adjustments	Growth	Savings	Estimate	Pay Inflation	Non Pay Inflation	Other Adjustments	Growth	Savings	Estimate	
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executive's Directorate	1.953	(0.804)	0.035		0.025		(0.075)	1.134	0.036	0.000			(0.075)	1.095	0.036	0.000					1.131
Environment and Regeneration	15.396	2.699	1.076	0.630	(0.100)	0.239	(2.610)	17.330	1.098	0.643	(0.075)	0.036	(2.224)	16.807	1.119	0.655				(0.375)	18.207
Housing	8.808	0.181	0.078	0.332	0.860	0.497	(0.385)	10.371	0.080	0.339	0.085	0.228	(0.165)	10.937	0.081	0.345		0.197			11.561
People - Adult Social Care	69.595	(0.403)	0.451	3.120	(10.118)	3.024	(2.120)	63.549	0.460	3.182		3.268	(2.185)	68.274	0.469	3.246		2.481	(0.495)		73.976
People - Children, Employment and Skills	82.688	0.354	1.043	0.697	(1.367)	3.657	(2.401)	84.671	1.064	0.711	(0.330)	1.353	(2.198)	85.271	1.085	0.725	(0.040)	0.262			87.303
People	152.283	(0.049)	1.494	3.817	(11.485)	6.681	(4.521)	148.220	1.524	3.893	(0.330)	4.621	(4.383)	153.545	1.554	3.971	(0.040)	2.743	(0.495)		161.279
Public Health	0.000				0.224		(0.224)	0.000					(0.359)	(0.359)							(0.359)
Resources Directorate	38.971	(1.417)	0.861	0.760	1.200		(1.046)	39.329	0.878	0.775	(0.014)		(0.928)	40.040	0.896	0.791				(1.825)	39.902
NET COST OF SERVICES	217.411	0.610	3.544	5.539	(9.276)	7.417	(8.861)	216.384	3.615	5.650	(0.334)	4.885	(8.134)	222.066	3.687	5.763	(0.040)	2.940	(2.695)		231.721
Other Corporate Income/Expenditure	(0.013)	1.907			0.541	0.070		2.505			(0.925)	0.030		1.610							1.610
Prior Agreed Cross-Cutting Savings	(1.100)	0.190					(0.802)	(1.712)					(3.100)	(4.612)							(4.612)
Corporate Financing Account	(25.043)				(3.482)	0.653		(27.872)			0.772	0.041		(27.059)			0.292				(26.767)
Central Pensions Costs	9.348							9.348						9.348							9.348
Corporate Levies	19.962			0.186				20.148		1.292				21.440		2.313					23.753
Special Expense - Lloyd Square	0.017				0.002			0.019						0.019							0.019
NET OPERATING EXPENDITURE	220.582	2.707	3.544	5.725	(12.216)	8.140	(9.663)	218.819	3.615	6.942	(0.287)	4.956	(11.234)	222.811	3.687	8.076	0.252	2.940	(2.695)		235.071
Contingency	5.080	(2.707)			1.069			3.442						3.442							3.442
Transfer to/(from) Earmarked Reserves	(4.207)				13.714			9.507			(10.916)			(1.409)							(1.409)
Transfer to/(from) General Balances	0.000				0.434			0.434			(0.434)			0.000							0.000
New Homes Bonus Grant	(5.051)				(0.218)			(5.269)			4.090			(1.179)			0.530				(0.649)
Council Tax Administration Grants	(0.565)							(0.565)						(0.565)							(0.565)
NET BUDGET REQUIREMENT	215.839	0.000	3.544	5.725	2.783	8.140	(9.663)	226.368	3.615	6.942	(7.547)	4.956	(11.234)	223.100	3.687	8.076	0.782	2.940	(2.695)		235.890
Revenue Support Grant	0.000				(24.459)			(24.459)						(24.459)							(24.459)
Business Rates Baseline	(129.815)				47.359			(82.456)						(82.456)							(82.456)
(Top-up) Surplus	21.861				(24.659)			(2.798)						(2.798)							(2.798)
SETTLEMENT FUNDING ASSESSMENT	(107.954)	0.000	0.000	0.000	(1.759)	0.000	0.000	(109.713)	0.000	0.000	0.000	0.000	0.000	(109.713)	0.000	0.000	0.000	0.000	0.000		(109.713)
Additional Business rates retention income	(10.207)				(0.640)			(10.847)						(10.847)							(10.847)
Share of net benefit from London Pool	(2.948)				2.948			0.000						0.000							0.000
Collection Fund (Surplus)/Deficit:																					
- Business Rates	(1.067)				(5.539)			(6.606)			6.606			0.000							0.000
- Council Tax	(0.669)				0.235			(0.434)			0.434			0.000							0.000
COUNCIL TAX REQUIREMENT	92.994	0.000	3.544	5.725	(1.972)	8.140	(9.663)	98.768	3.615	6.942	(0.507)	4.956	(11.234)	102.540	3.687	8.076	0.782	2.940	(2.695)		115.330

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Appendix B: General Fund Savings and Income Generation 2020/21 to 2022/23

#	Division	Description	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
		<i>Savings agreed by Council in prior year</i>	<i>8.060</i>	<i>9.632</i>	<i>1.825</i>	<i>19.517</i>
1	Traffic and Parking	Financial impact of separate policy decision to roll out School Streets phase 2	0.250	0.375	0.375	1.000
2	Temporary Accommodation	Further improve the quality and reduce the cost of temporary accommodation through purchasing more homes to be owned by the council and used by it for temporary accommodation	0.100	0.075	0.000	0.175
3	Temporary Accommodation	Offer more permanent housing to families in temporary accommodation	0.085	0.090	0.000	0.175
4	Adult Social Services	Negotiate Clinical Commissioning Group (CCG) contribution to London Living Wage (LLW) in Care UK care homes	0.000	0.250	0.000	0.250
5	Libraries	Rental income from letting surplus space at Central Library	0.040	0.015	0.000	0.055
6	Street Environmental Services / Greenspace	Integrate Greenspace and Street Environmental Services cleansing	0.090	0.000	0.000	0.090
7	Depots	Depot rationalisation	0.120	0.000	0.000	0.120
8	Highways	Improved use of technology and resource to focus more capacity on income generation	0.000	0.050	0.000	0.050
9	Learning Disabilities	Improve the strength based offer in Learning Disability services	0.000	0.255	0.495	0.750
10	Senior Management	Reduce senior management in the People directorate	0.350	0.000	0.000	0.350
11	Early Years Priority Referral	Delete vacant priority early learning post	0.052	0.000	0.000	0.052
12	Islington Community of Schools	Bring budget in line with current spend	0.025	0.000	0.000	0.025
13	Libraries	Staff savings through flexible retirements	0.016	0.020	0.000	0.036
14	Senior Management	Senior Management savings through creation of People directorate	0.068	0.000	0.000	0.068
15	Children Looked After	Increase use of pre-payment cards for Direct Payments	0.050	0.050	0.000	0.100
16	Senior Management	Reduction of one director post in the People directorate	0.150	0.000	0.000	0.150
17	Early Years	Delete vacant teacher advisory post	0.018	0.000	0.000	0.018
18	Public Health	Public Health workforce - efficiencies	0.016	0.179	0.000	0.195
19	Strategy and Change	Reduce number of national graduate trainees	0.070	0.070	0.000	0.140
20	Human Resources	Review of HR structure due to increased automation	0.000	0.157	0.000	0.157
21	Financial Operations	Management and staffing efficiencies across the Facilities Management division	0.080	0.000	0.000	0.080
22	Financial Operations	Unused legal budgets	0.023	0.000	0.000	0.023
23	Financial Operations	Reduction in facilities costs as Vorley Road is vacated	0.000	0.016	0.000	0.016
		Total	9.663	11.234	2.695	23.592

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Appendix C1: General Fund Revenue Budget Growth 2020/21 to 2022/23

#	Description	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
1	Anti-social behaviour (ASB) - Investment in a new ASB team offering a rapid-response service. The service will operate seven days per week during the periods of highest demand in response to resident reports and complaints. It will tackle persistent problems and provide intelligence-led case management, drawing on other council services, the police and partner organisations, with the aim of resolving the problem. In addition, improvements will be made to residents' experience by adding capacity to provide better first response to and triage of enquiries via online reports and the ASB phone line.	0.239	0.036	0.000	0.275
2	Specialist housing needs service - Investment in dedicated homelessness prevention support for complex and high-risk cases. It will focus on complex households at risk of homelessness as well as residents at risk of homelessness due to domestic abuse, ASB and criminal activity and health-related issues.	0.280	0.044	0.000	0.324
3	Equalities and policy - Investment in a new leadership role to strengthen the co-ordination and delivery of policy & equalities work across the Council, with a particular focus on strengthening equalities impact assessment. The proposal also provides funding for expert advice on best practice approaches to policy and equalities.	0.070	0.030	0.000	0.100
4	Violence Against Women & Girls (VAWG) - Investment in transforming the local partnership's approach to VAWG; sustaining good practice such as the IRIS project with GPs and the domestic abuse Housing First project; learning from the Keel project; enhancing work with perpetrators; increasing specialist advocacy; preventing intergenerational abuse; and upskilling the wider workforce. It will also enable the appointment of an additional complex needs outreach role, provide funding for a phone replacement scheme, and fund an additional resource to enhance daily MASH/MARAC case review activity.	0.600	0.050	0.000	0.650
5	Improving employment and skills outcomes for vulnerable young adults - Investment in a new in-house team of peripatetic employment and skills workers who will work with cohorts of vulnerable young adults to provide a bespoke blend of functional, vocational and employability skills in the context of planned experiences of the world of work.	0.250	0.073	0.000	0.323
6	Mother Tongue Supplementary School Provision - Supporting the enhanced achievement of black and minority ethnic young people by providing additional support in English, maths and other subjects; by raising self-esteem, confidence and promoting a sense of identity in young people through classes in mother tongue and culture; and by providing role models from students' own communities in the form of the teaching staff.	0.110	0.000	0.000	0.110
7	Bright Start outreach - Recruit three additional early childhood practitioners to work as part of the Bright Start area teams, enabling family activities to be extended to community venues and reaching more 'difficult to engage' families	0.120	0.000	0.000	0.120
8	Revenue cost of capital borrowing - Investment of an additional £10m in the capital programme from 2020/21 to tackle urgent maintenance and improvement backlogs; provide top-up funding to ensure that in-flight schemes are completed or accelerated; and deliver new schemes.	0.653	0.041	0.000	0.694
	Total	2.322	0.274	0.000	2.596

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Appendix C2: Extended/Additional Provision Funded from Existing Budgets and External Funding

#	Description	Anticipated Funding Source	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
1	Rough Sleeping - to continue providing support and effective interventions for rough sleepers. This will maintain current service levels, whether delivered in-house or contracted.	MHCLG/MOPAC	0.234	0.000	0.000	0.234
2	Extend private rented sector licensing scheme - one-off investment to extend the scheme to 7 wards (Finsbury Park, Caledonian, Holloway, Tollington, Junction, Highbury West & Hillrise), covering all private rental sector properties. Evidence to-date suggests declining benefits beyond the proposed extension scope. Income is forecast from 2021/22, and it is anticipated that the scheme will be self-financing from 2022/23. The scheme has forecast net income of £3.4m over a 7-year period.	Transformation Reserve	0.700	(0.700)	0.000	0.000
3	Ensure stability for our Looked After Children and Unaccompanied Asylum Seeking Children (UASC) - invest in developing a specialist foster carers scheme, enhance payments to carers and provide clinical support to carers. This will include substituting UASC grant funding which ends in June 2020 - a project which is successful in achieving status for children and addressing their risks and trauma.	Social Care Grant	0.500	0.000	0.000	0.500
4	Enhance children's social care commissioning strategy - develop and launch a revised children's social care commissioning strategy, necessary given significant changes in the external market and the increasing complexity and age mix of the Council's caseload	Social Care Grant	0.219	(0.219)	0.000	0.000
5	Family Group Conferences (FGC) feasibility study - to assess solutions for more effectively assisting families and communities to resolve their own problems. FGCs have a strong evidence base and are utilised when children are on the edge of care. This pilot will test the success of utilising this method, intervening earlier within Early Help to avoid escalation to specialist services.	Social Care Grant	0.050	(0.050)	0.000	0.000
6	Bring Assistive Technology (AT) to life - create a demonstration space, showcasing equipment and assistive technology to enable independence. Residents, their family members and Council staff will be able to visit this demonstration space in order to look at and try out AT for themselves. In parallel, we will deliver a pilot scheme, at this stage anticipated to target supported living schemes. This investment includes capital elements.	Social Care Grant	0.150	(0.150)	0.000	0.000
7	Impact assessment of Adult Prevention & Early Intervention - needs assessment to better understand (1) the local drivers for adult specialist services in the borough, (2) the incidence of, and drivers for, 'failure demand' across the wider system and (3) develop a local evidence base to underpin and target our investment in prevention and early intervention. Ensures effective investment of social care grant and other transformation monies as well as de-risking savings commitments.	Social Care Grant	0.050	(0.050)	0.000	0.000
8	Early intervention offer for young adults - invest in transforming our Adult Prevention and Early Intervention offer for 16-24 year olds by taking a more strategic, inclusive, life course approach	Social Care Grant	0.829	0.000	0.000	0.829
9	Invest in Adult Social Care workforce and practice development - with a specific focus on early intervention and strengths-based working	Social Care Grant	0.150	0.220	0.000	0.370
10	In-house adult social care services - additional capacity and expertise to deliver a transformation of in-house adult social care services and outcomes for service users, and support associated savings delivery	Social Care Grant	0.375	(0.375)	0.000	0.000
11	Improve our offer for children with Special Educational Needs and Disabilities (SEND) - This has two aspects: improving support to families by ensuring that we fulfil our statutory duties in terms of timeliness of assessment and review of statutory plans; and improving our offer to children and young people with SEND who do not meet the threshold for a statutory plan.	High Needs Block (additional settlement)	0.204	0.000	0.000	0.204
12	Attendance and persistent absence: build on a successful pilot in early 2019 by investing in dedicated support to work with parents and schools to develop effective attendance management strategies	School Improvement Grant	0.050	0.000	0.000	0.050
13	Underperforming pupil groups: implement the recent scrutiny recommendations on underperforming groups with a school improvement focus, but also widening it to include community engagement and interventions such as tutoring maths	School Improvement Grant	0.065	0.000	0.000	0.065
	Total		3.576	(1.324)	0.000	2.252

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APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
CHARGE FOR BIRTHS, DEATHS AND MARRIAGES CERTIFICATES / REGISTRATION					
Licence for approved premises	Licence for a year period	£1,550.00	£1,550.00	0.00%	
Licensed Venues external to Town Hall	Monday to Friday	£620.00	£620.00	0.00%	
	Saturday	£700.00	£700.00	0.00%	
	Sunday	£800.00	£800.00	0.00%	
	Bank Holiday	£800.00	£800.00	0.00%	
	Monday to Saturday	£800.00	£800.00	0.00%	
Licensed Venues external to Town Hall (out of hours 6pm to 10pm)	Sunday / Bank Holiday / Christmas Eve, New Years Eve	£900.00	£900.00	0.00%	
Richmond Room	Saturday only (2pm to 6pm with max 60 quests)	£500.00	£500.00	0.00%	
Mayor's Parlour - marriage or civil partnerships	Tuesday, Wednesday, Thursday, Friday	£400.00	£400.00	0.00%	
	Saturday	£600.00	£600.00	0.00%	
	Sunday	£700.00	£700.00	0.00%	
Room 99 - Marriages or Partnership ceremonies	Basic ceremony (max 30 guests): Monday	£54.00	£57.00	5.56%	
	Basic ceremony (max 30 guests): Tuesday, Wednesday, Thursday	£190.00	£190.00	0.00%	
	Basic ceremony (max 30 guests): Friday	£240.00	£240.00	0.00%	
	Basic ceremony (max 30 guests): Saturday	£290.00	£290.00	0.00%	
	Re-booking of ceremony		£40.00	£40.00	0.00%
Council Chamber - marriage or Civil Partnership or Renewal of vows & Naming Ceremonies	Tues, Weds, Thurs, Fri (includes use of balcony)	£500.00	£500.00	0.00%	
	Saturday (includes use of balcony)	£700.00	£700.00	0.00%	
	Sunday (includes use of balcony)	£800.00	£800.00	0.00%	
Births, deaths, marriages and civil partnership certificates	Express same day within 1 hour (walk in service before 11am)	£25.00	£35.00	40.00%	
European Settlement Scheme (ID Verification Service)	Per single adult / child application	New	£14.00	0.00%	New service and only non residents are charged
Private Citizenship Ceremony (Mon - Fri)	Per single adult	£125.00	£125.00	0.00%	
	Per (per family)	£185.00	£185.00	0.00%	
Proof of Life stamping		£10.00	£10.00	0.00%	
Private Citizenship Ceremony (Sat)	Per single adult	£155.00	£155.00	0.00%	
	Per (per family)	£230.00	£230.00	0.00%	
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.	£3,400.00	£6,350.00	86.76%	Has changed to include drinks package, we no longer offer separate package
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.	£3,600.00	£3,600.00	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.	£1,500.00	£1,500.00	0.00%	
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.	£1,700.00	£1,700.00	0.00%	
Non-Commercial Rates					
Council event full-day Monday-Wednesday	8-hour hire of main hall, including basic AV support, room set-up and staffing	£1,240.00	£1,275.00	2.82%	AV support is now an extra charge if needed.
Council event half-day Monday-Wednesday	4-hour hire of main hall, including basic AV support, room set-up and staffing	£720.00	£740.00	2.78%	AV support is now an extra charge if needed.
Council evening event Monday-Wednesday	6-hire hour of main hall, including basic AV support, room set-up, bar staffing	£1,350.00	£1,390.00	2.96%	AV support is now an extra charge if needed.
Community and charity rates	We can offer a reduction on the private / corporate hire rates on Mon-Wed, subject to availability.	£0.00	To be negotiated	0.00%	
CHILDREN'S, EMPLOYMENT AND SCHOOLS					
Primary School Meals					
Children's Centres and Community Centres		£2.00	£2.00	0.00%	
Term Time and Holidays Under 2s - Per week					
Band 1 (Up to £24,999)		£193.82	£199.63	3.00%	increase from Sept 2020 in line with Council policy
Band 2 (£25,000 - £30,999)		£205.09	£211.25	3.00%	increase from Sept 2020 in line with Council policy
Band 3 (£31,000 - £39,999)		£223.19	£229.89	3.00%	increase from Sept 2020 in line with Council policy
Band 4 (£40,000 - £49,999)		£247.33	£254.75	3.00%	increase from Sept 2020 in line with Council policy
Band 5 (£50,000 - £59,999)		£277.49	£285.81	3.00%	increase from Sept 2020 in line with Council policy
New Band 6 (£60,000 - £69,999)		£313.68	£323.09	3.00%	increase from Sept 2020 in line with Council policy
New Band 7 (£70,000 - £79,999)		£325.98	£335.76	3.00%	increase from Sept 2020 in line with Council policy
New Band 8 (£80,000 - £89,999)		£379.64	£394.82	4.00%	increase from Sept 2020 in line with Council policy
New Band 9 (£90,000 - £99,999)		£401.43	£417.49	4.00%	increase from Sept 2020 in line with Council policy
New Band 10 (£100,000 - £120,000)		£408.83	£425.18	4.00%	increase from Sept 2020 in line with Council policy
New Band 11 (above £120,000)		£427.91	£449.30	5.00%	increase from Sept 2020 in line with Council policy
Out of Borough/Marketed		£451.14	£473.69	5.00%	increase from Sept 2020 in line with Council policy
Term Time and Holidays 2 to 3s - Per week					
Band 1 (Up to £24,999)		£189.80	£195.49	3.00%	increase from Sept 2020 in line with Council policy
Band 2 (£25,000 - £30,999)		£201.07	£207.10	3.00%	increase from Sept 2020 in line with Council policy
Band 3 (£31,000 - £39,999)		£218.82	£225.38	3.00%	increase from Sept 2020 in line with Council policy
Band 4 (£40,000 - £49,999)		£242.48	£249.75	3.00%	increase from Sept 2020 in line with Council policy
Band 5 (£50,000 - £59,999)		£272.05	£280.21	3.00%	increase from Sept 2020 in line with Council policy
New Band 6 (£60,000 - £69,999)		£307.53	£316.75	3.00%	increase from Sept 2020 in line with Council policy
New Band 7 (£70,000 - £79,999)		£319.58	£329.17	3.00%	increase from Sept 2020 in line with Council policy
New Band 8 (£80,000 - £89,999)		£345.12	£358.92	4.00%	increase from Sept 2020 in line with Council policy

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
New Band 9 (£90,000 - £99,999)		£364.93	£379.53	4.00%	increase from Sept 2020 in line with Council policy
New Band 10 (£100,000 - £120,000)		£371.66	£386.52	4.00%	increase from Sept 2020 in line with Council policy
New Band 11 (above £120,000)		£389.00	£408.45	5.00%	increase from Sept 2020 in line with Council policy
Out of Borough/Marketed		£410.12	£430.62	5.00%	increase from Sept 2020 in line with Council policy
Term Time 3 & 4s - Entitled to 15hrs free - Per week					
Band 1 (Up to £24,999)		£133.01	£137.00	3.00%	increase from Sept 2020 in line with Council policy
Band 2 (£25,000 - £30,999)		£140.75	£144.98	3.00%	increase from Sept 2020 in line with Council policy
Band 3 (£31,000 - £39,999)		£153.17	£157.76	3.00%	increase from Sept 2020 in line with Council policy
Band 4 (£40,000 - £49,999)		£169.73	£174.83	3.00%	increase from Sept 2020 in line with Council policy
Band 5 (£50,000 - £59,999)		£190.43	£196.14	3.00%	increase from Sept 2020 in line with Council policy
New Band 6 (£60,000 - £69,999)		£215.27	£221.73	3.00%	increase from Sept 2020 in line with Council policy
New Band 7 (£70,000 - £79,999)		£223.71	£230.42	3.00%	increase from Sept 2020 in line with Council policy
New Band 8 (£80,000 - £89,999)		£241.58	£251.25	4.00%	increase from Sept 2020 in line with Council policy
New Band 9 (£90,000 - £99,999)		£255.45	£265.67	4.00%	increase from Sept 2020 in line with Council policy
New Band 10 (£100,000 - £120,000)		£260.16	£270.57	4.00%	increase from Sept 2020 in line with Council policy
New Band 11 (above £120,000)		£272.30	£285.92	5.00%	increase from Sept 2020 in line with Council policy
Out of Borough/Marketed		£287.08	£301.44	5.00%	increase from Sept 2020 in line with Council policy
Term Time 3 & 4s - Entitled to 30hrs free - Per week					
Band 1 (Up to £24,999)		£76.01	£78.29	3.00%	increase from Sept 2020 in line with Council policy
Band 2 (£25,000 - £30,999)		£80.44	£82.85	3.00%	increase from Sept 2020 in line with Council policy
Band 3 (£31,000 - £39,999)		£87.53	£90.15	3.00%	increase from Sept 2020 in line with Council policy
Band 4 (£40,000 - £49,999)		£96.99	£99.90	3.00%	increase from Sept 2020 in line with Council policy
Band 5 (£50,000 - £59,999)		£108.81	£112.08	3.00%	increase from Sept 2020 in line with Council policy
New Band 6 (£60,000 - £69,999)		£123.01	£126.70	3.00%	increase from Sept 2020 in line with Council policy
New Band 7 (£70,000 - £79,999)		£127.83	£131.67	3.00%	increase from Sept 2020 in line with Council policy
New Band 8 (£80,000 - £89,999)		£138.05	£143.57	4.00%	increase from Sept 2020 in line with Council policy
New Band 9 (£90,000 - £99,999)		£145.98	£151.82	4.00%	increase from Sept 2020 in line with Council policy
New Band 10 (£100,000 - £120,000)		£148.67	£154.61	4.00%	increase from Sept 2020 in line with Council policy
New Band 11 (above £120,000)		£155.60	£163.38	5.00%	increase from Sept 2020 in line with Council policy
Out of Borough/Marketed		£164.05	£172.25	5.00%	increase from Sept 2020 in line with Council policy
Holidays 3 & 4s - Per Week					
Band 1 (Up to £24,999)		£152.01	£156.57	3.00%	increase from Sept 2020 in line with Council policy
Band 2 (£25,000 - £30,999)		£160.86	£165.69	3.00%	increase from Sept 2020 in line with Council policy
Band 3 (£31,000 - £39,999)		£175.05	£180.31	3.00%	increase from Sept 2020 in line with Council policy
Band 4 (£40,000 - £49,999)		£193.98	£199.80	3.00%	increase from Sept 2020 in line with Council policy
Band 5 (£50,000 - £59,999)		£217.64	£224.17	3.00%	increase from Sept 2020 in line with Council policy
New Band 6 (£60,000 - £69,999)		£246.03	£253.41	3.00%	increase from Sept 2020 in line with Council policy
New Band 7 (£70,000 - £79,999)		£255.67	£263.34	3.00%	increase from Sept 2020 in line with Council policy
New Band 8 (£80,000 - £89,999)		£276.09	£287.14	4.00%	increase from Sept 2020 in line with Council policy
New Band 9 (£90,000 - £99,999)		£291.94	£303.62	4.00%	increase from Sept 2020 in line with Council policy
New Band 10 (£100,000 - £120,000)		£297.32	£309.22	4.00%	increase from Sept 2020 in line with Council policy
New Band 11 (above £120,000)		£311.20	£326.76	5.00%	increase from Sept 2020 in line with Council policy
Out of Borough/Marketed		£328.09	£344.49	5.00%	increase from Sept 2020 in line with Council policy
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	Full Charge	£3.80		
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	£2.20	£2.20	0.00%	
DVDs Hire charge per night	New feature films	£2.00	£1.50	-25.00%	All DVD hire charges will be £1.50 per night
	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	£5,464.60	£5,464.60	0.00%	
	Tutor Box Only	£2,613.50	£2,613.50	0.00%	
PVI Nurseries		£196.30	£196.30	0.00%	
Out of Borough schools : Topic boxes	Artefact Per box + £15 delivery and collection charge	£75.00	£75.00	0.00%	
RESOURCES					
Telecare					
Monitoring Service	Per week	£3.70	£3.80	2.70%	

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Full Service	Per week	£7.40	£7.59	2.57%	
Peabody Trust - Alleyn House	Annual	£6,177.60	£6,338.22	2.60%	
Peabody Trust - Lampson House	Annual	£4,492.90	£4,609.72	2.60%	
Peabody Trust - Darwin Court	Annual	£10,895.04	£11,178.31	2.60%	
Peabody Trust - Davey Court	Annual	£5,952.96	£6,107.74	2.60%	
Peabody Trust - Lomond House	Annual	£6,626.88	£6,799.18	2.60%	
Peabody Trust - Walston and Founders House	Annual	£5,616.00	£5,762.02	2.60%	
Peabody Trust - Elwood Court	Annual	£6,851.52	£7,029.66	2.60%	
Islington & Shoreditch	Annual	£4,695.60	£4,817.69	2.60%	
Crown Housing From 20/11/2017 Barnsbury Housing Association	Annual	£3,481.00	£3,571.51	2.60%	
Law and Governance					
Residential Matters:					
RTB Lease Print (on grant of right to buy lease)		£90.00	£90.00	0.00%	
Sealing fee (RTBs)		£15.00	£15.00	0.00%	
Certificate of Compliance		£250.00	£255.00	2.00%	
Release of Charge (DS1)		£120.00	£120.00	0.00%	
Release of Restriction (RX1)		£120.00	£120.00	0.00%	
Variation of Restrictions		£300.00	£305.00	1.67%	
Memorandum of Staircasing		£250.00	£255.00	2.00%	
Postponement of Charge		£250.00	£255.00	2.00%	
Combined Standard Deeds of Variation & Licences to Alter		£700.00	£715.00	2.14%	
Combined Other Deeds of Variation & Licences to Alter e.g. loft space Works; change of lease plans)		£875.00	£895.00	2.29%	
Separate Deed of Variation		£450.00	£460.00	2.22%	
Separate Licence to Alter		£450.00	£460.00	2.22%	
Letter of Consent		£350.00	£360.00	2.86%	
Deed of Covenant		£100.00	£100.00	0.00%	
RTB Supplemental Lease		£650.00	£665.00	2.31%	
Lease Extension		£1,000.00	£1,000.00	0.00%	
Freehold Enfranchisement (statutory or voluntary sales))		£1,000.00	£1,000.00	0.00%	
Freehold Enfranchisement with Leaseback		£1,350.00	£1,350.00	0.00%	
Commercial Matters					
Grant of new commercial lease (minimum charge – higher charge depending on length of lease and time spent)		£1,000.00	£1,000.00	0.00%	
All licences and deeds (assignment, alterations, rectification, subletting etc.) (minimum charge-higher charge depending on length of lease and time spent)		£850.00	£850.00	0.00%	
Notice of Charge/assignment		£65.00	£65.00	0.00%	
Notice to Complete		£250.00	£255.00	2.00%	
HOUSING & ADULT SOCIAL SERVICES					
Adult Social Services					
Meals in day care centres		£3.10	£3.10	0.00%	
Deferred Payments	Set up fee	£1,544.00	£1,590.00	2.98%	
	Annual fee	£546.50	£562.90	3.00%	
	Complex case fee per hour	£130.20	£134.10	3.00%	
Deputyship	Annual management fee	Various fixed rates	Various fixed prices	0.00%	
	Protection of Property	Admin Fee	£375.00	£386.00	2.93%
Protection of Property - Pets	Fee per hour	£28.20	£29.00	2.84%	
	Flat fee per week - for a dog	£16.90	£17.40	2.96%	
	Flat fee per week - for a cat	£11.20	£11.50	2.68%	
Housing Needs & Strategy					
Furniture Storage		£148.50	£152.95	3.00%	
ENVIRONMENT & REGENERATION					
PUBLIC PROTECTION					
Public Protection - Officer Hourly Rate (unless otherwise specified)		New	£75.00		New charge
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	0.00%	
Land Charges LA Searches:					
LLC1	Additional parcel £1	£26.00	£27.00	3.85%	
Con29R	Additional Parcel £20	£106.00	£107.00	0.94%	
Enhanced Personal search		£0.00	£0.00	0.00%	
Information search		£57.00	£58.00	1.75%	
Personal inspection of the Local Land Charges Register under EIR		£0.00	£0.00	0.00%	
Part 2 (Con29O) questions		£12.00	£12.00	0.00%	
Part 3 (your own) questions		£24.00	£25.00	4.17%	
Right of Light Registration		£80.00	£81.00	1.25%	
LAND SEARCH ENQUIRIES					
Per reply letter		£71.00	£71.00	0.00%	
Per copy of consent		£1.00	£1.00	0.00%	
ANIMAL SERVICES					
Dog Recovery		£31.50	£31.50	0.00%	
Animal Rehoming		£55.65	£55.65	0.00%	
Animal Boarding		£12.60	£12.60	0.00%	
Register of Seized Dogs		£4.41	£4.41	0.00%	
Animal Boarding Establishments Act 1963					
Licence		£370.65	£370.65	0.00%	
Renewal		£370.65	£370.65	0.00%	
Breeding Dogs Act 1973					
Licence		£305.55	£305.55	0.00%	
Renewal		£305.55	£305.55	0.00%	
Dangerous Wild Animals Act 1976					
Licence		£370.65	£370.65	0.00%	
Renewal		£370.65	£370.65	0.00%	
Performing Animals (Regulations) Act 1925					
Registration (once only)		£57.75	£57.75	0.00%	
Copy Certificate		£22.05	£22.05	0.00%	
Pet Animals Act 1951					
Licence		£370.65	£370.65	0.00%	
Renewal		£370.65	£370.65	0.00%	
Riding Establishments Act 1964					
Licence		£522.90	£522.90	0.00%	
Renewal of Provisional Licence		£522.90	£522.90	0.00%	
Pest Control					
Contracted Pest Control treatments - per hour plus VAT		£187.10	£187.10	0.00%	
RESIDENTIAL ENVIRONMENTAL HEALTH					

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Notices served and Orders made under Housing Act 2004		£640.00	£645.00	0.78%	
Finsbury Park - Selective Licensing - 5 Year	Per house	New	£500.00		New - Subject to consultation
Finsbury Park - Selective Licensing - 5 Year - accredited landlord	Per house	New	£425.00		New - Subject to consultation
Finsbury Park - Selective Licensing - 5 Year- additional fee for assisted application	Per house	New	£167.00		New - Subject to consultation
HMO licensing- 5 year	Per letting	£288.00	£288.00	0.00%	Subject to consultation
HMO licensing - accredited landlords- 5 year	Per letting	£245.00	£245.00	0.00%	Subject to consultation
HMO licensing - assisted applications	Per HMO	£352.00	£352.00	0.00%	Subject to consultation
HMO Licensing of large student accommodation blocks- 5 year	Per letting	£33.00	£33.00	0.00%	Subject to consultation
HMO licensing s257 HMOs 5 year	Per building	£703.00	£703.00	0.00%	Subject to consultation
HMO licensing - accredited landlords s257 HMOs- 5 year	Per building	£597.00	£597.00	0.00%	Subject to consultation
HMO licensing - assisted applications s257 HMOs 5 year	Per building	£181.00	£181.00	0.00%	Subject to consultation
COMMERCIAL ENVIRONMENTAL HEALTH					
Food Hygiene Training		£69.00	£69.00	0.00%	Set at market rate
Food Hygiene ReRating	Per hour	New	£75.00		New
EH & TS Regulatory Services (including PAP)	Per hour	£75.00	£75.00	0.00%	
PROPERTY RECORD VIEWING, PHOTOCOPYING & VIEWING (CHARGE PER PROPERTY)					
Solicitor's enquiry (24 hour response)		£134.00	£134.00	0.00%	
TRADING STANDARDS AND STREET TRADING					
Business Advice					
Charge (per hour or part thereof) for business advice and ancillary advice services.		£72.00	£75.00	4.17%	
Primary Authority (Regulatory Enforcement and Sanction Act 2008) charge (per hour or part thereof) for business advice and ancillary advice services.		£72.00	£75.00	4.17%	
London Local Authorities Act 2007 Section 75	Registration of Mail Forwarding Business	£150.00	£155.00	3.33%	In line with City of London Trading Standards
Weighing and Measuring Equipment					
Charges for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment. Charges are per officer/hr.		£102.00	£106.00	3.92%	
Weights					
Exceeding 5kg or not exceeding 5g		£15.00	£15.50	3.33%	
Other weights		£14.00	£14.50	3.57%	
Measures					
Linear measures not exceeding 3m		£15.00	£15.50	3.33%	
Weighing machines					
Not exceeding 15kg		£36.00	£37.00	2.78%	
15kg to 100kg		£55.00	£57.00	3.64%	
100kg to 250 kg		£72.00	£74.00	2.78%	
250 kg to 1 tonne		£128.00	£132.00	3.13%	
1 tonne to 10 tonne		£224.00	£231.00	3.13%	
10 tonne to 30 tonne		£438.00	£451.00	2.97%	
30 tonne to 60 tonne		£650.00	£670.00	3.08%	
Measuring Instruments for Intoxicating Liquor					
Not exceeding 150 ml		£25.00	£26.00	4.00%	
Other		£26.00	£27.00	3.85%	
Measuring Instruments for Liquid Fuel and Lubricants					
Multigrade					
Container Type (unsubdivided)		£102.00	£105.00	2.94%	
a) solely price adjustment		£128.00	£132.00	3.13%	
b) otherwise		£224.00	£231.00	3.13%	
Other types-single outlets					
a) Solely price adjustment		£101.00	£104.00	2.97%	
b) otherwise		£139.00	£145.00	4.32%	
Other types - multi outlets - rate per meter		£139.00	£143.00	2.88%	
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					
Minimum Charge between 9am-5pm Monday - Friday for the first hour or part thereof		£95.00	£98.00	3.16%	
Minimum Charge outside the hours of 9am-5pm Monday-Friday per hour or part thereof		£142.50	£147.00	3.16%	
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		£95.00	£98.00	3.16%	
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		£245.00	£252.00	2.86%	
Scrap Metal Dealers Act 2013					
Scrap Metal Dealer - Site Licence	Valid for 3 Years	£542.00	£558.00	2.95%	
Scrap Metal Dealer renewal		£542.00	£558.00	2.95%	
Scrap Metal Dealer variation		£272.00	£280.00	2.94%	
Scrap Metal Collector		£326.00	£336.00	3.07%	
Scrap Metal Collector renewal		£326.00	£336.00	3.07%	
Scrap Metal Collector variation		£260.00	£268.00	3.08%	
Duplicates for either		£6.00	£6.50	8.33%	
TABLES AND CHAIRS AND ADVERTISING					
BOARDS					
Tables and Chairs					
Processing Fee - New Application - All bands		New	£788.00		New Fee
Processing Fee - Renewal - All bands		New	£440.00		New Fee
Band A - Price per Sq Metre		New	£104.00		New Fee
Band B - Price per Sq Metre		New	£70.00		New Fee
Band C - Price per Sq Metre		New	£42.00		New Fee
A Boards & Tables and Chairs					
Band A price per A board added to existing Tables and Chair licence		£293.00	£302.00	3.07%	
Band B price per A board added to existing Tables and Chair licence		£210.00	£217.00	3.33%	
Band C price per A board added to existing Tables and Chair licence		£85.00	£88.00	3.53%	
A Boards only					
Band A price per A board		£408.00	£421.00	3.19%	
Band B price per A board		£293.00	£302.00	3.07%	
Band C price per A board		£125.00	£129.00	3.20%	
Other fees					

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Non-refundable charge in cases of early determination of refusal of application		£100.00	£150.00	50.00%	Above inflation to reflect actual time spent (2hrs)
Variation fee (additional A Boards or licensee/premise name change)		£60.00	£70.00	16.67%	Above inflation to reflect actual time spent (1hr)
GAMBLING ACT 2005					
Licence Fees					
Bingo Club - New Application		£2,033.00	£2,035.00	0.10%	
Bingo Club Annual Fee		£1,037.00	£1,040.00	0.29%	
Bingo Club - Variation		£1,428.00	£1,430.00	0.14%	
Bingo Club - Transfer		£185.00	£190.00	2.70%	
Bingo Club - Re-instatement		£185.00	£190.00	2.70%	
Bingo Club - Provisional Statement		£2,033.00	£2,035.00	0.10%	
Bingo Club - New Application from Provisional Statement holder		£185.00	£190.00	2.70%	
fur		£185.00	£190.00	2.70%	
Betting Premises excluding Tracks - Re-instatement		£185.00	£190.00	2.70%	
Betting Premises excluding Tracks - New Application from Provisional Statement holder		£185.00	£190.00	2.70%	
Betting Premises excluding Tracks - Application for Provisional Statement		£2,033.00	£2,035.00	0.10%	
Tracks - New Application		£2,033.00	£2,035.00	0.10%	
Tracks - Transfer		£431.00	£435.00	0.93%	
Tracks - Re-instatement		£431.00	£435.00	0.93%	
Tracks - Provisional Statement		£2,033.00	£2,035.00	0.10%	
Tracks - New Application from provisional statement holder		£431.00	£435.00	0.93%	
CCTV Enquiries/Requests form info Solicitors, Lawyers, Court Officers (Police Exempt)					
DVD Single Camera footage		£103.00	£103.00	0.00%	
DVD Multiple camera footage		£128.00	£128.00	0.00%	
PLANNING & DEVELOPMENT					
Research fee					
Admin time per hr		£56.00	£56.00	0.00%	
Pre-application and other advice fees					
Duty Planning Officer Slot		£66.50	£66.50	0.00%	
Householder application (changes to a single house or flat)		£287.20	£345.00	20.13%	Benchmarked price
Householder application with site visit		£467.90	£467.90	0.00%	
Householder follow up meeting		£185.90	£220.00	18.34%	To better reflect the costs associated with an hour meeting and likely input needed
Listed building consent		£427.70	£800.00	87.05%	
Listed building consent with site visit		£614.60	£1,000.00	62.71%	Benchmarked price
Listed Building consent follow up meeting		£213.20	£250.00	17.26%	To better reflect the costs associated with an hour meeting and likely input needed
Small scale minor application with site visit		£1,191.00	£1,191.00	0.00%	
Small scale minor follow up meeting		£681.80	£681.80	0.00%	
Larger scale minor development (4-6 residential units, or 500-999 sq.m commercial) - 4a category		£1,898.70	£2,450.00	29.04%	Benchmarked price
Large scale minor follow up meeting (4-6) 4a		£1,180.10	£1,250.00	5.92%	
Larger scale minor development (7-9 residential units, or 500-999 sq.m commercial) - 4b category		£2,276.70	£2,950.00	29.57%	Benchmarked price
Large scale minor follow up meeting (7-9) 4b		£1,418.10	£1,500.00	5.78%	
(5a) Major application: 10-20 residential units or 1000 to 1999sqm commercial floorspace		£8,218.50	£8,218.50	0.00%	
(5a) Major Applications follow up meeting		£2,445.10	£3,500.00	43.14%	Increase to reflect more likely actual costs
(5b) Major application >21 residential units <40 units or >2000sqm < 5000sqm commercial floorspace		£10,784.50	£10,784.50	0.00%	
(5b) Major application per extra meeting		£5,392.30	£5,392.30	0.00%	
Planning Performance Agreement - (5a) Major application - Set up Fee only, extra charges for delivering an agreed programme		£8,181.40	£8,181.40	0.00%	
Planning Performance Agreement - Major application (excluding 5a)	All Major PPAs to be agreed based on scale and scope of PPA in a bespoke arrangement	£9,297.00	Bespoke		
Meeting charge to Discuss Non-Material Amendments to Major Development (s96a)	Based on scope of scale of changes sought and scale of scheme consented	To be negotiated	To be negotiated		New charge - income opportunity in light of recent Court of Appeal Decision
Planning Performance Agreement (conditions)		£2,479.20	Bespoke		The charges listed significantly underplay what have been negotiated in bespoke arrangements. Cannot give a quoted figure as scale and scope of discussions vary so significantly
Planning Performance Agreement (s73) - for Major Developments	Bespoke	£2,479.20	Bespoke		
Extensions of time - minor 4a		£1,239.60	£200.00	-83.87%	
Extensions of time - minor 4b		£1,652.80	£400.00	-75.80%	
Extension of times Majors (5a)		£8,218.50	£8,218.50	0.00%	
Extension of times Majors (5b)		£10,784.50	£10,784.50	0.00%	
Design review panel		£4,368.60	£4,500.00	3.01%	Benchmarked price
Design Review Panel (Chairs Review)		£2050.00	£2050.00	0.00%	
Officer research/ correspondence per hour		£141.50	£141.50	0.00%	
Express Enforcement correspondence		£648.70	£648.70	0.00%	
Refund for returned invalid application		20% of application fee	20% of application fee		
Streetbook Surgeries		£1,634.20	£1,634.20	0.00%	
BUILDING CONTROL					
Property Record Viewing, Photocopying & Viewing (Charge Per Property)					
Enquiry Charge - all information readily available on back-office/land charges or statutory register		£94.50	£110.00	16.40%	Increase to reflect more likley costs and fact that costs have not been significantly increased in past years
Enquiry Charge - additional research required	Additional hours (or part thereof) to deal with enquiry to be charged at standard hourly rate.	£94.50	£110.00	16.40%	Increase to reflect more likley costs and fact that costs have not been significantly increased in past years
Additional page/drawing		£1.00	£1.00	0.00%	
Each single copy of microfiche		£10.50	£11.00	4.76%	
Solicitor's enquiry (48 hour response)		£283.50	£300.00	5.82%	
Temporary Structure-Renewals					
Professional/Technical time per hr	Standard Hourly Rate	£94.50	£110.00	16.40%	Increase to reflect more likley costs and fact that costs have not been significantly increased in past years
Administrative time per hr	Standard Hourly Rate	£94.50	£110.00	16.40%	As above
Demolition notice under section 10 of the London Local Authorities Act 2004	Standard applications	£472.50	£550.00	16.40%	As above

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Demolition notice under section 10 of the London Local Authorities Act 2005	Complex applications	£850.50	£990.00	16.40%	As above
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	£315.00	£350.00	11.11%	
Dangerous Structures					
Standard Charge on issue of Notice		£283.50	£330.00	16.40%	
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	£440.00		Based on past experience that minimum of 4 hours officer time
Miscellaneous Charges					
Misc. charges and services delivered that are not specifically stated		On application	On application		
Refunds and Cancellations	£115 + any time spent on application charged at hourly rate	£115.00	£115.00	0.00%	
Street Naming or Numbering: New sites or developments					
1-9 units		£215.00	£215.00	0.00%	
10-20 units		£280.00	£280.00	0.00%	
For each additional unit over 20		£40.00	£40.00	0.00%	
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		£455.00	£455.00	0.00%	
Naming or re-naming of a property		£263.00	£263.00	0.00%	
Renumbering of a property		£263.00	£263.00	0.00%	
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		£48.00	£50.00	4.17%	
Level 2 - Highway search plan & written response to 1 question		£93.00	£98.00	5.38%	
Level 3 - Highway Search plan and written response provided up to 5 questions		£170.00	£180.00	5.88%	
Level 4 -Highway search plans and written response to 6+ questions		£225.00	£235.00	4.44%	
Permissions Highways Act 1980					
Section 50 opening of highway -Works duration up to 3 days		£360.00	£400.00	11.11%	
Section 50 opening of highway --Works duration 4-10 Days		£800.00	£850.00	6.25%	
Section 50 opening of highway --Works duration over 10 days		£2,075.00	£2,250.00	8.43%	
Section 50 opening of highway - Non excavation		£260.00	£300.00	15.38%	
Section 50 opening of highway - Extension fee Footway Works		£200.00	£225.00	12.50%	
Section 50 opening of highway- Extension fee Carriageway Works		£400.00	£450.00	12.50%	
Temporary Crossover permission- Standard Vehicle		£800.00	£850.00	6.25%	
Temporary Crossover permission- Heavy Duty Vehicle Over 5 ton in weight		£2,100.00	£2,250.00	7.14%	
Extension fees Temporary crossovers		£200.00	£225.00	12.50%	Large Sites
Site Inspection fee for valid complaints or unauthorised overstay		£200.00	£225.00	12.50%	Large sites
Skips					
Highways management /Coordination		£95.00	£98.00	3.16%	
Highways Licence					
Highways occupation licence		£560.00	£600.00	7.14%	Increase to deter no of applications for occupying the Highway
Highways pre works advice for highway activities and construction management	Hourly rate	£55.00	£58.00	5.45%	
Short hold traffic arrangements assessment and permission	New licence type for temporary events	New	£150.00		Required for short hold of traffic for filming purposes
Materials License Fee					
Deposit value <£750 Level 1 Fee		£360.00	£400.00	11.11%	Most common
£751-<£1500 Level 2 Fee		£570.00	£600.00	5.26%	
£1501-<£3000 Level 3 Fee		£900.00	£950.00	5.56%	
£3001-<6000 Level 4 Fee		£1,050.00	£1,100.00	4.76%	
£6001-< Level 5 Fee	Fee 38% of deposit	Fee 38% of deposit	Fee 40% of deposit		
Scaffold license fee					
Deposit value <£750 Level 1 Fee		£360.00	£400.00	11.11%	Most common
£751-<£1500 Level 2 Fee		£570.00	£600.00	5.26%	
£1501-<£3000 Level 3 Fee		£900.00	£950.00	5.56%	
£3001-<6000 Level 4 Fee		£1,050.00	£1,100.00	4.76%	
£6001-< Level 5 Fee	Fee 38% of deposit	Fee 38% of deposit	Fee 40% of deposit		
Scaffold Gantry licence fee					
Deposit value <£750 Level 1 Fee		£740.00	£800.00	8.11%	Large Sites
£751-<£1500 Level 2 Fee		£1,140.00	£1,200.00	5.26%	
£1501-<£3000 Level 3 Fee		£1,500.00	£1,600.00	6.67%	
£3001-<6000 Level 4 Fee		£1,600.00	£1,700.00	6.25%	
£6001-< Level 5 Fee	Fee 38% of deposit	Fee 38% of deposit	Fee 40% of deposit		
Hoarding License Fee					
Deposit value <£750 Level 1 Fee		£360.00	£400.00	11.11%	Most common
£751-<£1500 Level 2 Fee		£570.00	£600.00	5.26%	
£1501-<£3000 Level 3 Fee		£900.00	£950.00	5.56%	
£3001-<6000 Level 4 Fee		£1,050.00	£1,100.00	4.76%	
£6001-< Level 5 Fee	Fee 38% of deposit	Fee 38% of deposit	Fee 40% of deposit		
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 1		£200.00	£225.00	12.50%	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 2		£300.00	£325.00	8.33%	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 3		£400.00	£425.00	6.25%	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 4		£500.00	£525.00	5.00%	
Extension fees for Material, Scaffolding & Hoarding, Gantry Level 5		£600.00	£625.00	4.17%	

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Site Inspection fee for valid complaints or unauthorised overstay		£200.00	£225.00	12.50%	
Construction site service area	NEW LICENCE TYPE £ 100 per m2 deposit				New permission for large developments requiring area for deliveries
Deposit value <£750 Level 1 Fee	New		£400.00		
£751-<£1500 Level 2 Fee	New		£600.00		
£1501-<£3000 Level 3 Fee	New		£950.00		
£3001-<6000 Level 4 Fee	New		£1,100.00		
£6001-< Level 5 Fee	New		Fee 40% of deposit		
Crane Operation licenses					
Oversailing the highway		£850.00	£900.00	5.88%	Most common
Operation on the highway		£400.00	£425.00	6.25%	
Overhang licence section 177 Highways Act 1980		£400.00	£425.00	6.25%	
Containers					
Management fee		£200.00	£210.00	5.00%	Mainly large developments
Weekly storage fee on the highway		£210.00	£220.00	4.76%	
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)		£3,500.00	£3,700.00	5.71%	
Extension to section 14 closure per month		£525.00	£550.00	4.76%	
Temporary Traffic Restriction Orders/Notices (incl statutory press notices) under section 16A Commercial street parties		£3,500.00	£3,700.00	5.71%	
Permanent traffic orders under all sections of the highways, traffic regulation and road traffic acts		£2,475.00	£2,475.00	0.00%	
Rechargeable works					
Professional fees for works : Site Visits/Estimates /Works management		30% of works cost	30% of works cost		
Emergency call out works: Vehicle and response team		£680.00	£680.00	0.00%	
COMMERCIAL WASTE CHARGES					
Waste Management					
Sacks (per 50 sacks)	Per 50	£89.90	£89.90	0.00%	
Bulk (per metre)	Metre = 12 bags	£23.80	£23.80	0.00%	
Paladin	Per lift	£16.30	£16.30	0.00%	
Paladin	Annual hire	£130.20	£130.20	0.00%	
Wheelite Bin 240 litre	Per lift	£7.50	£7.50	0.00%	
Wheelite Bin 330/360 litre	Per lift	£9.30	£9.30	0.00%	
Eurobin 550/660 litre	Per lift	£13.00	£13.00	0.00%	
Eurobin 550/660 litre	Annual hire	£141.00	£141.00	0.00%	
Eurobin 770 litre	Per lift	£14.10	£14.10	0.00%	
Eurobin 770 litre	Annual hire	£162.70	£162.70	0.00%	
Eurobin 1100 litre	Per lift	£17.40	£17.40	0.00%	
Eurobin 1100 litre	Annual hire	£195.20	£195.20	0.00%	
Eurobin 1280 litre	Per lift	£18.40	£18.40	0.00%	
Eurobin 1280 litre	Annual	£217.00	£217.00	0.00%	
Skips Light Waste (8 yarder)	Per lift	£304.00	£304.00	0.00%	
Skips Building Material (8 yarder)	Per lift	£369.00	£369.00	0.00%	
Special Collections (Minimum Charge)	One off	£86.80	£86.80	0.00%	
Confidential Waste Collection	One off	£70.50	£70.50	0.00%	
To purchase Eurobins:					
240 litre		£57.50	£57.50	0.00%	
360 litre		£104.10	£104.10	0.00%	
660 litre		£412.00	£412.00	0.00%	
770 litre		£434.00	£434.00	0.00%	
1100 litre		£466.00	£466.00	0.00%	
1280 litre		£477.00	£477.00	0.00%	
CHARITY/EDUCATIONAL ESTABLISHMENT WASTE CHARGES					
Waste Management					
Sacks (per 50 sacks)	Per 50	£44.40	£44.40	0.00%	
Paladin hire	Per lift	£8.80	£8.80	0.00%	
Paladin hire	Annual hire	£130.20	£130.20	0.00%	
Wheelite Bin 240 litre	Per lift	£4.40	£4.40	0.00%	
Wheelite Bin 330/360 litre	Per lift	£6.60	£6.60	0.00%	
Eurobin 550/660 litre	Per lift	£7.10	£7.10	0.00%	
Eurobin 550/660 litre	Annual hire	£141.00	£141.00	0.00%	
Eurobin 770/800 litre	Per lift	£8.20	£8.20	0.00%	
Eurobin 770/800 litre	Annual hire	£162.70	£162.70	0.00%	
Eurobin 1100 litre	Per lift	£8.80	£8.80	0.00%	
Eurobin 1100 litre	Annual hire	£195.20	£195.20	0.00%	
Eurobin 1280 litre	Per lift	£10.00	£10.00	0.00%	
Eurobin 1280 litre	Annual hire	£216.90	£216.90	0.00%	
Skips Light Waste (8 yarder)	Per lift	£216.90	£216.90	0.00%	
Skips Light Waste (12 yarder) perm	Per lift	£227.80	£227.80	0.00%	
Special Collections (Minimum Charge)	One off	£104.10	£104.10	0.00%	
Confidential Waste Collection	One off	£70.50	£70.50	0.00%	
To purchase Eurobins:					
240 litre		£57.50	£57.50	0.00%	
360 litre		£105.20	£105.20	0.00%	
660 litre		£412.00	£412.00	0.00%	
770 litre		£434.00	£434.00	0.00%	
1100 litre		£466.00	£466.00	0.00%	
1280 litre		£477.00	£477.00	0.00%	
Duty of Care Document Charge	Quarter	£17.40	£17.40	0.00%	
	Half year	£34.70	£34.70	0.00%	
	Annual	£68.30	£68.30	0.00%	
CLINICAL WASTE CHARGES					
Removal of Bagged Clinical Waste					
Min charge per visit & up to 7 bags (inclusive)	Up to 7 bags	£38.00	£38.00	0.00%	
Each additional bag over 7 collected	Each bag	£6.00	£6.00	0.00%	
Sharps					
Min charge per visit & up to 5 boxes (inclusive)	Up to 5 boxes	£38.00	£38.00	0.00%	
Each additional box over 5 collected	Each box	£6.00	£6.00	0.00%	
BULKY WASTE CHARGES					
Removal of Bulky Waste					
Bulky Waste	Per item (minimum charge £30)	£10.30	£10.30	0.00%	
Reusable bulky waste	Per item (minimum charge £15)	£5.20	£5.20	0.00%	
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%	

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
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 addition to Standard Resident Permit Prices - subject to some vehicle-type policy exemptions					
1 month permit		£10.00	£10.00	0.00%	
3 month permit		£30.00	£30.00	0.00%	
6 month permit		£60.00	£60.00	0.00%	
12 month permit		£120.00	£120.00	0.00%	
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		£7.25	£7.50	3.45%	
Band A - (up to 100g/km) - 3 month permit		£7.25	£7.50	3.45%	
Band A - (up to 100g/km) - 6 month permit		£10.00	£10.30	3.00%	
Band A - (up to 100g/km) - 12 month permit		£20.00	£20.60	3.00%	
Band B - (101-110g/km) - 1 month permit		£7.25	£7.50	3.45%	
Band B - (101-110g/km) - 3 month permit		£7.25	£7.50	3.45%	
Band B - (101-110g/km) - 6 month permit		£11.00	£11.35	3.18%	
Band B - (101-110g/km) - 12 month permit		£22.00	£22.70	3.18%	
Band C - (111-120g/km) - 1 month permit		£7.25	£7.50	3.45%	
Band C - (111-120g/km) - 3 month permit		£7.90	£8.15	3.16%	
Band C - (111-120g/km) - 6 month permit		£15.80	£16.30	3.16%	
Band C - (111-120g/km) - 12 month permit		£31.60	£32.60	3.16%	
Band D - (121-130g/km) - 1 month permit		£7.25	£7.50	3.45%	
Band D - (121-130g/km) - 3 month permit		£21.05	£21.70	3.09%	
Band D - (121-130g/km) - 6 month permit		£42.10	£43.35	2.97%	
Band D - (121-130g/km) - 12 month permit		£84.20	£86.70	2.97%	
Band E - (131-140g/km) - 1 month permit		£8.60	£8.90	3.49%	
Band E - (131-140g/km) - 3 month permit		£25.70	£26.50	3.11%	
Band E - (131-140g/km) - 6 month permit		£51.40	£52.95	3.02%	
Band E - (131-140g/km) - 12 month permit		£102.80	£105.90	3.02%	
Band F - (141-150g/km) - 1 month permit		£9.25	£9.50	2.70%	
Band F - (141-150g/km) - 3 month permit		£27.65	£28.50	3.07%	
Band F - (141-150g/km) - 6 month permit		£55.30	£57.00	3.07%	
Band F - (141-150g/km) - 12 month permit		£110.60	£114.00	3.07%	
Band G - (151-165a/km) - 1 month permit		£11.55	£11.90	3.03%	
Band G - (151-165a/km) - 3 month permit		£34.55	£35.50	2.75%	
Band G - (151-165a/km) - 6 month permit		£68.95	£71.00	2.97%	
Band G - (151-165a/km) - 12 month permit		£137.90	£142.00	2.97%	
Band H - (166-175a/km) - 1 month permit		£13.20	£13.60	3.03%	
Band H - (166-175a/km) - 3 month permit		£39.50	£40.70	3.04%	
Band H - (166-175a/km) - 6 month permit		£79.00	£81.40	3.04%	
Band H - (166-175a/km) - 12 month permit		£158.00	£162.75	3.01%	
Band I - (176-185a/km) - 1 month permit		£15.45	£15.95	3.24%	
Band I - (176-185a/km) - 3 month permit		£46.25	£47.65	3.03%	
Band I - (176-185a/km) - 6 month permit		£92.45	£95.25	3.03%	
Band I - (176-185a/km) - 12 month permit		£184.90	£190.45	3.00%	
Band J - (186-200a/km) - 1 month permit		£19.55	£20.15	3.07%	
Band J - (186-200a/km) - 3 month permit		£58.65	£60.40	2.98%	
Band J - (186-200a/km) - 6 month permit		£117.25	£120.80	3.03%	
Band J - (186-200a/km) - 12 month permit		£234.50	£241.55	3.01%	
Band K - (201-225a/km) - 1 month permit		£22.75	£23.45	3.08%	
Band K - (201-225a/km) - 3 month permit		£68.20	£70.25	3.01%	
Band K - (201-225a/km) - 6 month permit		£136.35	£140.45	3.01%	
Band K - (201-225a/km) - 12 month permit		£272.70	£280.90	3.01%	
Band L - (226-255a/km) - 1 month permit		£31.80	£32.75	2.99%	
Band L - (226-255a/km) - 3 month permit		£95.30	£98.20	3.04%	
Band L - (226-255a/km) - 6 month permit		£190.60	£196.35	3.02%	
Band L - (226-255a/km) - 12 month permit		£381.20	£392.65	3.00%	
Band M - (256a/km and above) - 1 month permit		£41.00	£42.25	3.05%	
Band M - (256a/km and above) - 3 month permit		£122.70	£126.40	3.02%	
Band M - (256a/km and above) - 6 month permit		£245.35	£252.75	3.02%	
Band M - (256a/km and above) - 12 month permit		£490.70	£505.45	3.01%	
Residents Parking Permit - pre-2001 vehicles					
Electric vehicles - zero emissions		£0.00	£0.00	0.00%	
Band A - 1 month permit		£7.25	£7.50	3.45%	
Band A - 3 month permit		£7.25	£7.50	3.45%	
Band A - 6 month permit		£10.00	£10.30	3.00%	
Band A - 12 month permit		£20.00	£20.60	3.00%	
Band B - (1-900cc) - 1 month permit		£7.25	£7.50	3.45%	
Band B - (1-900cc) - 3 month permit		£7.25	£7.50	3.45%	
Band B - (1-900cc) - 6 month permit		£11.00	£11.35	3.18%	
Band B - (1-900cc) - 12 month permit		£22.00	£22.70	3.18%	
Band C - (901-1100cc) - 1 month permit		£7.25	£7.50	3.45%	
Band C - (901-1100cc) - 3 month permit		£7.90	£8.15	3.16%	
Band C - (901-1100cc) - 6 month permit		£15.80	£16.30	3.16%	
Band C - (901-1100cc) - 12 month permit		£31.60	£32.60	3.16%	
Band D - (1101-1200cc) - 1 month permit		£7.25	£7.50	3.45%	
Band D - (1101-1200cc) - 3 month permit		£21.05	£21.70	3.09%	
Band D - (1101-1200cc) - 6 month permit		£42.10	£43.35	2.97%	
Band D - (1101-1200cc) - 12 month permit		£84.20	£86.70	2.97%	
Band E - (1201-1300cc) - 1 month permit		£8.60	£8.90	3.49%	
Band E - (1201-1300cc) - 3 month permit		£25.70	£26.50	3.11%	
Band E - (1201-1300cc) - 6 month permit		£51.40	£52.95	3.02%	
Band E - (1201-1300cc) - 12 month permit		£102.80	£105.90	3.02%	
Band F - (1301-1399cc) - 1 month permit		£9.25	£9.50	2.70%	
Band F - (1301-1399cc) - 3 month permit		£27.65	£28.50	3.07%	
Band F - (1301-1399cc) - 6 month permit		£55.30	£57.00	3.07%	
Band F - (1301-1399cc) - 12 month permit		£110.60	£114.00	3.07%	
Band G - (1400-1500cc) - 1 month permit		£11.55	£11.90	3.03%	
Band G - (1400-1500cc) - 3 month permit		£34.55	£35.50	2.75%	
Band G - (1400-1500cc) - 6 month permit		£68.95	£71.00	2.97%	
Band G - (1400-1500cc) - 12 month permit		£137.90	£142.00	2.97%	
Band H - (1501-1650cc) - 1 month permit		£13.20	£13.60	3.03%	
Band H - (1501-1650cc) - 3 month permit		£39.50	£40.70	3.04%	
Band H - (1501-1650cc) - 6 month permit		£79.00	£81.40	3.04%	
Band H - (1501-1650cc) - 12 month permit		£158.00	£162.75	3.01%	
Band I - (1651-1850cc) - 1 month permit		£15.45	£15.95	3.24%	
Band I - (1651-1850cc) - 3 month permit		£46.25	£47.65	3.03%	
Band I - (1651-1850cc) - 6 month permit		£92.45	£95.25	3.03%	
Band I - (1651-1850cc) - 12 month permit		£184.90	£190.45	3.00%	
Band J - (1851-2100cc) - 1 month permit		£19.55	£20.15	3.07%	
Band J - (1851-2100cc) - 3 month permit		£58.65	£60.40	2.98%	
Band J - (1851-2100cc) - 6 month permit		£117.25	£120.80	3.03%	
Band J - (1851-2100cc) - 12 month permit		£234.50	£241.55	3.01%	
Band K - (2101-2500cc) - 1 month permit		£22.75	£23.45	3.08%	
Band K - (2101-2500cc) - 3 month permit		£68.20	£70.25	3.01%	

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Band K - (2101-2500cc) - 6 month permit		£136.35	£140.45	3.01%	
Band K - (2101-2500cc) - 12 month permit		£272.70	£280.90	3.01%	
Band L - (2501-2750cc) - 1 month permit		£31.80	£32.75	2.99%	
Band L - (2501-2750cc) - 3 month permit		£95.30	£98.20	3.04%	
Band L - (2501-2750cc) - 6 month permit		£190.60	£196.35	3.02%	
Band L - (2501-2750cc) - 12 month permit		£381.20	£392.65	3.00%	
Band M - (2751cc and above) - 1 month permit		£41.00	£42.25	3.05%	
Band M - (2751cc and above) - 3 month permit		£122.70	£126.40	3.02%	
Band M - (2751cc and above) - 6 month permit		£245.35	£252.75	3.02%	
Band M - (2751cc and above) - 12 month permit		£490.70	£505.45	3.01%	
Motorcycle Parking Permits					
Solo Motorcycle - 1 month permit		£7.25	£7.50	3.45%	
Solo Motorcycle - 3 month permit		£14.25	£14.65	2.81%	
Solo Motorcycle - 6 month permit		£28.45	£29.30	2.99%	
Solo Motorcycle - 12 month permit		£56.85	£58.55	2.99%	
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)		£15.30	£15.80	3.27%	
Residents permit - black taxi concession - one band lower than the norm	Various	Various	Various	0.00%	
Residents Parking Permit refunds for unused permits (per complete month, based on annual permit surrender)					
Band A		£1.65	£1.70	3.03%	
Band B		£1.80	£1.85	2.78%	
Band C		£2.60	£2.70	3.85%	
Band D		£7.00	£7.20	2.86%	
Band E		£8.60	£8.90	3.49%	
Band F		£9.25	£9.50	2.70%	
Band G		£11.55	£11.90	3.03%	
Band H		£13.20	£13.60	3.03%	
Band I		£15.45	£15.95	3.24%	
Band J		£19.55	£20.15	3.07%	
Band K		£22.75	£23.45	3.08%	
Band L		£31.80	£32.75	2.99%	
Band M		£41.00	£42.25	3.05%	
Admin fee - refund handling charge		£25.10	£25.85	2.99%	
Diesel vehicle surcharge refund - 1 month		£10.00	£10.00	0.00%	
Visitor Parking Vouchers					
Half hour vouchers (books of 20)		£12.00	£12.40	3.33%	
3-hour vouchers (books of 10)		£33.00	£34.00	3.03%	
All day voucher		£15.20	£15.70	3.29%	
Half hour vouchers (concessionary)		£6.00	£6.20	3.33%	
3-hour vouchers (concessionary)		£16.50	£17.00	3.03%	
All day voucher (concessionary)		£7.60	£7.85	3.29%	
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)		£9.40	£9.70	3.19%	
Hire car permit holder vouchers - 3 hour (books of 10)		£27.40	£28.25	3.10%	
1-hour business voucher (books of 10)		£13.20	£13.60	3.03%	
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)		£57.00	£58.75	3.07%	
Business Visitor parking vouchers					
Business visitor Half hour vouchers (books of 20)		£14.20	£14.60	2.82%	
Business visitor All day voucher		£31.70	£32.70	3.15%	
Other permits					
Doctors parking permit - annual (New Doctors parking place installation - includes 1 permit)		£268.00	£276.00	2.99%	
Essential Services Permit - annual (formerly Teacher Permit)		£379.00	£390.00	2.90%	
Business permit - annual (under 150kg/m2 or up to 1600cc)		£755.00	£778.00	3.05%	
Business permit - annual (under 150kg/m2 or up to 1600cc) 2nd permit		£1,010.00	£1,040.00	2.97%	
Business permit - annual (over 151kg/m2 or over 1600cc)		£1,255.00	£1,295.00	3.19%	
Business permit - annual (over 151kg/m2 or over 1600cc) 2nd permit		£1,495.00	£1,540.00	3.01%	
Business permit - electric		£584.00	£602.00	3.08%	
Business permit - annual permit linked to vouchers scheme		£19.80	£20.40	3.03%	
Match day and event day trader permits - annual		£693.00	£714.00	3.03%	
Permission to Park - per day		£27.40	£28.30	3.28%	
Permission to Park - per week		£109.50	£112.80	3.01%	
Permission to Park - per month		£425.90	£438.70	3.01%	
Universal all-zone permit - annual only (1-25 fleet vehicles)		£4,150.00	£4,275.00	3.01%	
Universal all-zone permit - annual only (26-50 fleet vehicles)		£2,765.00	£2,850.00	3.07%	
Universal all-zone permit - annual only (50+ fleet vehicles)		£1,410.00	£1,460.00	3.55%	
Universal all-zone permit - per month (non-fleet)		£360.00	£375.00	4.17%	
Universal permit - discounted fee for electric vehicles		£2,995.00	£3,085.00	3.01%	
Universal permit - discounted fee for registered charities		£2,995.00	£3,085.00	3.01%	
Car club permit		£253.00	£265.00	4.74%	
Trader's Permit		£26.35	£27.15	3.04%	
PARKING					
Parking Place Suspensions					
Permission to place a licensed skip in a parking place - no dedicated suspension		£63.30	£65.20	3.00%	
Suspension admin charge (non residents) - first day		£207.50	£213.75	3.01%	
Suspension admin charge (residents) - first day		£99.40	£102.40	3.02%	
Suspension admin charge (all applicants) - subsequent days, per day		£31.65	£32.60	3.00%	
Film work waiver - per day		£60.40	£62.25	3.06%	
Yellow line essential parking waiver (day rate)		£62.25	£64.15	3.05%	
Pay and Display Tariffs					

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Minimum made order - band 1 (per hour)		£1.25	£1.25	0.00%	
Minimum made order - band 2 (per hour)		£1.85	£1.85	0.00%	
Minimum made order - band 3 (per hour)		£2.05	£2.05	0.00%	
Minimum made order - band 4 (per hour)		£2.45	£2.45	0.00%	
Minimum made order - band 5 (per hour)		£3.05	£3.05	0.00%	
Minimum made order - band 6 (per hour)		£3.70	£3.70	0.00%	
Minimum made order - band 7(per hour)		£4.10	£4.10	0.00%	
Minimum made order - band 8 (per hour)		£4.95	£4.95	0.00%	
Minimum made order - band 9 (per hour)		£5.15	£5.15	0.00%	
Minimum made order - band 10 (per hour)		£5.55	£5.55	0.00%	
Minimum made order - band 11 (per hour)		£6.20	£6.20	0.00%	
Diesel vehicle surcharge (per hour)		£3.00	£3.00	0.00%	
Abandoned vehicle disposal					
Removal of abandoned vehicle from private land - motor vehicle		£206.50	£212.70	3.00%	
Removal of abandoned vehicle from private land - motorcycle (or PTW)		£155.00	£159.65	3.00%	
Cycle Hangars					
Annual rental of secure covered parking space		£104.00	£107.25	3.13%	
Refundable Key deposit		£25.00	£25.75	3.00%	
Daily charges for external bus hire clients	Half day charge	£75.00	£75.00	0.00%	Recovery of service costs
PARKS - SPORTS					
Tennis					
Highbury Fields and Tufnell Park	Adult standard	£10.50	£10.75	2.38%	
Highbury Fields and Tufnell Park	Adult BETTER (any)	£9.00	£9.25	2.78%	
Highbury Fields and Tufnell Park	Child Standard	£4.75	£4.90	3.16%	
Highbury Fields and Tufnell Park	Child BETTER (any)	£3.75	£3.85	2.67%	
Football					
Barnard Park - Redgra	No changing rooms - 1 hour	£0.00	£0.00	0.00%	
Highbury Fields - Astro turf - 1 hour session	Full rate - full pitch	£78.00	£80.35	3.01%	
Highbury Fields - Astro turf - 1 hour session	BETTER Card / Clubmark - full pitch	£66.76	£68.75	2.98%	
Highbury Fields - Astro turf - 1 hour session	Child rate - full pitch	£38.00	£39.20	3.16%	
Highbury Fields - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£32.50	£33.00	1.54%	
Paradise Park - Astro turf - 1 hour session	Full rate - full pitch	£45.00	£46.40	3.11%	
Paradise Park - Astro turf - 1 hour session	BETTER Card / Clubmark - full pitch	£39.00	£40.20	3.08%	
Paradise Park - Astro turf - 1 hour session	Child rate - full pitch	£26.50	£27.30	3.02%	
Paradise Park - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£22.00	£22.30	1.36%	
Rosemary Gardens - Astro turf - 1 hour session	Full rate - full pitch	£89.00	£91.70	3.03%	
Rosemary Gardens - Astro turf - 1 hour session	Full rate - half pitch	£44.50	£45.85	3.03%	
Rosemary Gardens - Astro turf - 1 hour session	BETTER Card / Clubmark - full pitch	£77.00	£79.40	3.12%	
Rosemary Gardens - Astro turf - 1 hour session	BETTER Card / Clubmark - half pitch	£38.50	£39.70	3.12%	
Rosemary Gardens - Astro turf - 1 hour session	Child rate - full pitch	£53.00	£54.60	3.02%	
Rosemary Gardens - Astro turf - 1 hour session	Child rate - half pitch	£26.50	£27.30	3.02%	
Rosemary Gardens - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£43.50	£44.10	1.38%	
Rosemary Gardens - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - half pitch	£21.75	£22.05	1.38%	
Tufnell Park - Grass - 2 hour session	Full rate - per 11 a side pitch	£97.60	£100.50	2.97%	
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 11 a side pitch	£86.50	£89.10	3.01%	
Tufnell Park - Grass - 2 hour session	Child rate - per 11 a side pitch	£58.50	£60.30	3.08%	
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 11 a side pitch	£49.00	£49.70	1.43%	
Tufnell Park - Grass - 2 hour session	Full rate - per 9 a side pitch	£80.00	£82.40	3.00%	
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 9 a side pitch	£69.25	£71.40	3.10%	
Tufnell Park - Grass - 2 hour session	Child rate - per 9 a side pitch	£48.00	£49.50	3.13%	
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 9 a side pitch	£40.00	£40.60	1.50%	
Tufnell Park - Grass - 2 hour session	Full rate - per 7 a side pitch	£62.00	£63.90	3.06%	
Tufnell Park - Grass - 2 hour session	BETTER Card / Clubmark - per 7 a side pitch	£54.25	£55.90	3.04%	
Tufnell Park - Grass - 2 hour session	Child rate - per 7 a side pitch	£37.25	£38.40	3.09%	
Tufnell Park - Grass - 2 hour session	Child BETTER Card / Clubmark / School - per 7 a side pitch	£31.25	£31.70	1.44%	
Whittington Park - Astro turf - 1 hour session	Full rate - full pitch	£97.60	£100.50	2.97%	
Whittington Park - Astro turf - 1 hour session	Full rate - 3rd of pitch	£44.00	£45.30	2.95%	
Whittington Park - Astro turf - 1 hour session	BETTER Card / Clubmark - full pitch	£86.25	£88.85	3.01%	
Whittington Park - Astro turf - 1 hour session	BETTER Card / Clubmark - 3rd of a pitch	£39.00	£40.20	3.08%	
Whittington Park - Astro turf - 1 hour session	Child rate - full pitch	£58.15	£59.90	3.01%	
Whittington Park - Astro turf - 1 hour session	Child rate - 3rd of a pitch	£26.00	£26.80	3.08%	
Whittington Park - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - full pitch	£45.90	£46.60	1.53%	
Whittington Park - Astro turf - 1 hour session	Child BETTER Card / Clubmark / School - 3rd of a pitch	£21.00	£21.30	1.43%	
Touch Rugby					
Paradise Park - Grass - 1 hour session	Full rate - per pitch	£55.00	£57.00	3.64%	
Paradise Park - Grass - 1 hour session	BETTER Card / Clubmark - per pitch	£45.80	£47.50	3.71%	
Paradise Park - Grass - 1 hour session	Child rate - per pitch	£32.50	£33.50	3.08%	
Paradise Park - Grass - 1 hour session	Child BETTER Card / Clubmark / School - per pitch	£26.75	£27.50	2.80%	
Cricket					
Wray Crescent - Grass - 1pm to dusk	Full rate	£99.00	£102.50	3.54%	
Wray Crescent - Grass - 1pm to dusk	BETTER Card / Clubmark	£84.00	£87.00	3.57%	
Wray Crescent - Grass - 1pm to dusk	Child rate	£42.00	£43.50	3.57%	
Wray Crescent - Grass - 1pm to dusk	Child BETTER Card / Clubmark / School	£42.00	£43.50	3.57%	
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Full rate	£73.00	£75.50	3.42%	
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	IZZ Card / Clubmark	£62.00	£64.00	3.23%	
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Child rate	£31.00	£32.00	3.23%	

APPENDIX D1: GENERAL FUND FEES AND CHARGES 2020/21

Fee/Charge	Description/Unit	2019-20	2020-21	% Change	Comments
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk	Child IZZ Card / Clubmark / School	£31.00	£32.00	3.23%	
BOWLS					
Finsbury Square - per person per hour		£7.00	£7.25	3.57%	
NETBALL					
Highbury Fields - Tarmac - 1 hour session	Full rate - per court	£36.40	£37.50	3.02%	
Highbury Fields - Tarmac - 1 hour session	BETTER Card / Clubmark - per court	£31.00	£32.00	3.23%	
Highbury Fields - Tarmac - 1 hour session	Child rate - per court	£22.00	£22.50	2.27%	
Highbury Fields - Tarmac - 1 hour session	Child BETTER Card / Clubmark - per court	£18.20	£19.00	4.40%	
Highbury Fields - Tarmac - 1 hour session	School - whole tarmac area per hour - 8.0am to 4.00pm - Term time only	£24.00	£25.00	4.17%	
Highbury Fields - Tarmac - 1 hour session	Community sports development - whole tarmac area per hour - Saturday 9.00am -1.00pm	£24.00	£25.00	4.17%	
ECOLOGY CENTRE					
Building hire to individuals & non-profit organisations	Per hour	£32.50	£32.50	0.00%	
Building hire to individuals & non-profit organisations	Per day (8 hours)	£225.00	£225.00	0.00%	
Building hire to individuals & non-profit organisations	Weddings & similar - per day (8 hours)	£500.00	£500.00	0.00%	
Equipment Charges	Slide projector	£21.50	£21.50	0.00%	
Equipment Charges	Flip chart - per pad	£8.00	£8.00	0.00%	
Equipment Charges	Digital Projector and Laptop	£43.50	£43.50	0.00%	
Equipment Charges	Plasma Screen	£17.00	£17.00	0.00%	
Tuition charges for schools -	Islington Council schools 1 hour visit	£61.50	£61.50	0.00%	
Tuition charges for schools -	Islington Council schools 1.5 hour visit	£72.50	£72.50	0.00%	
Private and out of borough schools	1 hour	£92.00	£92.00	0.00%	
Private and out of borough schools	1.5 hour	£138.00	£138.00	0.00%	
ALLOTMENTS (WITH EFFECT FROM JANUARY 2020 AS ALLOTMENT FEES HAVE TO BE AGREED ONCE YEAR IN ADVANCE)					
Large Plot Nominal 60m2		£90.00	£93.00	3.33%	
Large Plot Concession Nominal 60m3		£45.00	£46.50	3.33%	
Medium Plot Nominal 40m2		£60.00	£62.00	3.33%	
Medium Plot Concession Nominal 40m3		£30.00	£31.00	3.33%	
Small Plot Nominal 20m2		£30.00	£31.00	3.33%	
Small Plot Concession Nominal 20m3		£15.00	£15.50	3.33%	
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%	This is not being raised as we want to encourage more community events.
1 day events for up to 500 people without licensable activities		£110.00	£100.00	-9.09%	Price reduced to encourage smaller events
Events longer than 1 day, for more than 500 people or with licensable activities		£330.00	£350.00	6.06%	Price increased to take advantage of commercial events
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		£550.00	£575.00	4.55%	
No more than 50 people (over the course of the whole event)Full day		£800.00	£825.00	3.13%	
51 to 500 people (over the course of the whole event)Half day		£850.00	£875.00	2.94%	
51 to 500 people (over the course of the whole event)Full day		£1,300.00	£1,350.00	3.85%	
501 to 1,000 people (over the course of the whole event)Half day		£1,300.00	£1,350.00	3.85%	
501 to 1,000 people (over the course of the whole event)Full day		£1,650.00	£1,700.00	3.03%	
1,001 to 2,500 people (over the course of the whole event)Half day		£1,650.00	£1,700.00	3.03%	
1,001 to 2,500 people (over the course of the whole event)Full day		£2,000.00	£2,100.00	5.00%	
2,501 to 5,000 people (over the course of the whole event)Half day		£2,000.00	£2,100.00	5.00%	
2,501 to 5,000 people (over the course of the whole event)Full day		£2,300.00	£2,400.00	4.35%	
Cancellation fee					
All commercial or private events are subject to a cancellation fee.					
More than 28 days prior to event		25%	25%	0.00%	
15-28 days prior to event		50%	50%	0.00%	
7-14 days prior to event		75%	75%	0.00%	
Less than 7 days prior to event		100%	100%	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.					
CALLY CLOCK TOWER HERITAGE CENTRE					
Building hire to individuals & non-profit organisations	Per hour (weekdays)	New	£30.00	New	
Building hire to individuals & non-profit organisations	Per hour (weekends)	New	£50.00	New	
			£240.00		
Building hire to individuals & non-profit organisations	Per day (weekday 8 hours max)	New	£400.00	New	
Building hire to individuals & non-profit organisations	Per day (weekends 8 hours max)	New		New	
Equipment Charges	Slide projector	New	£21.50	New	
Equipment Charges	Flip chart - per pad	New	£8.00	New	
Equipment Charges	Digital Projector and Laptop	New	£43.50	New	
Equipment Charges	Plasma Screen	New	£17.00	New	

APPENDIX D2: CEMETERIES FEES AND CHARGES 2020/21

Description	2019-20		2020-21				Comments
	Resident	Non Resident	Resident	% Change	Non Resident	% Change	
BURIALS							
Private Grave							
Classic Grave Space	£1,300.00	£3,000.00	£1,340.00	3.08%	£3,100.00	3.33%	
Classic Premium Grave Space			£1,800.00		£2,800.00		New item introduced for classic graves purchased in newly developed front lawn style areas
7'x3' Grave Space	£2,280.00	£4,000.00	£2,350.00	3.07%	£4,130.00	3.25%	
9'x4' Grave Space	£2,430.00	£4,500.00	£2,510.00	3.29%	£4,640.00	3.11%	
Woodland Burial	£2,200.00	£3,690.00	£2,270.00	3.18%	£3,810.00	3.25%	
Front lawn areas - 7'x3' Grave Space	£3,735.00	£6,685.00	£3,850.00	3.08%	£6,900.00	3.22%	
Front lawn areas - 9'x4' Grave Space	£5,780.00	£10,420.00	£5,960.00	3.11%	£10,750.00	3.12%	
Trent Park- 8'x5' Grave Space	£1,470.00	£3,000.00	£2,350.00	39.86%	£4,800.00	60.00%	Price increased to standardise pricing across all cemeteries sites and recoup costs following the Trent Park extension.
Children's Memorial Garden	£420.00	£825.00	£420.00	0.00%	£900.00	9.09%	Increase to non-resident pricing in order to recoup costs incurred through the planned extension of this area. No impact on families. Change in legislation means increase will be met by central gov.
Interment Fees							
Individual 16 yrs and over- all cemeteries	£1,150.00	£2,050.00	£1,150.00	0.00%	£2,050.00	0.00%	
Individual under 16 yrs	£500.00	£885.00	£500.00	0.00%	£885.00	0.00%	
Front lawn areas - Adult	£2,095.00	£3,860.00	£2,095.00	0.00%	£3,860.00	0.00%	
Front lawn areas - under 16 yrs	£910.00	£1,615.00	£910.00	0.00%	£1,615.00	0.00%	
Saturday Burial extra charge	£720.00	£720.00	£740.00	2.78%	£740.00	2.78%	
Sunday Burial extra charge	£920.00	£920.00	£950.00	3.26%	£950.00	3.26%	
Saturday burial of ashes extra charge	£145.00	£145.00	£150.00	3.45%	£150.00	3.45%	
Sunday burial of ashes extra charge	£205.00	£205.00	£210.00	2.44%	£210.00	2.44%	
Hand Dipping Fee	£510.00	£510.00	£530.00	3.92%	£530.00	3.92%	
Public Grave							
Adult	£295.00	£460.00	£295.00	0.00%	£460.00	0.00%	
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%	
Grave Units							
Purchase of Double vault including 1st Interment & 60 year lease	£6,920.00	£10,250.00	£7,140.00	3.18%	£10,580.00	3.22%	
Purchase of Double front lawn vault inc 1st Interment & 60 year lease	£9,430.00	£14,450.00	£9,730.00	3.18%	£14,910.00	3.18%	
Massoles							
Purchase of VLA single unit and Interment (inc burial rights) all rows	£6,080.00	£8,970.00	£6,200.00	1.97%	£9,200.00	2.56%	
Purchase of HRC single unit and Interment (inc burial rights) all rows	£11,000.00	£13,000.00	£11,000.00	0.00%	£13,000.00	0.00%	
Interment Fees	£885.00	£885.00	£885.00	0.00%	£885.00	2.56%	
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%	
Stone Removal 7'3	£335.00	£340.00	£340.00	1.49%	£345.00	1.47%	
Stone Removal 7'3 Permit	£320.00	£320.00	£320.00	0.00%	£320.00	0.00%	
Stone Removal headstone only	£220.00	£220.00	£220.00	0.00%	£220.00	0.00%	
Stone Removal Headstone only Permit	£225.00	£230.00	£230.00	2.22%	£235.00	2.17%	
Stone Removal 9'4 and over	Quote	Quote	Quote		Quote		
Stone Removal 9'4 and over Permit	£320.00	£320.00	£320.00	0.00%	£320.00		
Purchase In Reserve 50% Supplement							
Classic Grave Space 6.6 x2.6	1,950.00	4,500.00	2,010.00	3.08%	4,640.00	3.11%	
Classic Premium Grave Space (New areas):							
7'x3' Grave Space	3,420.00	6,000.00	3,530.00	3.22%	6,190.00	3.17%	
9'x4' Grave Space	3,645.00	6,750.00	3,760.00	3.16%	6,970.00	3.26%	
Woodland Burial	3,300.00	5,535.00	3,410.00	3.33%	5,710.00	3.16%	
Front lawn areas - 7'x3 Grave Space	5,603.00	10,028.00	5,780.00	3.16%	10,350.00	3.21%	
Front lawn areas - 9'x4 Grave Space	8,670.00	15,630.00	8,950.00	3.23%	16,130.00	3.20%	
Trent Park- Grave Space 8x5???	2,205.00	4,500.00	2,280.00	3.40%	4,640.00	3.11%	
Children's Memorial Garden	630	1,238.00	650	3.17%	1,280.00	3.39%	
Purchase of Double vault including 1st Interment & 60 year lease	10,380.00	15,375.00	10,710.00	3.18%	15,870.00	3.22%	
Purchase of Double front lawn vault Inc. 1st Interment & 60 yr. lease	14,145.00	21,675.00	14,600.00	3.22%	22,370.00	3.21%	
Purchase of single unit and Interment (inc. burial rights)-1st and 3rd row	9,120.00	13,455.00	9,410.00	3.18%	13,890.00	3.23%	
Purchase of single unit and Interment (inc. burial rights)-2nd row	10,230.00	14,955.00	10,560.00	3.23%	15,430.00	3.18%	
Additional Charges							
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	£485.00	£485.00	£500.00	3.09%	£500.00	3.09%	
Second coffin - admin fee	£205.00	£205.00	£210.00	2.44%	£210.00	2.44%	
Ashes Exhumation Fee First Interment			£250.00		£250.00		New item
Additional Ashes Exhumation Fee			£150.00		£150.00		New item
Remove & Replace Memorial							
Lawn style memorial up to 7'x3'	£220.00	£220.00	£230.00	4.55%	£230.00	4.55%	
Traditional style memorial up to 7'x3'	£335.00	£335.00	£350.00	4.48%	£350.00	4.48%	
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)	£320.00	£320.00	£330.00	3.13%	£330.00	3.13%	
Private Earthen Graves Lawn sections	£225.00	£220.00	£230.00	2.22%	£230.00	4.55%	
Common Graves	£70.00	£70.00	£70.00	0.00%	£70.00	0.00%	
Additional Memorial Work	£75.00	£75.00	£80.00	6.67%	£80.00	6.67%	
Annual clean	£30.00	£30.00	£30.00	0.00%	£30.00	0.00%	
Ash Plot	£150.00	£150.00	£150.00	0.00%	£150.00	0.00%	
CREMATION							
Cremation Services							
Individual 16 years and over	£625.00	£625.00	£650.00	4.00%	£650.00	4.00%	
Individual under 16 years	£35.00	£35.00	£35.00	0.00%	£35.00	0.00%	
Early Morning Cremation	£325.00	£325.00	£325.00	0.00%	£325.00	0.00%	
Double funeral service	£750.00	£750.00	£770.00	2.67%	£770.00	2.67%	
Evenings and Saturday Cremation	£780.00	£780.00	£800.00	2.56%	£800.00	2.56%	
Sunday Cremation	£950.00	£950.00	£980.00	3.16%	£980.00	3.16%	
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%	
Direct Cremation			£250.00		£250.00		New item
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)	£40.00	£40.00	£40.00	0.00%	£40.00	0.00%	
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	£18.00	£18.00	£20.00	11.11%	£20.00	11.11%	
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	£560.00	£560.00	£580.00	3.57%	£580.00	3.57%	
Medium grave	£455.00	£455.00	£470.00	3.30%	£470.00	3.30%	
Small grave	£390.00	£390.00	£400.00	2.56%	£400.00	2.56%	
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%	
Hamstead Cemetery Re - Open							
Interment Fee Traditional	£ 1,565.00	£ 2,400.00	£ 1,620.00	3.51%	£ 2,400.00	0.00%	
Memorial Traditional	£ 335.00	£ 335.00	£ 350.00	4.48%	£ 335.00	0.00%	
Interment Fee Lawn	£ 1,565.00	£ 2,400.00	£ 1,620.00	3.51%	£ 2,400.00	0.00%	
Memorial Lawn	£ 220.00	£ 220.00	£ 230.00	4.55%	£ 230.00	4.55%	

APPENDIX D2: CEMETERIES FEES AND CHARGES 2020/21

Description	2019-20		2020-21				Comments
	Resident	Non Resident	Resident	% Change	Non Resident	% Change	
Turf Lawn	£ 130.00	£ 130.00	£ 130.00	0.00%	£ 130.00	0.00%	

APPENDIX D3: GLL ACTIVITY PRICES 2020/21

GLL- Islington	2019 Prices							2020 Prices														
	Better H&F over 60	Better H&F Adult Con	Better H&F Adult Non Member	Better H&F Adult	Better H&F Jrn Non Mem	Better H&F Jrn	Better H&F Jrn 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 Jrn Non Mem	% Change	Better H&F Jrn	% Change	Better H&F Jrn Con	% Change	
ACTIVITIES																						
Badminton																						
Adult Club League	£7.65	£7.65	£8.95	£7.90	£0.00	£7.65	£0.00	£5.45	-28.8%	£5.45	-28.8%	£8.10	-9.5%	£5.55	-29.2%	0.00	0.0%	4.45	-41.8%	0.00	0.0%	
Club/Club	£7.65	£7.65	£8.95	£7.90	£0.00	£7.65	£0.00	£6.90	-9.8%	£6.90	-9.8%	£8.95	0.0%	£7.65	-3.2%	0.00	0.0%	5.70	-25.5%	0.00	0.0%	
Course x five	£47.70	£47.70	£55.60	£49.00	£0.00	£47.70	£0.00	£48.65	2.0%	£48.65	2.0%	£57.25	3.0%	£50.45	3.0%	0.00	0.0%	49.15	3.0%	0.00	0.0%	
Court 55 minutes: Off peak	£8.70	£8.65	£10.65	£8.95	£0.00	£8.65	£0.00	£7.95	-8.6%	£8.85	2.3%	£10.95	2.8%	£9.20	2.8%	0.00	0.0%	8.85	2.3%	0.00	0.0%	
Court 55 minutes: Peak	£12.45	£12.55	£15.65	£12.95	£0.00	£12.55	£0.00	£12.70	2.0%	£12.80	2.0%	£16.10	2.9%	£13.30	2.7%	0.00	0.0%	12.90	2.8%	0.00	0.0%	
Junior Club/ Club 2 hrs	£0.00	£0.00	£0.00	£0.00	£5.40	£0.00	£3.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	5.55	2.8%	0.00	0.0%	3.20	1.6%	
Racket hire	£2.45	£2.45	£2.50	£2.55	£2.45	£2.45	£2.45	£2.50	2.0%	£2.50	2.0%	£2.55	2.0%	£2.60	2.0%	2.50	2.0%	2.50	2.0%	2.50	2.0%	
Basketball																						
1hr Basketball	£81.20	£81.20	£94.65	£83.55	£92.10	£81.25	£81.25	£82.80	2.0%	£82.85	2.0%	£97.50	3.0%	£86.05	3.0%	94.90	3.0%	83.70	3.0%	82.90	2.0%	
2hr open session-Sobell	£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%	5.55	2.8%	4.35	2.4%	3.20	1.6%	
Basketball at Finsbury	£84.05	£84.05	£66.85	£55.65	£65.00	£54.10	£54.10	£55.15	2.0%	£55.15	2.0%	£68.85	3.0%	£57.30	3.0%	66.95	3.0%	55.20	2.0%	55.20	2.0%	
Block booking at Sobell	£81.20	£81.20	£94.65	£83.55	£92.10	£81.25	£81.25	£82.85	2.0%	£82.90	2.0%	£97.50	3.0%	£86.05	3.0%	93.00	3.0%	82.90	2.0%	82.90	2.0%	
Classes																						
Aerobics 55 Mins: Off-peak	£2.25	£3.60	£7.50	£5.80	£0.00	£0.00	£0.00	£2.30	2.2%	£3.65	1.4%	£7.70	2.2%	£5.95	2.6%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Aerobics 55 Mins: Peak	£2.85	£4.90	£8.95	£7.30	£0.00	£0.00	£0.00	£2.90	1.8%	£5.00	2.1%	£9.20	2.8%	£7.50	2.7%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Aerobics 55+ mins: Off-peak	£2.75	£4.55	£8.45	£7.30	£0.00	£0.00	£0.00	£2.80	1.8%	£4.65	2.2%	£8.70	3.0%	£7.50	2.7%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Aerobics 55+ mins: Peak	£2.95	£4.75	£9.70	£8.15	£0.00	£0.00	£0.00	£3.00	1.7%	£4.85	2.1%	£9.95	2.6%	£8.35	2.5%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Mind and Body 1hour+ : Off-peak	£2.75	£5.00	£9.20	£8.00	£0.00	£0.00	£0.00	£2.80	1.8%	£5.10	2.0%	£9.45	2.7%	£8.20	2.5%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Mind and Body 1 hour+ : Peak	£2.95	£5.40	£11.00	£9.35	£0.00	£0.00	£0.00	£3.00	1.7%	£5.50	1.9%	£11.30	2.7%	£9.60	2.7%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Running Club	£2.75	£0.00	£4.55	£3.40	£0.00	£0.00	£0.00	£2.80	1.8%	£0.00	0.0%	£4.65	2.2%	£3.50	3.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	
Gym Session																						
Gym with swim: peak- Inclusive	£0.00	£4.90	£8.05	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£5.00	2.0%	£8.25	2.5%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Calry Gym with Swim- Off peak	£0.00	£2.75	£5.95	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£2.80	1.8%	£6.10	2.5%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Calry Gym with Swim- peak	£2.75	£3.85	£5.95	£0.00	£0.00	£0.00	£0.00	£2.80	1.8%	£3.90	1.3%	£6.10	2.5%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Gym with swim: off-peak	£2.25	£3.80	£8.05	£0.00	£0.00	£0.00	£0.00	£2.30	2.0%	£3.85	1.3%	£8.25	2.5%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Gym with swim: Peak	£2.75	£4.85	£5.05	£0.00	£0.00	£0.00	£0.00	£2.80	1.8%	£4.90	1.1%	£5.20	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Non Member day membership Calry	£0.00	£0.00	£13.45	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£11.00	-18.2%	£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	£22.25	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£11.00	-50.6%	£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	£16.75	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£11.00	-34.3%	£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	£5.30	£4.25	£3.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	5.30	3.8%	4.35	2.4%	3.20	1.6%	
Under 5's	£0.00	£0.00	£0.00	£0.00	£3.20	£2.20	£1.20	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	3.30	3.1%	2.25	2.3%	1.25	4.2%	
Skate Hire	£0.00	£0.00	£1.35	£0.00	£1.30	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£1.40	3.7%	£0.00	0.0%	1.40	7.2%	0.00	0.0%	0.00	0.0%	
Skating per session	£0.00	£3.85	£6.90	£4.45	£5.40	£4.25	£3.15	£0.00	0.0%	£3.95	2.6%	£6.95	0.8%	£4.65	4.5%	5.50	1.9%	4.35	2.4%	3.20	1.6%	
Sauna Session																						
Sauna	£2.80	£4.85	£8.95	£7.25	£0.00	£0.00	£0.00	£2.85	1.8%	£4.90	1.1%	£9.20	2.8%	£7.45	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Sauna Partial Service	£2.25	£4.90	£6.70	£5.95	£0.00	£0.00	£0.00	£2.30	2.0%	£5.00	2.0%	£6.85	2.3%	£6.10	2.5%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Swimming																						
Aqua Classes 55min	£1.00	£3.80	£7.50	£5.55	£4.30	£3.25	£2.45	£1.00	0.0%	£3.85	1.3%	£7.70	2.2%	£5.70	2.7%	4.40	2.3%	3.30	1.5%	2.50	2.0%	
Casual/Lane Swim	£1.00	£2.45	£4.95	£4.05	£2.75	£1.00	£0.00	£1.00	0.0%	£2.50	2.0%	£5.05	2.0%	£4.15	2.5%	2.80	1.8%	1.00	0.0%	0.00	0.0%	
Over 60'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%	
Aqua Card Monthly DD	£0.00	£0.00	£34.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£32.50	-5.8%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Table Tennis																						
Adult Drop in	£0.00	£4.55	£6.65	£5.25	£0.00	£0.00	£0.00	£0.00	0.0%	£4.60	1.1%	£6.85	3.0%	£5.40	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Bat Hire	£0.00	£2.55	£2.65	£2.65	£0.00	£0.00	£0.00	£0.00	0.0%	£2.60	2.0%	£2.70	1.9%	£2.70	1.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Court booking	£5.10	£5.10	£7.30	£5.25	£0.00	£0.00	£0.00	£5.20	2.0%	£5.20	2.0%	£7.50	2.7%	£5.40	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Drop in	£0.00	£0.00	£0.00	£0.00	£5.30	£0.00	£4.20	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	5.45	2.8%	0.00	0.0%	4.25	1.2%	
Tennis Casual																						
Casual Coached Session	£0.00	£5.30	£11.75	£9.35	£7.60	£6.40	£3.45	£0.00	0.0%	£5.40	1.9%	£12.10	3.0%	£9.60	2.7%	7.80	2.6%	6.55	2.3%	3.50	1.4%	
Munchkin Tennis	£0.00	£0.00	£0.00	£0.00	£4.45	£3.25	£2.75	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	4.55	2.2%	3.30	1.5%	2.80	1.8%	
Pay & Play: 2hrs	£0.00	£4.55	£8.90	£7.90	£0.00	£0.00	£0.00	£0.00	0.0%	£4.60	1.1%	£9.15	2.8%	£8.10	2.5%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Pay & Play: 3hrs	£0.00	£5.50	£11.70	£9.55	£0.00	£0.00	£0.00	£0.00	0.0%	£5.60	1.8%	£12.00	2.6%	£9.80	2.6%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Tennis Courses																						
Indoor Adult	£0.00	£0.00	£15.60	£13.95	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£16.00	2.6%	£14.35	2.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Indoor Adult Intensive	£0.00	£0.00	£17.30	£15.60	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£17.80	2.9%	£16.00	2.6%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Indoor Junior- Green	£0.00	£0.00	£0.00	£0.00	£10.10	£8.85	£5.55	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	10.60	5.0%	9.35	5.6%	5.70	2.7%	
Indoor Junior- orange	£0.00	£0.00	£0.00	£0.00	£9.60	£8.40	£5.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	10.10	5.2%	8.90	6.0%	5.10	2.0%	
Indoor Junior- Red	£0.00	£0.00	£0.00	£0.00	£9.50	£7.75	£4.50	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	10.00	5.3%	8.20	5.8%	4.60	2.2%	
Indoor Tots	£0.00	£0.00	£0.00	£0.00	£3.75	£2.75	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	0.00	0.0%	4.00	6.7%	2.80	1.8%	
Junior Junior Holiday Camp Over 9s	£0.00	£0.00	£0.00	£0.00	£7.40	£6.25	£3.55	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	7.80	5.3%	6.60	5.6%	3.65	1.8%	
Junior Junior Holiday Camp Under 9s	£0.00	£0.00	£0.00	£0.00	£7.95	£6.70	£3.90	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	8.40	5.7%	7.10	6.0%	4.00	2.6%	
Outdoor Adult	£0.00	£0.00	£13.40	£11.75	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£13.80	3.0%	£12.10	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Racquet Hire	£0.00	£0.00	£2.50	£2.55	£1.05	£																

APPENDIX D3: GLL ACTIVITY PRICES 2020/21

GLL- Islington	2019 Prices							2020 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		
Small Pitch 45 min: Peak	£70.40	£70.45	£72.90	£72.40	£0.00	£0.00	£0.00	£71.80	2.0%	£71.85	2.0%	£80.25	3.0%	£74.60	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Small Pitch Junior 45 min: Off-peak	£0.00	£0.00	£0.00	£0.00	£28.00	£24.60	£24.60	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	28.85	3.0%	25.30	2.8%	25.10	2.0%	0.00	0.0%
Small Pitch Off-peak weekends	£52.55	£52.50	£59.75	£54.00	£0.00	£0.00	£0.00	£53.60	2.0%	£53.55	2.0%	£61.55	3.0%	£55.60	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Squash Clinic- Finsbury	£5.20	£5.10	£7.30	£5.35	£0.00	£0.00	£0.00	£5.30	1.9%	£5.20	2.0%	£7.50	2.2%	£5.50	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Court 40min:FLC: Off-peak	£8.45	£8.45	£10.60	£8.70	£0.00	£0.00	£0.00	£8.60	1.8%	£8.60	1.8%	£10.90	2.8%	£8.95	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Court 40min:FLC: Peak	£10.10	£10.10	£12.90	£10.40	£0.00	£0.00	£0.00	£10.30	2.0%	£10.30	2.0%	£13.25	2.7%	£10.70	2.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Sport Session (Finsbury)	£0.00	£0.00	£0.00	£0.00	£5.30	£4.30	£2.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	5.45	2.8%	4.40	2.3%	2.15	0.0%	0.00	0.0%
IRB																							
Main pool hire	£0.00	£0.00	£91.30	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£94.05	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Teaching pool hire	£0.00	£0.00	£69.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£71.10	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Self Service 7kg wash	£0.00	£4.90	£7.25	£6.50	£0.00	£0.00	£0.00	£0.00	0.0%	£5.00	2.0%	£7.45	2.8%	£6.70	3.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Self Service 16kg wash	£0.00	£7.05	£10.35	£9.30	£0.00	£0.00	£0.00	£0.00	0.0%	£7.15	1.4%	£10.65	2.9%	£9.55	2.7%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Self Service Dry	£0.00	£1.60	£3.65	£2.05	£0.00	£0.00	£0.00	£0.00	0.0%	£1.60	0.0%	£3.75	2.7%	£2.10	2.4%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Ironing service 5 item	£0.00	£2.55	£3.95	£4.00	£0.00	£0.00	£0.00	£0.00	0.0%	£2.60	2.0%	£4.05	2.5%	£4.10	2.5%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
SPA London	£9.50	£9.50	£26.00	£0.00	£0.00	£0.00	£0.00	£9.75	2.6%	£9.75	2.6%	£26.00	0.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Tennis Centre																							
Studio: 1hr Off-peak	£0.00	£0.00	£30.15	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£31.05	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Studio: 1hr Peak	£0.00	£0.00	£35.70	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£36.75	2.9%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Market Road																							
Adult one hour full pitch off peak	£49.20	£49.20	£57.70	£50.75	£0.00	£0.00	£0.00	£50.20	2.0%	£50.20	2.0%	£59.45	3.0%	£52.25	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Adult one hour full pitch peak	£83.90	£83.90	£97.60	£86.25	£0.00	£0.00	£0.00	£85.60	2.0%	£85.60	2.0%	£100.50	3.0%	£88.85	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Block Bookings	£0.00	£0.00	£77.00	£0.00	£38.50	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£79.30	3.0%	£0.00	0.0%	39.65	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Football Hire	£0.00	£0.00	£3.35	£0.00	£3.30	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£3.40	1.6%	£0.00	0.0%	3.40	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Junior one hour full pitch peak	£0.00	£0.00	£0.00	£0.00	£58.15	£45.90	£45.90	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	59.90	3.0%	46.60	1.5%	46.60	1.5%	0.00	0.0%
Outdoor 5 a side 60min	£64.90	£64.90	£78.00	£66.75	£37.30	£31.90	£0.00	£66.20	2.0%	£66.20	2.0%	£80.35	3.0%	£68.75	3.0%	38.40	2.9%	32.50	1.9%	0.00	0.0%	0.00	0.0%
Sobell																							
Marial Arts	£0.00	£0.00	£27.80	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£28.60	2.9%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Outdoor 5 a side 60min	£65.05	£64.90	£78.00	£66.75	£37.25	£31.90	£0.00	£66.35	2.0%	£66.20	2.0%	£80.35	3.0%	£68.75	3.0%	38.40	3.1%	32.50	1.9%	0.00	0.0%	0.00	0.0%
Judo room: 1 hr	£0.00	£0.00	£34.50	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£35.55	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Rink Hire: 1 hour	£0.00	£0.00	£122.50	£104.90	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£126.20	3.0%	£108.00	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Studio 1hr - SLC	£0.00	£0.00	£47.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£48.40	3.0%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Studio- Day rate	£0.00	£0.00	£222.65	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£229.35	3.0%	£0.00	0.0%	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	£222.65	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£229.35	3.0%	£0.00	0.0%	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	£22.25	£11.20	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£22.90	2.9%	£11.50	2.7%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Bouncy Castle & catering room	£0.00	£0.00	£150.25	£130.25	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£154.70	3.0%	£134.20	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Ice Rink	£0.00	£0.00	£222.55	£200.50	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£229.25	3.0%	£206.55	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Soft Play: Off peak	£0.00	£0.00	£133.50	£116.80	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£137.55	3.0%	£120.35	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Soft Play: Peak	£0.00	£0.00	£211.50	£189.15	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£217.55	3.0%	£194.75	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Sports party & catering	£0.00	£0.00	£150.20	£133.55	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£154.75	3.0%	£137.60	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Trampoline & catering	£0.00	£0.00	£150.20	£133.55	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£154.75	3.0%	£137.60	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Zumba tonic Dance Parties	£0.00	£0.00	£150.20	£133.55	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£154.75	3.0%	£137.60	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Squash Clinic- Sobell	£6.90	£6.85	£8.40	£7.05	£0.00	£0.00	£0.00	£7.00	1.4%	£6.95	1.5%	£8.65	3.0%	£7.25	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Court 40min:SLC: Off-peak	£5.10	£5.10	£9.00	£5.10	£0.00	£0.00	£0.00	£5.20	2.0%	£5.20	2.0%	£9.25	2.8%	£5.20	2.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Court 40min:SLC: Peak	£10.10	£10.10	£12.95	£10.40	£0.00	£0.00	£0.00	£10.30	2.0%	£10.30	2.0%	£13.30	2.7%	£10.70	2.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Leaguer Players Per Person	£5.75	£5.75	£7.30	£6.00	£0.00	£0.00	£0.00	£5.85	1.7%	£5.85	1.7%	£7.50	2.7%	£6.15	2.5%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Racket hire	£2.45	£2.45	£2.55	£2.55	£0.00	£0.00	£0.00	£2.50	2.0%	£2.50	2.0%	£2.60	2.0%	£2.60	2.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Football Hire	£0.00	£0.00	£3.40	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£3.45	1.5%	£0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Main Hall 60min	£81.30	£81.25	£94.65	£83.55	£0.00	£0.00	£0.00	£82.95	2.0%	£82.90	2.0%	£97.50	3.0%	£86.05	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Outdoor 60min	£64.90	£64.90	£78.00	£66.55	£0.00	£0.00	£0.00	£66.20	2.0%	£66.20	2.0%	£80.35	3.0%	£68.55	3.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Junior Gym	£0.00	£0.00	£0.00	£0.00	£5.30	£4.25	£3.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	5.45	2.8%	4.35	2.4%	3.20	1.6%	0.00	0.0%
Sport session	£0.00	£0.00	£0.00	£0.00	£5.30	£4.25	£3.15	£0.00															

APPENDIX D4: GLL MEMBERSHIPS AND TRAMPOLINE PARK PRICING 2020/21

2019

Prepaid Memberships	60+	Adult Concession	Adult (BHF)	Student	Student Spa	Gym Only Cally	Gym Only sobell	Highbury Membershin	Junior	Junior Concession	BHF Off Peak	Corporate	NHS	Joint	Adult ICE	H&F ICE Junior	INCLUSIVE
Monthly	£20.10	£29.35	£51.45	£35.95	£50.95	£24.95	£29.85	£31.50	£15.45	£10.80	£44.30	£46.75	£40.65	£97.95	£27.50	£20.50	£20.95
% Change	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	1.0%	2.0%	1.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Annual	£201.00	£296.30	£514.50	£359.50	£509.50	£308.35	£358.60	£324.45	£172.95	£108.00	£443.00	£467.50	£406.50	£979.50	£275.00	£205.00	£209.50
% Change	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	0.0%	2.0%	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Joining Fee	£25.00	£15.00	£25.00	£15.00	£15.00	£15.00	£15.00	£25.00	£15.00	£15.00	£15.00	£25.00	£25.00	£25.00	£25.00	£25.00	£15.00
% Change	New Charge	-50.0%	-28.6%	1500.0%	0.0%	0.0%	0.0%	66.7%	50.0%	50.0%	-40.0%	2500.0%	2500.0%	-64.3%	66.7%	50.0%	0.0%
Swimming Lessons																	
Monthly			£19.40	£24.30					£19.15	£14.60							
% Change			2.1%	2.0%					2.0%	2.7%							
1-1 lessons			£23.50	£23.50					£23.50	£23.50							

2020

Prepaid Memberships	60+	Adult Concession	Adult (BHF)	Student	Student Spa	Gym Only Cally	Gym Only sobell	Highbury Membershin	Junior	Junior Concession	BHF Off Peak	Corporate	NHS	Joint	Adult ICE	H&F ICE Junior	INCLUSIVE
Monthly	£20.50	£30.00	£51.45	£37.00	£52.00	£24.95	£30.75	£31.50	£15.90	£11.00	£45.65	£48.20	£41.90	£100.95	£28.35	£21.13	£21.35
% Change	2.5%	2.7%	2.0%	2.5%	2.0%	2.0%	2.4%	1.0%	3.9%	1.9%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Annual	£205.00	£300.00	£514.50	£370.00	£529.50	£308.35	£369.00	£324.45	£190.80	£110.00	£456.50	£482.00	£419.00	£1,009.50	£283.50	£211.30	£213.50
% Change	2.0%	1.0%	0.0%	2.0%	0.0%	0.0%	2.0%	0.0%	10.0%	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Joining Fee	£25.00	£15.00	£25.00	£15.00	£15.00	£15.00	£15.00	£25.00	£15.00	£15.00	£15.00	£25.00	£25.00	£25.00	£25.00	£25.00	£15.00
% Change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Swimming Lessons																	
Monthly			£20.00	£26.30					£20.50	£15.00							
% Change			2.1%	2.2%					2.0%	2.7%							
1-1 lessons			£24.50	£24.50					£24.50	£24.50							

Trampoline Park Pricing	2019	2020	% Change
1 hr Peak Adult	£10.50	£10.95	4.3%
1hr Peak Junior	£8.50	£8.80	3.5%
1 hr Peak 1 Adult & 1 Under 5	£14.45	£14.95	3.5%
1 hr Off Peak Adult	£7.95	£7.95	0.0%
1hr Off Peak Junior	£7.95	£7.95	0.0%
1hr Off Peak 1 Adult & 1 Under 5	£11.90	£11.90	0.0%
1hr Off Peak Toddler Jump 1 Adult & 1 Toddler	£7.95	£7.95	0.0%
Disability Jump	£5.95	£5.95	0.0%
This Girl Can Jump	£3.10	£3.10	0.0%
1 hr Early Bird Jump	£5.95	£5.95	0.0%
Early Bird Jump 1 adult & 1 under 5	£9.90	£10.00	1.0%
1hr Family Adult jump	£7.95	£7.95	0.0%
1hr Junior Family Jump	£7.95	£7.95	0.0%
1hr 1 Adult & 1 under 5 Family Jump	£7.95	£7.95	0.0%
Birthday party (Price Per Person - Minimum 10)	£18.65	£19.50	4.6%

* Prices Frozen Feb 2018 to April 2020 As part of the Trampoline Launch
 *2020-21 9 Price Lines Frozen since opening in Feb 2018

Appendix E1 – HRA Medium-Term Financial Strategy 2020/21 to 2022/23

HRA - MEDIUM TERM FINANCIAL STRATEGY	2019-20	2020-21	2021-22	2022-23
	Revised Estimate	Estimate	Indicative Estimate	Indicative Estimate
	£M's	£M's	£M's	£M's
HRA INCOME:				
Income From Dwellings:				
Tenants Rents	£149.6	£156.7	£160.2	£163.2
Tenants Service Charges	£16.0	£16.5	£16.8	£17.2
Income From Dwellings	£165.6	£173.2	£177.0	£180.4
Commercial Property Rents	£1.6	£1.6	£1.6	£1.6
Heating Charges (Tenants & Leaseholders)	£2.7	£2.7	£2.7	£2.7
LeaseHolder Annual Service Charges	£10.1	£11.6	£12.4	£12.7
LeaseHolder Charges for Major Works	£2.5	£3.5	£3.5	£3.5
LeaseHolder Charges	£12.6	£15.1	£15.9	£16.2
Other Charges for Services & Facilities	£5.5	£5.8	£4.4	£4.6
Private Finance Initiative Government Subsidy	£22.9	£22.9	£22.9	£6.1
Interest Receivable	£0.5	£0.8	£0.8	£0.8
Transfers from the General Fund for Shared Services	£0.8	£0.8	£0.8	£0.8
GROSS INCOME SUB TOTAL	£212.2	£222.9	£226.1	£213.2
HRA EXPENDITURE:				
General Management	£51.1	£52.1	£53.0	£60.8
Private Finance Initiative - Payments	£44.0	£44.2	£45.6	£13.2
Special Services	£24.3	£25.3	£25.8	£26.3
Repairs & Maintenance	£32.9	£34.1	£35.1	£40.6
Rents, Rates, Taxes & Other Charges	£0.6	£1.0	£1.0	£1.0
Interest Charges on Debt	£16.4	£17.9	£19.4	£20.8
Depreciation - Contribution to the Major Repairs Reserve (to fund the Capital Prog.)	£35.0	£36.0	£37.1	£38.2
Total Capital Financing Costs	£51.4	£53.9	£56.5	£59.0
Increase In Bad Debt Provision	£0.8	£1.3	£1.3	£2.3
HRA Contingency	£1.1	£2.3	£2.2	£1.7
Contribution to HRA Reserves	£6.0	£8.7	£5.6	£8.3
GROSS EXPENDITURE SUB TOTAL	£212.2	£222.9	£226.1	£213.2
NET HRA Position	£0.0	£0.0	£0.0	£0.0

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Appendix E2: HRA Fees and Charges 2020/21

Tenant Service Charges and Digital TV Charges

	Proposed weekly charge or compensation sum
Caretaking and Cleaning	£10.54
Estate Services (estate lighting, communal estate repairs and grounds maintenance)	£5.52
Tenant Service Charge	£16.06
Digital TV (Installation & maintenance)	£0.34
Digital TV (maintenance only)	£0.20
Compensation for loss of caretaking service	£2.49 per day (after 5 consecutive days of lost service)
<p>Note: On an annual 52-week basis the weekly tenant service charge for caretaking and estate services increases by 60p per week from £15.46 to £16.06.</p> <p>Charges have increased by 3.9% to cover inflationary increases in respect of the pay award, salary increments, utility costs & other running costs.</p> <p>Caretaking compensation has increased in line with the increase in caretaking charge.</p> <p>Digital TV installation & maintenance on an annual 52-week basis charges have increased by RPI 2.4% (September 2019).</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, Redbrick and Kings Square)	7.70	8.53	10.11	11.90	13.48
<p>Compensation (after 5 consecutive days or more of lost service, backdated to the start of the heating loss period):</p> <p>Heating and Hot Water £7.58 per day</p> <p>Heating only £7.07 per day</p> <p>Hot Water only 92p per day</p>					

Appendix E2: HRA Fees and Charges 2020/21

Note: Although gas supply costs are expected to increase, the gas “pool” has been used to absorb this increase, hence charges to tenants in 2020-21 can remain frozen for the 4th consecutive year at 2016-17 levels.

Compensation costs have been increased by RPI 2.4% (September 2019).

Estate Parking Charges

CARBON EMISSION AND ENGINE SIZES:	EMISSION BANDS / CHARGES			
	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	10.24	20.47	20.47	22.52
- Car Cage	4.78	9.57	9.57	10.53
- Parking Space	2.62	5.22	5.22	5.74
- Integral Garage	7.07	14.10	14.10	15.52
Non-Rent & Service Charge Payers:				
- Garage	21.33	42.61	42.61	46.84
- Car Cage	10.00	19.92	19.92	21.91
- Parking Space	5.86	12.49	12.49	17.19
Garages Used For Non-Vehicle Storage – Rent & Service Charge Payers				£22.52
Garages Used For Non-Vehicle Storage –Non-Rent & Service Charge Payers				£46.84
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 £2.30 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 (2.4% RPI September 2019).				
For example, the charge to an LBI resident for a garage with a band B vehicle increases by 48p from £19.99 to £20.47 per week.				

Appendix E2: HRA Fees and Charges 2020/21

The diesel surcharge, which on an annual 52-week basis, remains frozen at the 2019-20 rate.

Concierge Service Charges

	Weekly Charge £
Category A (Concierge Office in Block)	14.40
Category B (Concierge Office in Estate)	10.81
Category C (Concierge Office – Remote multiple cameras)	6.50
Category D (Concierge Office – Remote a small number of cameras)	2.04
Note: On an annual 52-week basis the weekly tenant charges have increased by 13% 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 £1.26 from £9.55 to £10.81.	

Parking Charge Notices (PCN)

	Council Estates £
Parking Charge Notices	100.00
Parking Charge Notices (Paid within 14 days of issue)	60.00
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 2020-21. For on-street parking (outside council estates), the Council charges between £80 and £130 depending on the seriousness of the offence.	

Storage Units

	Weekly Charge £
Rent & Service Charge Payers	1.83
Non-Rent & Service Charge Payers	3.68
Note: Charges increase in line with inflation (2.4% RPI September 2019). The charge to Rent & Service Charge Payers has increased by 4p from £1.79 to £1.83 and that for Non-Rent & Service Charge Payers has increased by 9p from £3.59 to £3.68.	

Floor Coverings (including underlay, carpets & fitting):

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

Appendix E2: HRA Fees and Charges 2020/21

2020-21 charges to tenants commencing the scheme wef 2017-18 reflects a more robust/substantial underlay. Increased in line with inflation (2.4% RPI at September 2019)		
No of Beds	2020-21 Charge	Weekly Charge to Tenants over 5 years
1	£728	£2.80
2	£1,066	£4.10
3	£1,369	£5.40
4	£1,682	£6.47

Home Ownership Unit Charges:

Fees have increased in line with inflation (2.4% RPI at September 2019) with the exception of the deed of variation for windows charge (Item b below) which has increased by £31 or +14% in order to align LBI and Partners for Islington charges.

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

		Home Ownership Fees 2020-21	Technical Property Services Fees 2020-21
a	Minor alterations (e.g.: flues, extractor fans)	£89 – letter of consent	None
b	Deed of variation for windows	£250	None
c	Minor structural alterations	£89	£201
d	Major structural alterations (e.g. roofs, conservatories)	£109	£201 – technical inspections £61 per hour if additional technical work required
e	Retrospective consent	a/b/c/d +£317	£403 – technical inspections £61 per hour if additional technical work required
f	Re-drawing lease plans	£53	£457
g	Purchase of land/space e.g. garden/loft/basement	£112	£604 and any additional inspections £61 per hour, £504 valuation fee

2. Lease Holder Miscellaneous Fees:

Appendix E2: HRA Fees and Charges 2020/21

		Home Ownership Fees 2020-21
a	Sub-let Registration	£43
b	Assignment pack	£195 L/Holder £84 F/Holder
c	Re-mortgage pack	£139 L/Holder £72 F/Holder
d	S146 costs	£280
e	Copy of lease	£28
f	Letter of Satisfaction	£56
g	Copy of service charge invoice	£28
h	Breakdown of charges for a previous year	£28
i	Notice of assignment or charge	£69
j	Combined notice of assignment and charge	£137
k	Removal of Land Registry charge	£116
l	Details of planned major works	£55
m	Postponement charge	£220
n	Major works extended payment plan – legal charge	£220
o	Removal of Land Registry charge for major works extended payment plan	£116
p	Letter before legal action	£41

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Appendix F: Capital Programme 2020/21 to 2022/23

Directorate/Scheme	Description	Status	2020/21	2021/22	2022/23	Total 2020/21 to 2022/23
			Budget	Budget	Budget	Budget
			£m	£m	£m	£m
ENVIRONMENT AND REGENERATION						
Bunhill Energy Centre Phase 2	The Bunhill Energy Centre Project was launched in November 2012 and Phase 2 of the project commenced in 2014. It involves the extension of the existing district heating network and the utilisation of waste heat that is being vented from the tube network. It aims to provide heat and power to an estimated 1,500 dwellings in the Bunhill district. It also provides cooling for the tube network simultaneously. Unlike normal electricity production, which wastes up to two thirds of the fuel used to make it, Bunhill Heat and Power uses otherwise wasted heat to heat dwellings and thus is more efficient, cheaper and greener. Phase 2 represents a novel approach to district heating, and as such has required partnership with London Underground Limited (LUL), who own the vent shaft used in the project.	Near completion	1.026	0.000	0.000	1.026
Traffic Enforcement	Implementation of advanced CCTV networks to deliver improved traffic management, including the implementation and expansion of the lorry control scheme and the school streets scheme. The lorry control scheme aims to restrict movement of lorries above 7.5 tonne (unladen) to the main roads to improve the environmental quality, air quality and road safety in residential areas. The enforcement of the restrictions to lorries will use new pioneering CCTV (closed circuit television) technology to determine the weight of a vehicle and issue a Penalty Charge Notice if the vehicle contravenes the 7.5 tonne lorry restrictions in residential areas. The project's funding will be allocated to the camera manufacturing and installation and for the supporting systems to operate the cameras. The school street schemes close the road to vehicles during peak drop off and pick up times in order to improve the air quality around schools and also to encourage active travel on the school run. The continued roll out and enforcement of school streets across the borough requires CCTV and signs, which is what this funding will be used for.	In progress	2.000	0.000	0.000	2.000
Highways	Structural maintenance of the highways infrastructure including carriageways, footways and drainage	Annual programme	1.400	1.400	1.400	4.200
Leisure	Capital investment relating to the Leisure contract, delivering £12.016m of investment in the leisure estate over 15 years (2014/15 to 2028/29)	Annual programme	0.288	0.375	0.375	1.038
Section 106/Community Infrastructure Levy (CIL) Funded Schemes	S106/CIL income is allocated to projects soon after it is received, but there is often uncertainty around when they will commence (e.g. pre-planning or awaiting additional funding). Projects are added to the capital programme when they become live schemes, funded from this annual S106/CIL funded capital budget.	Annual programme	5.000	5.000	5.000	15.000
Traffic and Engineering	Includes borough-wide safety schemes, cycle schemes, cycle hangars, electric vehicle charging points, moving traffic enforcement and parking	Annual programme	2.500	2.500	2.500	7.500
Fleet	Replacement of ageing fleet to decrease the use of hire vehicles and ensure that the Council is operating newer vehicles which are Euro 6/ULEZ compliant	Annual programme	2.000	1.000	2.000	5.000
Total Environment and Regeneration			14.214	10.275	11.275	35.764
HOUSING						
Housing Revenue Account						
Major Works and Improvements	Ongoing programme of investment in council homes and estates, including cyclical improvements (e.g. kitchens & bathrooms, smoke and heat detection, windows), mechanical and electrical (e.g. lifts, door entry, individual/communal heating, water tanks, CCTV) and fire safety (e.g. fire risk assessment works, front entrance doors, fire-fighting facilities and fire safety measures in street properties and tall blocks)	Annual programme	38.438	54.698	56.908	150.044
New Build Programme	Our major programme of investment in new social housing	Annual programme				
- Current Schemes		Annual programme	51.231	72.267	39.201	162.699
- Pipeline Schemes		Annual programme	8.408	0.000	26.572	34.980
Temporary Accommodation	Reduce the use of expensive private sector temporary accommodation by purchasing properties for temporary accommodation, also helping to improve the standard of temporary accommodation	In progress	23.850	0.000	0.000	23.850
Housing General Fund						
New Build Open Market Sales	The General Fund element of our new build programme, relating to units built for sale on the open market which help to fund the wider HRA new build programme	Annual Programme				
- Current Schemes		Annual programme	12.145	21.135	12.728	46.008
- Pipeline Schemes		Annual programme	8.024	0.000	0.000	8.024
Total Housing			142.096	148.100	135.409	425.605
PEOPLE						
Central Foundation School Expansion	School refurbishment and expansion to provide an additional 30 places a year	In progress	0.120	0.000	0.000	0.120
Early Years Capital	Children's Centres remodelling and additional places for 2 to 3 year olds to meet statutory requirements and local needs		0.550	0.000	0.000	0.550
Primary Schools Condition Schemes	Government grant funding for condition maintenance covering the fabric of school buildings, roofs, brickwork, windows and on a smaller scale internal works and kitchens	Annual programme	0.227	0.000	0.000	0.227
Other Schools/Contingency	Government grant funding for school capital projects that is still to be allocated	Unallocated	0.000	2.988	0.000	2.988
Schools Devolved Capital Programme	Capital investment in schools funded by government grant	Devolved	0.200	0.000	0.000	0.200
Special Provision Capital Fund	Government grant funding to support local authorities to undertake investments in provision for pupils with special educational needs and disabilities, such as new places and improvements to facilities for pupils with education, health and care plans in mainstream and special schools, nurseries, colleges and other provision.	Not started	0.000	2.251	0.000	2.251
Tufnell Park School Expansion	New Build replacement and expansion of existing 1.5 form entry school to 3 form entry school	In progress	0.750	0.250	0.000	1.000
Total People			1.847	5.489	0.000	7.336
RESOURCES						
Additional investment in Council's non-housing assets	A new £10m investment pot that will be focused on the Council's non-housing assets and shaped around the following three themes: • Tackling urgent maintenance and improvement backlogs; • Providing top-up funding to ensure that in-flight schemes are completed or accelerated; and • Delivering new schemes.	Not started	10.000	0.000	0.000	10.000
Total Resources			10.000	0.000	0.000	10.000
TOTAL CAPITAL PROGRAMME			168.157	163.864	146.684	478.705

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Report of: Director of Service Finance

Meeting of	Date	Agenda Item	Ward(s)
Audit Committee	28 January 2020		

Delete as appropriate	Exempt	Non-exempt

SUBJECT: Annual Treasury Management and Investment Strategy 2020-2021

1. Synopsis

1.1 This report discusses the council's 2020-2021 annual treasury management strategy and investment strategy.

2. Recommendations

2.1 To consider the Council's 2020-2021 annual treasury management and investment strategy before full council's approval at its budget and council tax setting meeting on 27th February 2020. 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

Appendix G1

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

Summary of the key points of the treasury strategy

- £239.8m is estimated to be required to be borrowed over the next 3 years
 - £64.4million to replace existing borrowing that matures
 - £175.4million 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). Treasury risk management is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code. This Council adopted the Code of Practice on Treasury Management on 26th February 2002.
- 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.

Appendix G1

- 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 27th February 2020
- 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 that 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 2020/21 budget to be considered in February, are set out in **Table 1** below:

Table 1 – Capital Financing, Balances and Reserves Forecasts

	31/03/2020 Estimate £m	31/03/2021 Estimate £m	31/03/2022 Estimate £m	31/03/2022 Estimate £m
General Fund CFR	138.3	171.4	156.1	154.4
Long term Liabilities- PFI	109.9	94.8	81.5	76.9

Appendix G1

HRA CFR	475.7	516.2	568.2	608.3
Total CFR	723.9	782.4	805.8	839.6
Less Balances and Reserves	(247.7)	(223.3)	(211.6)	(223.7)
Net Balance Sheet Position	476.2	559.1	594.2	615.9

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 2020/21 will be the UK's progress in negotiating and agreeing future trading arrangements in the limited transitional period currently set by the UK government. Global and UK economic growth outlook is forecast to remain relatively soft up to 2022. The central case forecast is for UK Bank Rate to remain at 0.75% with a downside risk of a cut to 0.50%. Gilt yields will remain low due to the soft UK and global economic outlooks. The central case is for 10-year and 20-year gilt yields to rise to around 1.00% and 1.40% respectively US monetary policy and UK government spending will be key influences alongside UK monetary policy.

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 is ultimately 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.

	2019-20	2020-21	2021-22	2022-23
	Revised estimate £M	Estimate £M	Estimate £M	Estimate £M
New Borrowing	32.5	76.1	57.2	42.1
Replacement	11.1	12.5	33.3	18.6

Appendix G1

borrowing				
TOTAL	43.6	88.6	90.5	60.7

- 3.4.3 For the purpose of setting the budget, it has been assumed that new treasury management investments will be made at an average rate of 1.25%, and that new long-term loans will be borrowed at an average rate of 2.5%.
- 3.4.4 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), our previously main provider who unfortunately increased their rates by 1% in November 2019, other local authorities and their pension funds, the market, capital market bond investors, UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues 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 2020-21 budget).
- 3.4.5 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.
- 3.4.6 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 stay at 0.75% throughout the year. As at 31st December 2019, the council had agreed £15m of PWLB and £69.5m non-PWLB long term loans. All these non-PWLB loans are from other local authorities over outstanding periods of up to 3 years at an average rate of 1.5%.
- 3.4.7 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 options.
- 3.4.8 The Council's borrowing requirement over the next three years is estimated to be around £239.8million, £64.4million 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.

Appendix G1

The borrowing strategy will therefore consider opportunities to borrow not only for 2020-21 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 CIPFA 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 does 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:

Appendix G1

- 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 2nd January totalled £123.7million and the forecast position for the end of March through 2020 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 £95m:

- 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 2nd January 2020 is attached as **Appendix C** for information. In addition, the Council has borrowed £44m at an average rate of 0.7% short term, from other Local Authorities & Public Bodies to cover cashflow positions. The outstanding temporary borrowing position by year end will be £10m.

3.7.7 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.

3.7.8 The Corporate Director 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**

Appendix G1

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 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

Appendix G1

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 Implications and contribution to achieving a net zero carbon Islington by 2030:

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 27 February 2019.

Appendices: Appendix A- Arlingclose Economic and Interest Rate Forecast as at January 2020

Appendix B- Prudential Indicators

Appendix C- Current Lending List and Counterparty Schedule

Background papers:

Audit Commission National Report 2009; Council Budget Report on 27 February 2019

CIPFA guidance on treasury management issued in November 2009

Final Report Clearance

Signed by

Appendix G1

Director Service Finance

Date

Received by
Head of Democratic Services

.....
Date

Report author: Joana Marfoh (head of treasury and pensions)
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Appendix A- Arlingclose Economic and Interest Rate Forecast as at January 2020

Underlying assumptions:

- **The global economy has entered a period of weaker growth in response to political issues. The UK economy continues to experience slower growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations are low.**
- Some improvement in global economic data and a more positive outlook for US/China trade negotiations has prompted worst case economic scenarios to be pared back.
- The new UK government will progress with achieving Brexit on 31st January 2020. The more stable political environment will prompt a partial return in business and household confidence in the short term, **but the subsequent limited Brexit transitional period, which the government is seeking to enforce, will create additional economic uncertainty.**
- UK economic growth stalled in Q4 2019. Inflation is running below target at 1.5%. The inflationary consequences of the relatively tight labour market have yet to manifest, while slower global growth should reduce the prospect of externally driven pressure, although escalating geopolitical turmoil could continue to push up oil prices.
- The first few months of 2020 will indicate whether the economy benefits from restored confidence. The government will undertake substantial fiscal easing in 2020/21, which should help support growth in the event of a downturn in private sector activity.
- The weak outlook for the UK economy and current low inflation have placed **pressure on the MPC to loosen monetary policy.** Two MPC members voted for an immediate cut in the last two MPC meetings of 2019. The evolution of the economic data and political moves over the next few months will inform policy, but **upside risks to Bank Rate are very limited.**
- Central bank actions and escalating geopolitical risks will produce volatility in financial markets, including bond markets.
- **We have maintained our Bank Rate forecast at 0.75% for the foreseeable future. Substantial risks to this forecast remain, arising primarily from the government's policy around Brexit and the transitional period.**

Appendix G1

- **Arlingclose judges that the risks are weighted to the downside.**
- **Gilt yields remain low due to the soft UK and global economic outlooks. US monetary policy and UK government spending will be key influences alongside UK monetary policy.**
- **We expect gilt yields to remain at relatively low levels for the foreseeable future and judge the risks to be broadly balanced.**

Appendix G1

	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
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
Arlingclose Central Case	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
3-month money market rate													
Upside risk	0.10	0.10	0.25	0.25	0.25	0.25	0.25	0.25	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
1yr money market rate													
Upside risk	0.10	0.20	0.20	0.20	0.20	0.20	0.20	0.25	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Downside risk	0.30	0.50	0.55	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65
5yr gilt yield													
Upside risk	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.45	0.45	0.45
Arlingclose Central Case	0.50	0.50	0.55	0.55	0.55	0.60	0.60	0.65	0.65	0.70	0.75	0.75	0.75
Downside risk	0.35	0.50	0.55	0.55	0.55	0.60	0.60	0.65	0.65	0.70	0.75	0.75	0.75
10yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	0.75	0.80	0.80	0.85	0.85	0.90	0.90	0.95	0.95	1.00	1.05	1.10	1.10
Downside risk	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.50	0.50	0.50	0.50	0.50
20yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	1.20	1.25	1.25	1.25	1.30	1.30	1.30	1.35	1.35	1.35	1.40	1.40	1.40
Downside risk	0.40	0.40	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.50	0.50
50yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	1.20	1.25	1.25	1.25	1.30	1.30	1.30	1.35	1.35	1.35	1.40	1.40	1.40
Downside risk	0.40	0.40	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.50	0.50

EXTERNAL DEBT INDICATORS

1							
Authorised Limit for External Debt (including PFI)							
			2019-20	2019-20	2020-21	2021-22	2022-23
			£000s	£000s	£000s	£000s	£000s
			Approved	Revised	Estimate	Estimate	Estimate
Borrowing			413,000	347,000	496,000	586,000	647,000
Other Long Term Liabilities			110,000	110,000	95,000	82,000	77,000
TOTAL AUTHORISED LIMIT			523,000	457,000	591,000	668,000	724,000

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.

2							
Operational Boundary for External Debt (including PFI)							
			2019-20	2019-20	2020-21	2021-22	2022-23
			£000s	£000s	£000s	£000s	£000s
			Approved	Revised	Estimate	Estimate	Estimate
Borrowing			383,000	341,000	466,000	556,000	616,000
Other Long Term Liabilities			100,000	110,000	95,000	82,000	77,000
TOTAL OPERATIONAL BOUNDARY			483,000	451,000	561,000	638,000	693,000

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.

3							
Actual External Debt (including PFI)							
							31.3.19
							£000s
							Actual
Borrowing							293,000
Other Long Term Liabilities							112,000
TOTAL EXTERNAL DEBT							405,000

This is the actual external debt that the Council held at 31st March 2019
Other long-term liabilities include items such as PFI schemes and finance leases.

TREASURY MANAGEMENT INDICATORS

4	
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.	

5							
Maturity Structure of New Fixed Rate Borrowing							
					31.3.19	2020-21	202-21
					Existing	Upper Limit	Lower Limit
					(Benchmark)	%	%
					Level		
					%		
Under 12 months					4.0%	100%	12%
12 months and within 24 months					5.0%	100%	5%
24 months and within 5 years					21.0%	100%	16%
5 years and within 10 years					9.0%	100%	7%
10 Years and within 20 years					21.0%	100%	20%
More than 20 years					40.0%	100%	40%

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

Appendix G2

			2019-20 £000s Approved	2019-20 £000s Revised	2020-21 £000s Estimate	2021-22 £000s Estimate	2022-23 £000s Estimate
6	Total principal sum invested		50,000	40,000	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

- 7 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

8		2020-21 Limit £'000s
	Upper limit on one-year revenue impact of a 1% rise in interest rates	4,641
	Upper limit on one-year revenue impact of a 1% fall in interest rates	1,989

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	Sovereign Rating - F/M/S&P	5 year CDS	Share Price	Maximum Limit - £	Maximum Term	LBI	Arlingclose Current Advice	Lending at 02/01/2020
	Fitch L/T	Fitch S/T	Moody's L/T	Moody's S/T	S & P L/T	S & P S/T	Sovereign Rating - F/M/S&P	5 year CDS	Share Price	Maximum Limit - £	Maximum Term	LBI	Arlingclose Current Advice	Lending at 02/01/2020
UK Banks														
Barclays	A+*	F1	A1	P.1	A	A-1	AA-/Aa2/Aau	45	169	30,000,000	36 Months		Council Bankers from Mar 2015 - overnight liquidity only	Limit to 100 Days - CHECK !!!
HSBC	A+	F1+	Aa3	P.1	AA-	A-1+	AA-/Aa2/Aau	35	564	30,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Lloyds	A+*	F1	Aa3	P.1	A+	A-1	AA-/Aa2/Aau	45	61	30,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
RBS	A+*	F1	A1	P.1	A	A-1	AA-/Aa2/Aau	60	229	30,000,000	36 Months		SUSPENDED !!!	Limit to 100 Days - CHECK !!! (new)
Santander UK	A+*	F1	Aa3	P.1	A	A-1	AA-/Aa2/Aau/BBB+/Baa2/BBB+(Spain)	50	N/A	30,000,000	36 Months		SUSPENDED !!!	Limit to 6 Months - CHECK !!!
Standard Chartered	A+	F1	A1	P.1	A	A-1	AA-/Aa2/Aau	35	689	30,000,000	36 Months		SUSPENDED !!!	Limit to 6 Months - CHECK !!!
UK Building Societies														
Nationwide	A+	F1	Aa3	P.1	A	A-1	AA-/Aa2/Aau	N/A	N/A	30,000,000	36 Months		SUSPENDED !!!	Limit to 6 Months - CHECK !!!
Non UK Banks														
Australia														
Australia & NZ Banking Group	AA-	F1+	Aa3	P.1	AA-	A-1+	AAA/Aaa/AAAu	35	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Commonwealth Bank of Australia	AA-	F1+	Aa3	P.1	AA-	A-1+	AAA/Aaa/AAAu	35	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
National Australia Bank	AA-	F1+	Aa3	P.1	AA-	A-1+	AAA/Aaa/AAAu	35	N/A	15,000,000	36 Months		Limit to 100 Days - CHECK !!!	Limit to 100 Days - CHECK !!!
Westpac Banking Group	AA-	F1+	Aa3	P.1	AA-	A-1+	AAA/Aaa/AAAu	50	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Canada														
Bank of Montreal	AA-	F1+	Aa2	P.1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Bank of Nova Scotia	AA-	F1+	Aa2	P.1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
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		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Royal Bank of Canada	AA-	F1+	Aa2	P.1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Toronto-Dominion Bank	AA-	F1+	Aa1	P.1	AA-	A-1+	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!
Finland														
Germany														
Netherlands														
ING Bank	AA-	F1	Aa3	P.1	A+	A-1	AAA/Aaa/AAAu	40	N/A	15,000,000	36 Months		SUSPENDED !!!	SUSPENDED !!! - 11/12/2018
Rabobank	AA-	F1+	Aa3	P.1	A+	A-1	AAA/Aaa/AAAu	20	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!! (11/12/2018)
Sweden														
Handelsbanken	AA	F1+	Aa2	P.1	AA-	A-1+	AAA/Aaa/AAAu	25	N/A	15,000,000	36 Months		SUSPENDED !!!	SUSPENDED !!! - 11/12/2018
Nordea Bank AB	AA-	F1+	Aa3	P.1	AA-	A-1+	AAA/Aaa/AAAu	25	N/A	15,000,000	36 Months		Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!! (11/12/2018)
Switzerland														
Credit Suisse	A	F1	A1	P.1	A	A-1	AAA/Aaa/AAAu	90	N/A	15,000,000	36 Months		SUSPENDED !!!	SUSPENDED !!! - 11/12/2018
USA														
Other														
Deutsche Bank Global Liquidity Fund			Aaa / MR1+		AAA m		N/A	N/A	N/A	15,000,000	N/A		OK - Limit to 0.5% of Fund Size (approx £25M)	OK - Limit to 0.5% of Fund Size (approx £25M)
UK Local Authorities					N/A		N/A	N/A	N/A	15,000,000 per authority	6 Months		OK	95,000,000
Supra-National Bonds (EB)	AAA		Aaa		AAA		N/A	N/A	N/A	Unlimited	Unlimited		SUSPENDED !!!	OK - CHECK !!!
UK DMADF	AA		Aa2		AA		N/A	N/A	N/A	Unlimited	6 Months		OK	28,700,000
TOTAL FUNDS INVESTED														123,700,000

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Appendix H: Budget 2020-23 Resident Impact Assessment

Title of plan, policy and/or procedure being assessed	Budget Proposals 2020-23
Name of Service Area Assessed	Council-wide
Staff conducting assessment including contact details	Stephen Biggs stephen.biggs@islington.gov.uk
Date of assessment	29 November 2019

1. Introduction

This report provides an assessment of the likely impact of the Council's budget savings and growth proposals for 2020-23 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 delivering a fairer Islington and seeks to protect the borough's most vulnerable residents. We are required to demonstrate 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 or growth proposals 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 proposals outlined below. However, some of the savings could possibly result in indirect consequences for people with protected characteristics. In these cases, mitigations are in place to minimise these possibilities. The Council's proposals for achieving savings are therefore considered reasonable and have shown due regard to the PSED.

Moreover, the growth proposals that are also being progressed as part of the 2020-23 budget will positively impact on a number of the borough's most vulnerable groups and/or all residents including those with protected characteristics.

There are a number of savings measures that are being implemented in 2020/21 where the decisions to make the savings were made in previous years, and the impact on residents of those decisions were considered previously

2. Context

As set out in our Corporate Plan 2018-22, the Council's 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 more residents with disabilities or long-term health conditions into work
- Tackling hate crime – faith, race, disability, homophobic and transgender
- Narrowing the attainment gap for underperforming pupils - at early years foundation stage, key stage 2 and key stage 4
- Tackling social isolation for vulnerable adults
- Ensuring BME and disabled staff are fairly represented at all levels within the organisation

We are currently expecting to have to close a budget gap of around £39m over the medium-term planning period 2020/21 to 2022/23. This is in addition to the £239m savings we have already had to make over the past nine 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 significant reductions in funding levels 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, show the borough's key characteristics and features. They help the Council identify possible impacts and ensure that local decisions are made based upon the needs of the local population. An overview is set out below.

- **Population:** Islington has seen growth in its population from 211,000 in 2011 to nearly 241,600 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 just over 177,000 residents aged 18 to 64, around 43,000 children and an estimated 21,700 (9% of the total population) over 65. The highest rate of growth over the next ten years will be among the older population (an increase from 21,700 to 27,800 or 28%), although in absolute numbers the older population will remain the smallest age group.
- **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 79.4 years, an increase of 6 years since 2000. However, life expectancy for men in Islington remains lower than London (80.5) and is the 8th lowest among all London boroughs. For women in Islington, life expectancy is 83.2 years, similar to the average across England (83.1).
 - Variations in life expectancy for men and women can be observed across Islington. There is a difference of 6 years in life expectancy between men living in Highbury East ward and men living in Junction. For women the difference is 10 years, with women living in St Georges ward living longer than women in St Peters ward.
 - 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 53rd most deprived authority in England and the 6th most deprived in London. It ranks the highest for child poverty in London and 10th highest in England. 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.
- **Housing:** 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 budget proposals for 2020-23

The Council continues to seek to curb any negative impact on those with the greatest need when considering its budget savings. Where possible, savings focus on optimising efficiencies in service delivery, whilst growth proposals seek to extend service delivery, and in many cases focus on vulnerable groups. 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.

The values shown against each savings proposal represent the total target for each saving, but the related proposals may be delivered over more than one year. Similarly, the values for each growth proposal represent the annual investment in each of these proposals.

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 key outcomes. Any potential cumulative impacts resulting from a series of proposals are highlighted and mitigations are proposed for any negative impacts identified.

Characteristic	Proposal	Related Outcome
Age (older people)	Library space Public protection Public realm	Jobs and money Safety Place and environment

	School streets ASC Case Reviews Adults Localities ASC transformation programme Telecare	Place and environment Health and Independence Health and Independence Health and Independence Health and Independence
Disability	Housing Offers Temporary Accommodation Library space Public protection School streets Waste Collection Public Realm Transformation Children's Early Help ASC Case Reviews Adults Localities ASC transformation programme Telecare Learning Disability services	Homes Homes Jobs and money Safety Place and environment Place and environment Place and environment Children and Young People Health and Independence Health and Independence Health and Independence Health and Independence Health and Independence
Age (younger people)	Library space Youth Offending Service Children's Early Help Children's services continuous improvement Play & youth services	Jobs and money Safety 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	Housing Offers Temporary Accommodation Youth Offending Service Public Health Lifestyle	Homes Homes Safety Health and Independence
Pregnancy and maternity	Children's 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

This 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.

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Increase in permanent offers to homeless families (£375k)
- Improving the quality and reducing the cost of temporary accommodation (£200k)

Growth proposals that aim to have a positive impact on specific groups of residents including those with protected characteristics over the next three years comprise:

- Housing Needs – Specialist Support (£324k)

The impact of each of these proposals is set out below.

Increase in permanent offers to homeless families

The proposal will increase permanent housing allocations to homeless families by 70 households over the next 2 years, helping to reduce the number of residents in temporary accommodation. Every household move from temporary to permanent accommodation will generate a saving.

The proposed approach is lawful, but the Council needs to ensure:

- it meets its legal obligation to give reasonable preference to groups that it is required to consider for rehousing; and,
- reviews its allocations on an annual basis to ensure that no such issues emerge.

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, an 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.

Housing Needs – Specialist Support

This growth proposal focuses on the recruitment of four new coordinator posts and a manager in Housing Needs to provide specialist support to those with the most complex housing need who need to move or who are at risk of losing their home due to complex potential homelessness situations. The four specialist roles proposed are domestic violence and abuse, complex households at risk of homelessness, people who need to move due to health issues and antisocial behaviour and crime. The team will work with all residents regardless of tenure, supporting the corporate vision of fairness.

This growth proposal will have a positive impact on some of the borough's most vulnerable residents.

Overall RIA

All applicants for social housing in Islington are placed on the Housing Register. Choice Based Lettings is the most common way that people on the Housing Register are allocated housing in Islington. Under this system, applicants are allocated points, which they can then use to bid for properties as they become available. Priority groups are given preference under the system by being awarded additional points. Properties are awarded to the application with the most points. The system is designed to recognise people's level of need and should not be affected by their possession of a protected characteristic, unless that characteristic determines need as in the case of disability.

There are no major equalities concerns about current housing allocations in Islington. Detailed analysis shows that women, BAME groups, disabled people and the elderly are disproportionately represented in social housing in Islington, compared to the population as a whole. Because equalities groups experience a disproportionately high level of need (e.g. BAME people are more likely to experience deprivation, women are more likely to be lone parents etc.) and the housing allocation system awards points on the basis of need, the fact that they are more likely to get housing is to be expected.

There is recognition that the proposal to increase allocations to homeless households in temporary accommodation may lead to increased competition for properties and may make it harder for disabled applicants to secure housing. To mitigate this, the council will identify older applicants who may need additional help to bid for housing.

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

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Libraries and Heritage Services (£36k)

Growth proposals that aim to have a positive impact on specific groups of residents including those with protected characteristics over the next three years comprise:

- Improving employment and life skills for vulnerable young adults (£323k).

The impact of each of these proposals is set out below.

Libraries and Heritage Services

The Council continues to commit to maintaining its 11 libraries and to fund resources through Adult Community Learning to build skills for life including digital learning opportunities. The proposal to generate more income through letting vacant space will not affect front line delivery. In fact, the organisation that will occupy vacant space, will be directly contributing free activity in support of Library Service priorities.

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.

Improving employment and life skills for vulnerable young adults

This growth proposal will invest in a new in-house team of peripatetic youth employment and skills workers who would work with cohorts of vulnerable young people to provide a bespoke blend of functional, vocational and employability skills in the context of planned experiences of the world of work.

Delivering an inclusive economy, supporting people into work and helping them with the cost of living is at the heart of Islington Council's Corporate Plan (2018-2022). Over the last four years we have supported 1,200 young adults into employment, but youth unemployment is a growing challenge in Islington. We now have the highest level of child poverty in London, standing at 47.5%. While DWP statistics report 750 people aged 16-24 are claiming out of work benefits, our research suggests the true figure of unemployed young adults in Islington could be as many as 2,200. Unemployment amongst our priority groups, including care leavers and those involved with the justice system, is a serious concern and current resource is insufficient to make a real impact. An employment and skills targeted prevention and intervention initiative, to support a successful transition into adulthood for young people that need our help the most, is now vital. The priority groups targeted by the

proposal will benefit from the intervention and wider community benefits as a result of a reduction in young adults who are NEET.

Safety - Creating a safe and cohesive borough for all

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Efficiencies within Public Protection (£150k)
- Efficiencies within the Youth Offending Service (£90k)

Growth proposals that aim to have a positive impact on specific groups of residents including those with protected characteristics over the next three years comprise:

- Enhancing the anti-social behaviour service (£275k).

The impact of each of these proposals is set out below.

Public Protection

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.

Youth Offending Service

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 consider these factors.

Anti-social behaviour

This growth proposal will invest in a new ASB team offering a rapid response service. The service will operate seven days per week during the periods of highest demand in response to resident reports and complaints and tackle persistent problems and provide intelligence-led case management drawing on other council services, the police and other partners with the aim of resolving the problem. In addition, improvements will be made to resident customer experience by providing additional capacity to provide better first response and triage enquiries via on-line reporting and the ASB phone-line.

ASB can potentially impact of all residents at some point. It is particularly prevalent for those residents living or working near hotspots. Equally, vulnerable residents can become involved in ASB. This proposal would provide additional resources to tackle ASB and focus on sustainable solutions.

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

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Children, Employment and Skills efficiencies and continuous improvement (£88k)
- Early Help (£428k)
- Play and Youth (£125k).

Growth proposals that aim to have a positive impact on specific groups of residents including those with protected characteristics over the next three years comprise:

- Violence Against Women and Girls (£650k)
- Mother Tongue Supplementary School Provision (£110k).

The impact of each of these proposals is set out below.

Existing savings proposals

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).

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

- efficiency and continuous improvement savings (£88k);
- 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 (£428k);
- changes to commissioning and contracts in ways that preserve the availability or scope of play and youth services (£125k);

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.

Violence Against Women & Girls

This growth proposal will invest in transforming the local partnership's approach to VAWG, sustaining good practice and learning from the Keel project, enhancing work with perpetrators, increasing IDVA provision, and upskilling the wider workforce. It will also support the appointment of an additional complex needs outreach role, provide funding for a phone replacement scheme, and provide an additional resource to enhance daily MASH/MARAC case review activity.

Violence Against Women and Girls (VAWG) blights the lives of thousands of residents and is a significant driver of many of the borough's social ills. It is a factor in 80% of our children's social care cases and present in the histories of almost all of our most serious young offenders. This proposal sets out the case for Council growth funding to transform the partnership's approach to VAWG in Islington, building on and sustaining existing good practice and addressing identified gaps.

This proposal seeks to address gaps in current service delivery, including the under representation of young people, LGBT people and those with disabilities, victims without children and those with complex health needs including mental health. A particular focus is working with victims/survivors experiencing multiple disadvantage as these are often amongst our highest risk group for serious harm and DVA homicide.

Mother Tongue Supplementary Provision

This growth proposal invests to support the enhanced achievement of black and minority ethnic young people, by providing additional support in English, maths and other subjects; by raising self-esteem, confidence and promoting a sense of identity in young people through classes in mother tongue and culture; and by providing role models from students' own communities in the form of the teaching staff.

The proposal would ensure continuing support for key groups within the Council's local population.

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

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Increased income generation (£331k)
- Service Integration (£340k)
- Public Realm Transformation (£617k)
- Waste & Recycling centre re-organisation (£200k)
- Infrastructure (£260k)
- School Streets Roll out: Phase 2 (£1,000k).

The impact of each of these proposals is set out below.

Income generation

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.

Service integration

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).

Public realm transformation

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.

Waste & Recycling Centre

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. The proposal will not impact on frontline service delivery.

Infrastructure

The Council 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. 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.

School Streets Roll out: Phase 2

The school street programme has already been rolled out across a number of locations in the borough. The proposal relates to an additional batch of cameras planning to be installed to introduce the scheme to more schools across the borough. The scheme will be enforced through cameras with fines issued where a vehicle has contravened the traffic order. Residents, local businesses or disabled residents will be able to apply for exemptions if they will be affected by the location of one of the sites thereby reducing the negative impact on residents who will be affected as an unintended consequence.

The scheme will affect residents who drive through any of the closed locations at the designated times however, it is only being introduced on non-main roads so should not substantially affect traffic. By closing roads and encouraging residents to find alternative means of transport for the school drop-off and pick-up the programme should reduce the overall traffic congestion at the sites. Resident who contravene the traffic order will be fined however, all sites will be signed to be clear where and when restriction apply.

Before each new site is introduced there is a thorough consultation of the local area, including residents affected, parents at the schools and local businesses. Where there has been substantial dissatisfaction with the scheme in an area it has not been introduced. This will again reduce the impact on resident if the scheme is deemed to have an overly negative impact on the local area.

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

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- Annual reviews of adult social care packages in line with relevant legislation (£1,340k)
- “Localities” programme (£3,500k)
- Adult Social Care Transformation (£1,500k)
- Telecare (£280k)
- Efficiencies in Public Health lifestyle services (£388k)
- Improving the strength-based offer in Learning Disability Services (£750k).

The impact of each of these proposals is set out below.

Reviews, localities, transformation & telecare

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.

Public Health

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.

Learning disability services

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/strengths-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 will embed strength-based practice into adult social care ways of working, ensuring that there is recognition of residents' choices and goals and that residents' strengths are the focal point of provision and recognising that people are experts on their own lives.

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

Savings proposals over the next three years that could potentially impact on protected characteristics comprise:

- An increase in Council Tax each year to secure additional income to continue to deliver key services for residents

Growth proposals that aim to have a positive impact on specific groups of residents including those with protected characteristics over the next three years comprise:

- Capital Borrowing (£694k)
- Strengthening the equalities and policy function (£100k)

The impact of each of these proposals is set out below.

The majority of the savings against this outcome do not affect frontline services and will not have an impact on residents.

Council tax increase

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 1.99% increase in basic Islington council tax and the 2.00% adult social care precept in 2020/21 equates to an additional 90p per week for a Band D property, and a further increase of 1.99% in 2021/22 and in 2022/23 would equate to an additional 47p per week in each year. 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. The average increase for working age council tax support clients will be 8p per week in 2020/21 and 4p per week in 2021/22 and 2022/23.

Increased capital borrowing

The Capital borrowing growth proposal is to generate an additional £10m of capital, funded by external borrowing. The estimated revenue contribution to support this borrowing is £694k. If the proposal is supported, further work would be required to finalise the additional capital programme and plan delivery timescales. It is unlikely that all schemes would be live during 2020/21, so in practice the cumulative total is likely to be incurred across two financial years. The work funded by this proposal should have a positive impact on residents across Islington. In particular, it will aim to tackle and resolve a number of known backlog and delivery delay issues which have in some cases negatively impacted on residents.

Policy and equalities

The Equalities and Policy growth proposal would support the development of a new function to lead the Council's work on policy and equalities as part of the new Chief Executive's Delivery Unit. The initial funding proposal would enable a key first step towards establishing this function. It would support the recruitment of a new leadership role – Head of Policy and Equality – as well as providing a £20k fund to support the shaping of a second Fairness Commission in 2020/21.

The establishment of a policy and equalities function will have a positive impact on staff and residents, particularly those in under-represented groups, enabling the Council to strengthen its equalities strategy, undertake a second Fairness Commission and progress its work to make Islington a fairer place.

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, both positive and negative, in relation to those that are less well-off.

Characteristic	Savings Proposals
Lower socio-economic groups	Council Tax Children’s Early Help Adults Learning Disabilities Public Health Lifestyle Temporary Accommodation Environment & Regeneration income Library space Telecare

Characteristic	Growth Proposals
Lower socio-economic groups	Housing Needs Specialist support Antisocial Behaviour Capital Borrowing Establishment of Policy and Equalities Function Employment and Skills for Young Adults

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

Proposals outlined in this document build on the Council's 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. This means that safeguarding adults continues to be integral in the work we are undertaking to really embed strengths-based practice. Ensuring vulnerable adults are safe and focusing on wellbeing is a core element of strengths-based practice and ensures there is consistency in approach whether we are working with a vulnerable person on a support plan or a safeguarding plan.

The Council is preparing for the proposed changes to the Mental Capacity Act (MCA). Currently, it 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.

Implications for safeguarding in Children's Services

Safeguarding children is about protecting them from maltreatment, preventing their health and development being impaired, ensuring that they grow up in environments which provide safe and effective care and taking action to enable all children to have the best outcomes. 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.

A number of the proposals outlined in this document involve the deletion of management roles. As well as reviewing the individual impact of each of these proposals, the Council has also reviewed the cumulative impact. The majority of the posts proposed for deletion are vacant and have been for some time. Following reallocation of leadership responsibilities these posts are no longer required. There is no identifiable impact on residents.

The Council is 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.



Report of: **Chair of Policy and Performance Scrutiny Committee**

Meeting of:	Date	Ward(s)
Executive	6 February 2020	All

Delete as appropriate		Non-exempt
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SUBJECT: BUDGET PROPOSALS – MEDIUM TERM FINANCIAL STRATEGY - 2020/21

1. Synopsis

1.1 The Committee considered the Budget proposals. The Executive Member for Finance, Performance and Community Safety, Councillor Andy Hull was present to respond to questions

2. Recommendations

2.1 That the comments of the Policy and Performance Committee be forwarded to the Executive for consideration.

- Noted that the combination of central government funding cuts, and rising costs, plus demand for services, has meant that the Council has already made savings of £239 m since 2010
- Noted, and supported, Islington's aim to become the best Council in the country for prevention and early intervention, and that there will be continued support for residents through the Resident Support Scheme, and free school meals for all nursery and primary school children. Vital frontline services will be protected, including no library closures, no youth centre closures, or leisure centre closures, over the next 3 years
- Welcomed the proposed package of budget growth in 2020/21, which will help the Council to continue to address some of the pressing issues facing residents, including enhanced services to support victims of violence against young women or girls, increased capacity to tackle anti-social behaviour, extra support for vulnerable young people and adults, to help them increase skills and find work, and investment in tackling homelessness/rough sleeping, and children's centres outreach
- Noted the proposed Council Tax increase for 2020/21 of 1.99%, and the increase in the the social care precept of 2%

- Noted the possible pressures on the budget in the medium term, and that the estimated level of General Fund balances should be adequate to meet the working balance requirements, and to provide a reasonable level for unquantifiable risks, that are not already covered in the Council's budget, or in any contingency sums
- Noted and welcomed the proposal to agree any underspends at the end of the financial year should be used to increase General Fund balances, and/or earmarked reserves, in order to provide resilience going into an uncertain medium term budget cycle
- Noted the agreed balanced HRA 2020/21 budget, the £60m allocated for new build housing, and the latest estimate over the 3 year MFTS period, plus the Capital Programme, and Dedicated Schools Grant proposals. Also noted that an additional £10m had been allocated for increased capital expenditure
- Noted that job losses would be offset by the growth that has been proposed
- The view was expressed that the Council consider including in the Capital Programme the savings that are achievable in the capital programme from carbon emissions
- Noted that an Asset Register is currently being worked on

3. Implications

3.1 Financial implications:

These are contained in main report.

3.2 Legal Implications:

These are contained in main report.

3.3 Environmental Implications:

These are contained in main report.

4.4 Resident Impact Assessment:

This is contained in main report.

Appendices: None

Background papers: None

Final report clearance:

Signed by:



3 February 2020

Councillor Troy Gallagher

Vice Chair Policy and Performance Scrutiny
Committee

Date

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

Meeting of:	Date	Ward(s)
Executive	6 February 2020	All
Delete as appropriate		Non-exempt

SUBJECT: THE COUNCIL'S USE OF INVESTIGATORY POWERS

1. Synopsis

- 1.1 The report updates the Committee on the council's use of investigatory powers under the Regulation of Investigatory Powers Act 2000 ("RIPA") and recent legal developments.
- 1.2 The report summarises amendments to the council's RIPA policy and covert surveillance procedural notes.

2. Recommendations

- 2.1 To note the level of directed surveillance undertaken by the council and the recent legal developments.
- 2.2 To agree the updated RIPA policy and covert surveillance procedural notes.

3. Background

- 3.1 RIPA provides a statutory framework regulating the use of directed surveillance and the conduct of covert human intelligence sources (informants or undercover officers) by public authorities. RIPA requires public authorities, including local authorities, to use covert investigation techniques in a way that is necessary, proportionate and compatible with human rights.
- 3.2 Directed surveillance is covert surveillance conducted for the purposes of a specific

investigation or operation that is likely to result in the obtaining of private information about a person. Private information includes any aspect of a person's private or personal relationship with others, including family and professional or business relationships. Whilst a person may have a reduced expectation of privacy when in a public place, covert surveillance of that person's activities in public may still result in the obtaining of private information.

- 3.3 Communications data is generated in the provision, delivery and maintenance of postal or telecommunications services but does not include the content of the communication. Communications data falls into two categories of entity data and events data.
- 3.4 The use of covert surveillance techniques by local authorities was previously the subject of some controversy. The Government introduced significant changes under the Protection of Freedoms Act 2012, which came into effect on 1 November 2012. The changes mean that a magistrate's approval is required before a local authority's RIPA authorisation can take effect.
- 3.5 The Investigatory Powers Commissioner ("the IPC") has responsibility for oversight of investigatory powers used under RIPA. The council was last inspected on 1 December 2016 and we have received notification that the next inspection will be on 9 March 2020.

4. Obtaining communications data

- 4.1 The Investigatory Powers Act 2016 ("IPA") governs the lawful obtaining of communications data by public authorities. The term communications data includes the 'who', 'when', 'where', and 'how' of a communication but not the content i.e. what was said or written. A local authority cannot make an application that requires the processing or disclosure of internet connection records for any purpose.
- 4.2 Communications data is generated, held or obtained in the provision, delivery and maintenance of communications services i.e. postal services or telecommunications services. All communications data held by a telecommunications operator or obtainable from a telecommunication system falls into two categories of entity data and events data.

Examples of entity data include:

- 'subscriber checks' such as "who is the subscriber of phone number 01234 567 890?", "who is the account holder of e-mail account example@example.co.uk?" or "who is entitled to post to web space www.example.co.uk?";
- subscribers' or account holders' account information, including names and addresses for installation, and billing including payment method(s), details of payments;
- information about apparatus or devices used by, or made available to, the subscriber or account holder, including the manufacturer, model, serial numbers and apparatus codes.

Examples of events data include, but are not limited to:

- information tracing the origin or destination of a communication that is, or has been, in transmission (including incoming call records);
- information identifying the sender or recipient of a communication from data comprised in or attached to the communication;
- itemised timing and duration of calls;

- 4.3 Part 3 of IPA contains provisions relating to authorisations for obtaining communications data. This part of IPA is now in force but the acquisition of communications data was previously

covered by RIPA. Under RIPA, local authorities were required to obtain judicial approval in order to acquire communications data. However, the position has now changed and from June 2019, all communications data applications must instead be authorised by the Office for Communications Data Authorisations ("the OCDA").

- 4.4 The Home Office issued 'Communications Data' Code of Practice in November 2018 and chapter 8 covers local authority procedures. A local authority must make a request to obtain communications data via a single point of contact ("SPoC") at the National Anti-Fraud Network ("NAFN"). In addition to being considered by a NAFN SPoC, an officer within the local authority of the rank of service manager or above should be aware the application is being made before it is submitted to an authorising officer in the OCDA.
- 4.5 A serious crime threshold applies to the obtaining of some communications data. The council can only submit an application to obtain events data for the investigation of a criminal offence capable of attracting a sentence of 12 months or more. However, where the council is looking to obtain entity data this can be done for any criminal investigation where it is necessary and proportionate to do so.

5. Updated RIPA policy and covert surveillance procedural notes

- 5.1 The council's RIPA policy and covert surveillance procedural notes have been updated to reflect recent changes regarding obtaining communications data and revised codes of practice published by the Home Office.
- 5.2 The policy and procedural notes include new sections regarding online investigations. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, the policy and procedural notes set out when a RIPA authorisation should be considered.
- 5.3 There are new sections in the directed surveillance procedural notes on 'general observation activities' and surveillance not relating to 'core functions'. The general observation duties of council officers do not require authorisation under RIPA, whether covert or overt. Core functions are the specific public functions undertaken by the council, in contrast to the ordinary functions which are undertaken by all public authorities e.g. employment issues and contractual arrangements. The council can only seek a RIPA authorisation in performance of its core functions.

6. Authorisation of covert surveillance

- 6.1 During this financial year since 1 April 2019, the council has authorised directed surveillance on 4 occasions for cases investigated by Housing Investigations:
- 2 cases of unlawful subletting of council tenancies
 - 1 case of unlawful subletting of a council tenancy and benefit fraud
 - 1 case of fraudulent RTB and benefit fraud
- These authorisations were all given judicial approval by a magistrate.
- 6.2 For the previous financial year (1 April 2018 to 31 March 2019) the council authorised directed surveillance on 6 occasions for cases investigated by Housing Investigations:
- 4 cases of unlawful subletting of council tenancies

- 1 case of unlawful subletting of a council tenancy, fraudulent RTB application and benefit fraud
- 1 case of unlawful subletting of a council tenancy and benefit fraud

These authorisations were all given judicial approval by a magistrate.

- 6.3 The council has not authorised the use of a covert human intelligence source since October 2010.
- 6.4 The trend in the number of RIPA authorisations has generally been downwards, although there was a slight increase in the last financial year. By comparison the council has granted the following number of directed surveillance authorisations in previous years:
- 2010/11 – 23
 - 2011/12 – 15
 - 2012/13 – 17
 - 2013/14 - 6
 - 2014/15 – 4
 - 2015/16 – 1
 - 2016/17 – 2
 - 2017/18 - 1

7. Implications

7.1 Financial implications:

There are no financial implications arising directly from this report. Robust anti-fraud activity is an integral part of the council's strategy for safeguarding its assets and maximising its use of resources. The use of investigatory surveillance is one of the tools the council uses to achieve these aims.

7.2 Legal Implications:

RIPA was introduced to ensure that covert surveillance undertaken by public authorities is undertaken in accordance with the European Convention on Human Rights and the Human Rights Act 1998.

The council can only undertake covert surveillance under RIPA if the proposed operation is authorised by one of the council's authorising officers and subsequently approved by a magistrate. The council can only use directed surveillance if it is necessary to prevent or detect criminal offences, which attract a custodial sentence of six months or more or criminal offences relating to the underage sale of alcohol or tobacco. The authorising officer must also be satisfied that the proposed directed surveillance is proportionate to what is sought to be achieved.

There has been a reduction in the number of directed surveillance authorisations granted by the council since 1 November 2012, when the Protection of Freedoms Act 2012 introduced significant changes to local authorities' use of RIPA. However, the council could still face a legal challenge to the way in which covert surveillance is conducted; this could lead to the evidence obtained being ruled as inadmissible and/or a complaint to the Investigatory Powers Tribunal.

Part 3 of IPA is now in force and this sets out the provisions for the obtaining of communications data by public authorities.

7.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

Not applicable

7.4 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 conducted, as this report only provides monitoring information and a legal update for the Committee.

8. Reason for recommendations

- 8.1 The Protection of Freedoms Act 2012 introduced additional safeguards to the use of RIPA and the impact of covert surveillance on the privacy of those under investigation. This has seen a reduction in the use of directed surveillance by the council.
- 8.2 The council is managing its covert activities in accordance with RIPA, IPA and Home Office codes of practice. The Council's covert surveillance policy and procedural notes have been updated to reflect recent changes.

Appendices: The council's RIPA policy and covert surveillance procedural notes
Summary of key changes to the council's RIPA policy and covert surveillance procedural notes

Background papers: None

Final report clearance:

Signed by:



29 January 2020

Councillor Andy Hull, Executive Member for Finance, Performance and Community Safety Date

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RIPA Policy Document and Covert Surveillance Procedural Notes (as amended December 2019)

Summary of key changes

RIPA Policy Document

1. The Regulation of Investigatory Powers Act 2000 (RIPA) no longer governs the acquisition of communications data. This is now covered by Part 3 of the Investigatory Powers Act 2016 (IPA). However, RIPA still applies to the authorisation of the other 2 covert techniques available to the Council - (i) directed surveillance on individuals in public places and (ii) covert human intelligence sources (CHIS), where individuals interact with suspected offenders.
2. On 1 September 2017, the Investigatory Powers Commissioner's Office (IPCO) took over responsibility for oversight of investigatory powers from the Interception of Communications Commissioner's Office, the Office of Surveillance Commissioners (OSC) and the Intelligence Services Commissioner. Future inspections of the council's use of RIPA will be undertaken by the IPCO.
3. In August 2018, the Home Office published revised codes of practice – 'Covert Surveillance and Property Interference' and 'Covert Human Intelligence Sources'.
4. The council currently has 2 authorising officers— [REDACTED]
[REDACTED] The Senior Responsible Officer is [REDACTED]
[REDACTED] and the RIPA Co-ordinating Officer is [REDACTED]
[REDACTED]
5. The section in the policy document dealing with online covert activity has been updated in accordance with the revised Home Office codes of practice. New sections have also been added to the directed surveillance and CHIS procedural notes.
6. The policy document sets out that much of the information available online can be accessed without the need for RIPA authorisation. However, where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered. Also, if an investigation officer is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed.

Directed Surveillance Procedure Note

7. The procedure note sets out factors to be considered in establishing whether a directed surveillance authorisation is required for accessing information on a website as part of a covert investigation including:
 - Whether it is likely to result in obtaining private information about a person or group of people;
 - Whether the information is likely to provide the investigation officer with a pattern of lifestyle;

- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;
 - Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);
 - Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.
8. There is a new section on 'general observation activities'. The general observation duties of council officers do not require authorisation under RIPA, whether covert or overt.
9. There is a new section on 'surveillance not relating to core functions'. 'Core functions' are the specific public functions undertaken by the council, in contrast to the ordinary functions which are undertaken by all public authorities e.g. employment issues and contractual arrangements. The council can only seek a RIPA authorisation in performance of its core functions.

CHIS Procedure Note

10. The procedure note provides guidance when a CHIS authorisation may be necessary. For example - where a council officer is interacting with others via the internet and the other parties could not be reasonably expected to know the officer's true identity, consideration should be given whether the activity requires a CHIS authorisation.
11. In a case where it is intended that more than one officer will share the online persona, each officer should be clearly identified in the overarching authorisation for the operation.

Obtaining Communications Procedure Note

12. The definition of communications data has changed and now falls into two categories of entity data and events data.
13. Examples of entity data include:
- 'subscriber checks' such as "who is the subscriber of phone number 01234 567 890?", "who is the account holder of e-mail account example@example.co.uk?" or "who is entitled to post to web space www.example.co.uk";
 - information about the connection, disconnection and reconnection of services to which the subscriber or account holder is allocated or has subscribed;
 - information about apparatus or devices used by, or made available to, the subscriber or account holder, including the manufacturer, model, serial numbers and apparatus codes;
14. Examples of events data include:
- information tracing the origin or destination of a communication that is, or has been, in transmission (including incoming call records);
 - information identifying the location of apparatus when a communication is, has been or may be made or received (such as the location of a mobile phone);
 - itemised telephone call records (numbers called);

15. The procedure note includes an updated section on 'necessity'. Where the communications data sought by the council is wholly or partly events data the purpose must meet the serious crime threshold. A serious crime for the purpose of the IPA is:
- an offence for which an adult is capable of being sentenced to one year or more in prison
 - any offence involving violence, resulting in a substantial financial gain or involving conduct by a large group of persons in pursuit of a common goal
 - any offence committed by a body corporate
 - any offence which involves, as an integral part of it, the sending of a communication
 - any offence which involves, as an integral part of it, a breach of a person's privacy
16. Authorisations for the obtaining of communications were previously approved by a Magistrate. The procedure note sets out the changes introduced by the IPA and the arrangements for authorisation by officers at the Office for Communications Data Authorisations (OCDA).
17. The council is still required to use the single point of contact (SPoC) at the National Anti-Fraud Network (NAFN) to facilitate the acquisition of communications data from the telecommunications and postal operators. The SPoC now also has a role in liaising between the council and OCDA.
18. The council can't make an application for communications data that requires the processing or disclosure of internet connection records for any purpose. This important exception is highlighted in the procedure note.
19. The Senior Responsible Officer for the obtaining of communications data is [REDACTED]
[REDACTED]

Marina Lipscomb

December 2019



ISLINGTON

RIPA POLICY DOCUMENT AND COVERT SURVEILLANCE PROCEDURAL NOTES

- 1. LBI RIPA POLICY DOCUMENT**
- 2. LBI COVERT SURVEILLANCE
PROCEDURAL NOTES**
 - **Directed Surveillance**
 - **Covert Human Intelligence Sources**
 - **Obtaining Communications Data**
- 3. APPENDICES**

December 2019

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Section 1

LONDON BOROUGH OF ISLINGTON

POLICY FOR RIPA 2000

Introduction

1. The purpose of this policy document and the following procedural notes is to provide clear guidance on how covert surveillance can be undertaken by the Council. The documents set out the legal background and the processes for obtaining authorisation to undertake covert surveillance.
2. The Regulation of Investigatory Powers Act 2000 ("RIPA") creates a regulatory framework to govern the way public authorities handle and conduct covert investigations. A copy of RIPA can be downloaded from the HMSO website at www.hmso.gov.uk. The relevant codes of practice can be downloaded from the Home Office website and relevant links are set out below at paragraph 8.
3. RIPA allows local authorities to authorise the use of 2 covert techniques:
 - (i) directed surveillance on individuals in public places; and
 - (ii) covert human intelligence sources (CHIS), where individuals interact with suspected offenders.

Compliance with ECHR

4. RIPA was introduced to ensure that covert surveillance carried out by public authorities complies with the European Convention on Human Rights ("ECHR"). Some of these rights are absolute (such as the prohibition on torture) while others are qualified meaning that it is permissible for the state to interfere with those rights if certain conditions are satisfied.
5. Amongst the qualified rights is a person's right to respect for their private and family life as provided by Article 8 of the ECHR. Article 8 is most likely to be engaged when public authorities seek to obtain private information about a person by means of covert surveillance.
6. Article 8 of the European Convention on Human Rights ("ECHR") provides:

1. *Everyone has the right to respect for his private and family life, his home and his correspondence.*
2. *There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.*

The Investigatory Powers Commissioner's Office ("IPCO")

7. On 1 September 2017, the Investigatory Powers Commissioner's Office (IPCO) took over responsibility for oversight of investigatory powers from the Interception of Communications Commissioner's Office, the Office of Surveillance Commissioners ("OSC") and the Intelligence Services Commissioner. Future inspections of the council's use of RIPA will be undertaken by the IPCO; previous inspections were carried out by the OSC. In December 2014 the OSC published an updated procedures and guidance document. This document was prepared in response to frequent requests for guidance from public authorities and also sets out matters raised or identified during inspections. In the absence of case law, the opinions expressed by the Surveillance Commissioners are the most reliable indicators of likely judicial interpretation. Applicants and authorising officers should take note of the document when preparing and authorising applications for the use of covert surveillance.

Codes of Practice

8. RIPA provides that all codes of practice relating to the Act are admissible as evidence in criminal and civil proceedings. In August 2018 the Home Office published revised codes of practice – 'Covert Surveillance and Property Interference' and 'Covert Human Intelligence Sources'. The codes are available at

<https://www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice>

Investigation and authorising officers should refer to the relevant code of practice when constructing and considering applications.

Authorisation process

9. An application to undertake directed surveillance or to use a CHIS must firstly be authorised internally. The authorising officer must be a Director, Head of Service, Service Manager or equivalent and a list of the council's authorising officers is available on Izzi. Only the [REDACTED] may authorise changes to this list. It is intended that the number of authorising officers in Islington will be limited to 12.

10. However, if the investigation or operation involves confidential information, the authorisation should be given by the Head of Paid Service (the Chief Executive) or in his/her absence a Corporate Director. Confidential information consists of matters subject to legal privilege, confidential personal information or confidential journalistic material.

11. The authorisation must then be approved by a magistrate – a District Judge or JP.

Admissibility of evidence

12. A court may rule evidence obtained without a RIPA authorisation to be inadmissible. It is advisable, therefore, to ensure that RIPA is complied with at all times. Even if a breach does not result in evidence being excluded, there may be a finding that the Council has breached an individual's human rights. This could lead to a claim for compensation or complaints to the Local Government Ombudsman or referral to a RIPA tribunal.

Islington Council's Central Register

13. All investigation officers seeking RIPA authorisation must contact Legal Services for a Unique Reference Number ("URN") at RIPA@islington.gov.uk

14. All RIPA applications for authorisation, renewal forms (if any), review forms and cancellation forms must be marked with the allocated URN.

15. The central register is held by Legal Services. This is a central record of all RIPA authorisations and is regularly updated whenever an authorisation is approved, renewed or cancelled. Where an application for RIPA authorisation is not approved this is also recorded on the central register. The central register will be made available to an inspector from IPCO, upon request.

16. At each stage of the authorisation process the investigating officer should send an update to Legal Services with a copy of the relevant form to RIPA@islington.gov.uk. The following information is recorded on the central register:

- URN of the investigation or operation;
- Title of the investigation or operation, including a brief description and names of subjects, if known;
- Type of authorisation;
- Name and rank/grade of the authorising officer;
- Date the authorisation was given;
- Whether the investigation or operation is likely to result in obtaining confidential information;
- Whether the authorisation was granted by an individual directly involved in the investigation;
- Date the Magistrate grants approval;
- Date the surveillance commenced;
- Review dates;
- If the authorisation is renewed – name and rank/grade of the authorising officer and date when it was authorised internally and by a Magistrate;

- Date the surveillance ceased;
- Date the authorisation was cancelled.

17. The investigating officer should send copies of the following documents to Legal Services to be held as part of the central register:

- RIPA application form with record of internal authorisation;
- Application for Magistrates' approval and order granting approval (including date of attendance at court, the determining magistrate, the decision of the court and the time and date of that decision);
- Record of the results of each review;
- Renewal application with record of internal authorisation and Magistrate's order granting approval.

Online covert activity

18. The growth of the internet, and the extent of the information that is now available online, presents new opportunities for investigation officers to view or gather information which may assist the Council in preventing or detecting crime.

19. Much of the information available online can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation will not normally engage privacy considerations. But if the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded, RIPA authorisations may need to be considered.

20. The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered. If an investigation officer is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed.

Internal monitoring

21. The Council appoints its Senior Responsible Officer ("SRO") from the Corporate Management Board. The SRO is responsible for overseeing:

- the integrity of the council's authorisation process
- compliance with RIPA and the codes of practice
- co-ordinating inspections by the IPCO
- implementation of any post-inspection action plans recommended by an inspector
- that all authorising officers meet the required standards set by the codes of practice

26. The current SRO is the [REDACTED]. The SRO holds 6 monthly meetings with Legal Services to review the central register and audit the quality of authorisations that have been approved in the previous 6 months.

27. Councillors have a formal scrutiny role in relation to RIPA and 6 monthly reports are submitted to Members.

28. The current RIPA Co-ordinating Officer is [REDACTED]

[REDACTED] The RIPA Co-ordinating Officer is responsible for:

- Reviewing the RIPA policy document and procedural notes
- Arranging training and updates for investigating officers and authorising officers
- Issuing URNs for RIPA authorisations
- Maintaining the Central Register of RIPA authorisations
- Preparing agendas and minutes for the review meetings with the SRO

Section 2.1

LONDON BOROUGH OF ISLINGTON

PROCEDURAL NOTES FOR RIPA 2000

DIRECTED SURVEILLANCE

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2.1.1 When can the Council carry out directed surveillance?

The Council can only authorise use of directed surveillance under RIPA to prevent or detect criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment or are related to the underage sale of alcohol and tobacco.

The Council cannot authorise directed surveillance for the purpose of preventing disorder unless this involves a criminal offence(s) punishable by a maximum term of at least 6 months' imprisonment.

2.1.2 Who are the authorising officers?

The level of Officer who may authorise directed surveillance needs to be determined in accordance with the Regulations made by the Secretary of State. In local authorities, this is restricted to Directors, Heads of Service, Service Managers or equivalent.

The Council currently has 2 authorising officers:-

- [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]

The list of named officers who can authorise RIPA requests is maintained on the Council's Intranet (Izzi). However, if the investigation or operation involves confidential information, the authorisation should be given by the **Head of Paid Service** (the Chief Executive) or in his or her absence a Corporate Director.

Confidential information consists of matters subject to legal privilege, confidential personal information or confidential journalistic material.

2.1.3 Surveillance

Surveillance includes:

- monitoring, observing, listening to persons, their movements, conversations, other activities or communications
- recording anything monitored, observed or listened to in the course of surveillance
- surveillance, by or with, assistance of a surveillance device

By section 26(9)(2) of the 2000 Act, surveillance is covert surveillance if, and only if, it is carried out in a manner that is calculated to ensure that persons who are subject to the surveillance are unaware that it is or may be taking place.

RIPA provides for 2 types of surveillance:-

- a. Directed surveillance (that will be considered in more detail in this chapter) and
- b. Intrusive surveillance.

Intrusive surveillance is, broadly speaking, covert surveillance carried out in relation to anything taking place on any residential premises or private vehicle and involving the presence of an individual on the premises or in the vehicle or carried out by a surveillance device. If the surveillance device is not on the premises or in the vehicle it is not considered to be intrusive, unless it consistently provides information of the same quality as if it was on the premises or in the vehicle. **This type of surveillance goes beyond the powers of local authority investigators** but the Council can approach the police to ask them to undertake such surveillance where it can be shown to be justified. In such cases, it would be for the police to seek appropriate authorisations.

2.1.4 Directed surveillance

Directed surveillance is defined in section 26(2) of the 2000 Act as surveillance which is covert, but not intrusive, and undertaken:

- a) For the purposes of a specific investigation or specific operation;
- b) In such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- c) Otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under Part II of the 2000 Act to be sought for the carrying out of the surveillance.

The general observation duties of enforcement officers do not require authorisation under RIPA, whether covert or overt. Such general observation duties frequently form part of the legislative functions of public authorities, as opposed to the pre-planned surveillance of a specific person or group of people.

Directed surveillance does not include covert surveillance carried out by way of an immediate response to events or circumstances which, by their very nature, could not have been foreseen. For example, an enforcement officer would not require an authorisation to conceal himself and observe a suspicious person who he comes across in the course of a patrol.

2.1.5 Private information

RIPA defines 'private information' as any information relating to a person's private or family life. This will include any aspect of a person's private or personal relationship with others including family and professional or business relationships.

Although a person may have reduced expectation of privacy when in a public place, covert surveillance of that person's activities in public may still result in the obtaining of private information.

Example: The Council has intelligence that a number of youths that are suspected of gang activity on an estate often congregate in a local café. Although the youths are associating in a public place they will have a reasonable expectation of privacy over the contents of their conversation. The contents of such a conversation should therefore still be considered as private information. A directed surveillance authorisation would therefore be appropriate for the Council to record or listen to the conversation as part of a specific investigation.

See further examples at paragraphs 3.3 – 3.6 of the Home Office Revised Code of Practice 'Covert Surveillance and Property Interference'.

2.1.6 Online covert activity

In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply.

Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by the Council of that information. Also individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.

Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where an investigation

officer is proposing to systematically collect and record information about a particular person or group, a directed surveillance authorisation should be considered.

In order to determine whether a directed surveillance authorisation should be sought for accessing information on a website as part of a covert investigation, it is necessary to look at the intended purpose and scope of the online activity it is proposed to undertake. Factors that should be considered in establishing whether a directed surveillance authorisation is required include:

- Whether the investigation or research is directed towards an individual or organisation;
- Whether it is likely to result in obtaining private information about a person or group of people;
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;
- Whether the information obtained will be recorded and retained;
- Whether the information is likely to provide the investigation officer with a pattern of lifestyle;
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);
- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.

See examples at paragraphs 3.15 and 3.17 of the Home Office Revised Code of Practice 'Covert Surveillance and Property Interference'.

2.1.7 General observation activities

The general observation duties of Council officers do not require authorisation under RIPA, whether covert or overt. Such general observation duties do not include pre-planned surveillance of a specific person or group of people.

General observation duties may include monitoring of publicly accessible areas of the internet in circumstances where it is not part of a specific investigation.

Example: Trading Standard officers attend a car boot sale where it is suspected that counterfeit goods are being sold, but they are not carrying out surveillance of particular individuals and their intention is, through reactive enforcement action, to identify and tackle offenders. This is part of the general duties of the council and the obtaining of private information is unlikely. A directed surveillance authorisation is therefore not required.

See further examples at paragraph 3.33 of the Home Office Revised Code of Practice 'Covert Surveillance and Property Interference'.

2.1.8 Surveillance not relating to core functions

'Core functions' are the specific public functions undertaken by the Council, in contrast to the ordinary functions which are undertaken by all public authorities e.g. employment issues and contractual arrangements. The Council can only seek a RIPA authorisation in performance of its core functions.

See examples at paragraph 3.35 of the Home Office Revised Code of Practice 'Covert Surveillance and Property Interference'.

2.1.9 Necessity

The authorising officer must believe that the activities to be authorised are necessary for the prevention or detection of crime.

In order to be necessary the proposed surveillance must be needed to achieve a certain desired effect or result.

What are the aims and objectives of the investigation? If you cannot state what is intended to be achieved as a result of an investigation, then it cannot be shown that the proposed surveillance is necessary as part of the process to achieve those aims and objectives.

Will gaining of the information by means of the directed surveillance, benefit the investigation? If there is no benefit, then there is no necessity.

2.1.10 Proportionality

If the activities are deemed necessary, the authorising officer must also believe that they are proportionate to what is sought to be achieved by carrying them out. No activity should be considered proportionate if the information sought could reasonably be obtained by other less intrusive means. If alternative means exist, then the authorising officer will need to consider why those alternative means should not be used over directed surveillance. If this cannot be shown, then the investigating officer will be unable to demonstrate proportionality.

In order to be proportionate, the proposed surveillance must not be arbitrary, unfair or excessive. Proportionality is about balancing the seriousness of the crime or the wrong-doing being investigated and the threat to the general public against the interference with the privacy of the individual concerned and the risk of collateral intrusion.

The following elements of proportionality should be considered:

- balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
- explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;

- considering whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the information sought;
- evidencing, as far as reasonably practicable, what other methods have been considered and why they have not been implemented, or implemented successfully.

The considerations as to whether an action is proportionate and whether any action is necessary do overlap, however each still needs to be considered separately, as whilst an action may be necessary it may not be proportionate.

The RIPA application should be presented in a fair and balanced way. In particular, information which weakens the case for the authorisation should be taken into account.

2.1.11 Collateral intrusion

Collateral intrusion is the risk of obtaining private information about persons who are not subjects of the surveillance.

Measures should be taken, wherever practicable, to avoid or minimise unnecessary intrusion into the privacy of those who are not the intended subjects of the surveillance activity.

Where collateral intrusion is unavoidable, the activities may still be authorised, provided the intrusion is considered proportionate to what is sought to be achieved.

All applications should include an assessment of the risk of collateral intrusion and the measures to limit this. If an automated system such as an online search engine is used to obtain the information, the authorisation request should identify its potential extent and limitations.

Material which is not necessary or proportionate to the aims of the operation or investigation should be discarded or securely retained separately where it may be required for future evidential purposes, subject to appropriate data protection safeguards in terms of handling, retention and destruction.

Where an investigation officer intends to access a social media or other online account to which they have been given access with the consent of the owner, the officer will still need to consider whether the account(s) may contain information about others who have not given their consent. If there is a likelihood of obtaining private information about others, the need for a directed surveillance authorisation should be considered.

See examples at paragraphs 4.13, 4.15 and 4.16 of the Home Office Revised Code of Practice 'Covert Surveillance and Property Interference'.

2.1.12 Combined authorisations

A single authorisation may combine 2 or more different authorisations for directed surveillance or a CHIS. However, where an officer seeks separate authorisations, consideration should be given to whether reference to these in the related authorisations is appropriate.

2.1.13 Use of Private Investigators

The Council on occasions instructs private investigators ("PI") to undertake directed surveillance. The officer in the case wishing to instruct a PI should follow the procedure set out below:-

- (i) The officer should mention the use of the PI in the application for authorisation.

- (ii) In the letter of instruction the PI should be made aware of the parameters of the surveillance activity.

(iii) The PI should be instructed to handover all surveillance material obtained.

(iv) The officer should check with the PI at the conclusion of the surveillance that all surveillance material has been handed over to the Council.

Any contract with a PI should be subject to binding commitments to observe council policies and data protection legislation. Where, there is a controller-processor relationship, the contract engaging the PI should observe the requirements of Article 28 of the GDPR.

2.1.14 Tracking devices

The use of a tracking device for the purpose of providing information about the location of any private vehicle may be authorised as directed surveillance. However, a property interference authorisation may be appropriate for the covert installation or deployment of the device. The Council cannot obtain a property interference authorisation and if this is required the investigating officer will have to approach the police to obtain the necessary authorisation.

2.1.15 Authorisation of directed surveillance

Authorisation will provide lawful authority for a public authority to carry out directed surveillance.

The code of practice and guidance from the IPCO should be consulted by the investigating officer when completing the application form and by the authorising officer when deciding whether to authorise the proposed surveillance.

It is important to note that only the conduct and activities specified and described in the authorisation can be carried out as part of the directed surveillance.

Authorising officers should not normally be responsible for authorising operations in which they are directly involved.

The authorisation must be approved by a Magistrate before it can take effect. Following the implementation of the Protection of Freedoms Act 2012 officers will need to satisfy the Magistrate that the following five conditions are met before an application for approval will be granted:

- 1) at the time of the grant of authorisation there were reasonable grounds for believing the covert surveillance authorisation was necessary and proportionate
- 2) at the time when the Magistrate is considering the matter, there remains reasonable grounds for believing the requirements are met
- 3) the officer making the authorisation was of the correct office/rank
- 4) the authorisation was not in breach of any restriction imposed by the Secretary of State pursuant to s30(3)
- 5) any other conditions imposed by the Secretary of State have been complied with e.g. as set out in any notice or statutory instrument.

2.1.16 Completing the authorisation form

Relevant authorisation forms can be found at www.homeoffice.gov.uk/counter-terrorism/regulation-investigatory-powers/ripa-forms/. Forms must be used for requesting a RIPA application and reviewing, cancelling or renewing it.

All investigation officers seeking RIPA authorisation must contact Legal Services for a Unique Reference Number ("URN") at RIPA@islington.gov.uk All RIPA authorisation forms must be marked with the allocated URN.

The authorisation form should include the following information without exception:-

1. State the name and position (i.e. job title) of the authorising officer.

2. Describe the conduct to be authorised (i.e. what is being done) and the purpose of the investigation or operation (i.e. obtaining evidence to consider whether a specific crime is being or has been committed). The anticipated length of time of the surveillance should be specified
3. Explain why the directed surveillance is necessary for the purpose of preventing or detecting crime and in this context:
 - (a) Specify the crime or wrong being investigated (i.e. name the offence including statute and sections) and the sentence duration;
 - (b) Set out the aims and objectives for which the surveillance is to be undertaken; and
 - (c) Explain how the gaining of information from the directed surveillance will benefit the investigation.
4. Explain why the directed surveillance is proportionate to what it seeks to achieve and in this context:
 - (a) Ensure that the objectives of the surveillance are properly defined;
 - (b) Explain why the surveillance will achieve those objectives;
 - (c) Specify why the surveillance should be used in preference to other, less intrusive methods of investigation; and
 - (d) Specify why it would also be more practicable to use surveillance over less intrusive methods of investigation.
5. Describe the nature of the surveillance to be authorised and in this context:
 - (a) Set out the location of the person who is the subject of the surveillance or where such surveillance is to take place including details of any vehicle or premises involved;
 - (b) Describe the type of surveillance device or equipment to be used;
 - (c) Give details of name(s) (where known) or description(s) of the person(s) who is/are to be the subject of the surveillance as well as any known history and character of that/those person(s).
6. Give an explanation of the information that it is desired to be obtained as a result of the directed surveillance (i.e. the end product).

7. Consider collateral intrusion and set out the risk of information relating to third parties' (i.e. persons not part of the investigation) private and family life being obtained. Again, this assessment must satisfy the test of proportionality. An example of collateral intrusion is the recording of a test purchase where activities (including conversations) of other customers within the premises may be captured.
8. Advising as to the likelihood of acquiring confidential information.
9. Setting out the anticipated start of the directed surveillance: both time and date.
10. Setting out the name and other relevant details of the applicant. This is also where the applicant will sign.
11. The authorising officer must comment as to why s/he considers that the directed surveillance is both necessary and proportionate. The authorising officer cannot just specify 'see above' but can paraphrase what has been stated earlier providing, of course, that they agree with those comments.
12. The authorising officer must make an independent decision and be in a position to justify the decision if necessary. The authorising officer formally authorises the surveillance and must include a date on which s/he will review the authorisation if the surveillance is still ongoing.

2.1.17 Seeking approval from a Magistrate

The authorisation form together with two copies of the application for judicial approval and a partially completed court order form should be taken to the court. The Court Office legal advisor will check the application paperwork and advise the officer which court room the application will be heard in. There is no fee, at present, for this application. The officer presenting the case at court does not need to be a lawyer, but should be the investigating officer or authorising officer

with detailed understanding of the case and have the relevant delegated authorisation to appear before the Court.

At Court, the Magistrate may not be familiar with the RIPA requirements. The officer should check with the Magistrate if they would like to be taken through the application. The Magistrate may not require this but they will generally appreciate the offer.

When taking them through the application, or the entire authorisation, the officer should explain:

- The purpose of the application
- The covert technique being sought
- The criminal offence being investigated and sentence duration
- The background to the application
- The date and officer who granted the initial authorisation

The Court Clerk may also ask questions of the officer.

2.1.18 How long does an authorisation last?

An authorisation for directed surveillance will last for 3 months. If the directed surveillance is concluded within those 3 months then the authorisation must be cancelled with immediate effect. The authorisation cannot just be allowed to lapse. The investigating officer must complete a cancellation form to be signed off by the authorising officer. The cancellation form must be marked with the allocated URN.

Before the expiry of 3 months, if the officer has not completed the directed surveillance and considers that it will go beyond 3 months then the officer must apply for the renewal of the directed surveillance to enable it to continue beyond the 3 months. A renewal form must be completed and submitted to the authorising officer and the Magistrate for approval for the directed surveillance to continue. The officer is required to give to the authorising officer and thereafter the Magistrate the following information:

- whether it is the first or subsequent renewal;

- detail(s) of any significant changes to the information as listed in the original authorisation;
- detail the reasons why it is necessary to continue with the surveillance;
- detail why the directed surveillance is still proportionate;
- indicate the content and value to the investigation of the information so far obtained;
- give details of the regular reviews (see below); and
- a copy of the original authorisation.

Applications for renewals should not be made until shortly before the original authorisation period is due to expire but investigation officers must take account of factors which may delay the renewal process (e.g. intervening weekends or the availability of the relevant local authority authorising officer and a Magistrate to consider the application). The renewal form must be marked with the allocated URN.

2.1.19 Reviewing an authorisation

When authorising the surveillance or granting a renewal, the authorising officer is required to set a date for review. Regular reviews should be undertaken by the authorising officer to assess the need for the surveillance to continue. On review the authorising officer will consider if the authorisation is still necessary on the ground under which it was granted or renewed and if it is still proportionate to what is sought to be achieved by carrying it out. The authorising officer must complete a review form.

The review is the responsibility of the original authorising officer and should, as a matter of good practice, be conducted by them or, failing that, by an officer who would be entitled to grant a new authorisation in the same terms.

If after the first review the authorising officer considers that the directed surveillance is to continue then s/he will be required to set a further date of review.

All forms should be sent to the RIPA Co-ordinating Officer at RIPA@islington.gov.uk to be held in the Central Register.

2.1.20 Urgent authorisations

The Council cannot orally authorise the use of RIPA techniques. All authorisations must be in writing and require a Magistrate's approval.

A case will be urgent where, in the judgement of the investigating officer, delay will be likely to jeopardise the investigation or operation. An authorisation is not to be treated as urgent where the officer who wished to seek authorisation neglected to make the application diligently and in time.

If out of hours' access to a Magistrate is required then the officer should contact Legal Services as soon as possible so that arrangements can be made with Highbury Corner Magistrates' Court. The officer will need to provide two partially completed judicial application/order forms so that one can be retained by the Magistrate. The officer should provide the court with a copy of the signed judicial application/order form the next working day.

In most emergency situations where the police have power to act, then they are able to authorise activity under RIPA without prior Magistrate approval.

No RIPA authority is required in immediate response to events or situations where it is not reasonably practicable to obtain it (for instance when criminal activity is observed during routine duties and an officer conceals himself to observe what is happening).

2.1.21 Cancellations

As soon as the decision is taken that directed surveillance should be discontinued, the instruction must be given to those involved to stop all surveillance of the subject(s) as soon as reasonably practicable.

The date the authorisation is cancelled will be recorded in the central register and documents directing the surveillance to cease should be retained.

2.1.22 The central register

The central register is held by Legal Services. This is a central record of all RIPA authorisations and is regularly updated whenever an authorisation is approved, renewed or cancelled. Where an application for RIPA authorisation is not approved this is also recorded on the central register.

At each stage of the authorisation process the investigating officer should send an update to Legal Services with a copy of the relevant form to RIPA@islington.gov.uk. Details of the information recorded on the central register and copies of the documents that should be sent to Legal Services to be held as part of the central register are set out at paragraphs 16 -17 of LBI's RIPA Policy Document.

2.1.23 Other records to be maintained by the Council

The relevant Council department should also keep records of the following documentation which will not form part of the central register:

- a record of the period over which the surveillance has taken place;
- the date and time of when instruction was given for the surveillance to cease;
- the date and time when any instruction was given by the authorising officer.

Section 2.2

LONDON BOROUGH OF ISLINGTON

PROCEDURAL NOTES FOR RIPA 2000

COVERT HUMAN INTELLIGENCE SOURCES

INDEX

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2.2.1 Definition of a covert human intelligence source (“CHIS”)

Under RIPA a person is a CHIS if:-

- (a) they establish or maintain a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph b) or c);
- (b) they covertly use such a relationship to obtain information or to provide access to any information to another person; or
- (c) they covertly disclose information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

A relationship is established or maintained for a covert purpose if and only if it is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the purpose.

2.2.2 Scope of ‘use’ or ‘conduct’ authorisations

An authorisation may be obtained under RIPA for the use or conduct of a CHIS.

The use of a CHIS involves any action on behalf of the Council to induce, ask or assist a person to engage in the conduct of a CHIS, or to obtain information by means of the conduct of a CHIS. In general, an authorisation for use of a CHIS will be necessary to authorise steps taken by the Council in relation to a CHIS.

The authorisation for conduct of a CHIS will authorise steps taken by the CHIS on behalf, or at the request, of the Council.

Most CHIS authorisations will be for both use and conduct of a CHIS. The CHIS must be clear what is/is not authorised and all the CHIS’s activities should be properly risk assessed.

2.2.3 Identifying when a human source becomes a CHIS

Not all human source activity will meet the definition of a CHIS. For example, a source may be a public volunteer who discloses information out of professional or statutory duty, or has been tasked to obtain information other than by way of a relationship.

Individuals or members of organisations (e.g. travel agents, housing associations and taxi companies) who, because of their work or role have access to personal information, may voluntarily provide information to a public authority on a repeated basis and need to be managed appropriately to establish whether, at any given stage, they should be authorised as a CHIS.

See examples at paragraphs 2.18, 2.23 and 2.25 of the Home Office Revised Code of Practice 'Covert Human Intelligence Sources'.

2.2.4 Necessity and proportionality

The authorising officer must believe that the activities to be authorised are necessary for preventing or detecting crime or preventing disorder.

If the use or conduct of the CHIS is deemed necessary, the authorising officer must also believe that it is proportionate to what is sought to be achieved by carrying it out. This involves balancing the seriousness of the intrusion into the private or family life of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms.

The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. Each action authorised should bring an expected benefit to the investigation or operation and should not be disproportionate or arbitrary. No activity should be considered proportionate if the information which is sought could reasonably be obtained by other less intrusive means.

The following elements of proportionality should be considered:

- balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
- explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
- whether the conduct to be authorised will have any implications for the privacy of others, and an explanation of why (if relevant) it is nevertheless proportionate to proceed with the operation;
- whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result;
- evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.

2.2.5 Extent of authorisation

An authorisation for the use or conduct of a CHIS will provide lawful authority for any activity that:

- involves the use or conduct of a CHIS as is specified or described in the authorisation;
- is carried out by or in relation to the person to whose actions as a CHIS the authorisation relates; and
- is carried out for the purposes of, or in connection with, the investigation or operation so described.

The CHIS, and the officers involved in the use of the CHIS, must be fully aware of the extent and limits of any conduct authorised.

2.2.6 Collateral intrusion

Collateral intrusion is the risk of obtaining private information about persons who are not subjects of the surveillance. Before authorising the use or conduct of a CHIS, the authorising officer should take into account the risk of interference

with the private and family life of persons who are not the intended subjects of the CHIS activity.

Measures should be taken, wherever practicable, to avoid or minimise unnecessary intrusion into the privacy of those who are not the intended subjects of the surveillance activity.

Where collateral intrusion is unavoidable, the activities may still be authorised, provided the intrusion is considered proportionate to what is sought to be achieved.

All applications should include an assessment of the risk of collateral intrusion and the measures to limit this.

Where CHIS activity is deliberately proposed against individuals who are not suspected of direct or culpable involvement in the matter being investigated, interference with the private or family life of such individuals should be considered as intended intrusion. Any such interference should be carefully considered against the necessity and proportionality criteria as described above.

See examples at paragraph 3.12 of the Home Office Revised Code of Practice 'Covert Human Intelligence Sources'.

2.2.7 Online covert activity

An officer of the Council can use the internet to interact with others, whether by publicly open websites such as a social networking service, or by more private exchanges such as, e-messaging sites. In circumstances where the other party could not reasonably be expected to know the officer's true identity, consideration should be given whether the activity requires a CHIS authorisation. A directed surveillance authorisation should also be considered unless the acquisition of that information will be covered by the CHIS application.

A CHIS authorisation will not always be appropriate or necessary for online investigation or research. Where a Council officer sets up a false identity to register on a site, this does not of itself amount to establishing a relationship, and a CHIS authorisation would not immediately be required, though consideration should be given to the need for a directed surveillance authorisation if the conduct is likely to result in the acquisition of private information.

Where a website or social media account requires a minimal level of interaction, such as sending or receiving a friend request, this may not amount to establishing a relationship. However, this may lead to further interaction where a CHIS authorisation is required.

Where it is intended that more than one officer will share the online persona, each officer should be clearly identified in the overarching authorisation for the operation.

See examples at paragraphs 4.13 and 4.14 of the Home Office Revised Code of Practice 'Covert Human Intelligence Sources'.

2.2.8 Authorisation of covert human intelligence sources

Authorisation will provide lawful authority for a public authority for the use or conduct of a CHIS.

The code of practice and guidance from the IPCO should be consulted by the investigating officer when completing the application form and by the authorising officer when deciding whether to authorise the proposed surveillance.

It is important to note that only the conduct and activities specified and described in the authorisation can be carried out as part of the covert surveillance. All the CHIS's activities should be properly risk assessed.

A CHIS wearing or carrying a surveillance device does not need a separate intrusive or directed surveillance authorisation, provided the device will only be used in the presence of the CHIS.

A CHIS, whether or not wearing or carrying a surveillance device, in residential premises or a private vehicle, does not require additional authorisation to record any activity taking place inside those premises or that vehicle which takes place in their presence.

The authorisation must be approved by a Magistrate before it can take effect.

Following the implementation of the Protection of Freedoms Act 2012 officers will need to satisfy the Magistrate that the following five conditions are met before an application for approval will be granted:

- 1) At the time of the grant of authorisation there were reasonable grounds for believing the covert surveillance authorisation was necessary and proportionate
- 2) At the time when the Magistrate is considering the matter, there are still reasonable grounds for believing the requirements are met
- 3) The officer making the authorisation was of the correct office/rank
- 4) The authorisation was not in breach of any restriction imposed by the Secretary of State pursuant to s30(3)
- 5) Any other conditions imposed by the Secretary of State have been complied with e.g. as set out in any notice or statutory instrument.

If the Magistrate is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate they will issue an order approving the authorisation.

2.2.9 What information should be contained in the authorisation forms?

Relevant authorisation forms can be found at

<https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwi36KyBI->

Forms must be used for requesting authorisation and reviewing, cancelling or renewing it.

All investigation officers seeking RIPA authorisation must contact Legal Services for a Unique Reference Number ("URN") at RIPA@islington.gov.uk All RIPA authorisation forms must be marked with the allocated URN.

The application for authorisation should include the following information:

- The reason why the authorisation is necessary i.e. to detect/prevent crime or detect disorder
- The purpose for which the CHIS will be tasked or deployed
- Where a specific investigation or operation is involved, the nature of that investigation or operation
- The nature of what the CHIS conduct will be
- The details of any potential collateral intrusion and why the intrusion is justified
- The details of any confidential information that is likely to be obtained as a consequence of the authorisation
- The reasons why the authorisation is considered proportionate to what it seeks to achieve
- A record of whether authorisation was given or refused, by whom and the time and date

2.2.10 Seeking approval from a Magistrate

The authorisation form together with two copies of the application for judicial approval and a partially completed court order form should be taken to the court. The Court Office legal advisor will check the application paperwork and advise the officer which court room the application will be heard in. There is no fee, at present, for this application. The officer presenting the case at court does not need to be a lawyer, but should be the investigating officer or authorising officer

with detailed understanding of the case and have the relevant delegated authorisation to appear before the Court.

At Court, the Magistrate may not be familiar with the RIPA requirements. The officer should check with the Magistrate if they would like to be taken through the application. The Magistrate may not require this but they will generally appreciate the offer. When taking them through the application, or the entire authorisation, the officer should explain

- The purpose of the application
- The covert technique being sought
- The criminal offence/disorder being investigated
- The background to the application
- The arrangements in place to manage the CHIS
- The date and officer who granted the initial authorisation.

The Court Clerk may also ask questions of the officer.

2.2.11 How long does an authorisation last?

An authorisation for use or conduct of a CHIS will last for 12 months.

The authorising officer must cancel the authorisation if they are satisfied that the use or conduct of the CHIS no longer satisfies the criteria for authorisation. The investigating officer must complete a cancellation form to be signed off by the authorising officer. The cancellation form must be marked with the allocated URN.

Before the expiry of 12 months, if the officer has not completed the directed surveillance and considers that it will go beyond 12 months then the officer must apply for the renewal of the CHIS. A renewal form is required to be completed and submitted to the authorising officer and the Magistrate for approval for the conduct of the CHIS to continue.

Before an authorising officer renews an application, they must be satisfied that a review has been carried out of the use of a CHIS, as outlined below, and that the results of the review have been considered.

The officer is required to give to the authorising officer and thereafter the Magistrate the following information

- Whether it is the first renewal or every occasion on which the authorisation has been reviewed previously
- Any significant changes to the information in the initial application
- The reasons why it is necessary for the authorisation to continue
- The use made of the CHIS
- The tasks given to the CHIS and the information obtained from the use or conduct of the CHIS
- The results of the regular reviews of the use of the CHIS.

Applications for renewals should not be made until shortly before the original authorisation period is due to expire but investigation officers must take account of factors that may delay the renewal process (e.g. intervening weekends or the availability of the relevant local authority authorising officer and a Magistrate to consider the application). The renewal form must be marked with the allocated URN.

2.2.12 Review of an authorisation

Regular reviews of authorisations should be undertaken by the authorising officer to assess whether it remains necessary and proportionate to use a CHIS and whether the authorisation remains justified. The review should include the use made of the CHIS during the period authorised, the tasks given to the CHIS and the information obtained from the CHIS. There should be frequent reviews of authorisations where the use of a CHIS provides access to confidential information or involves significant collateral intrusion.

The authorising officer will decide how often a review should take place. This should be as frequently as is considered necessary and practicable, but should not prevent reviews being conducted in response to changing circumstances.

2.2.13 Urgent authorisations

Local authorities cannot orally authorise the use of RIPA techniques. All authorisations must be in writing and require a Magistrate's approval.

A case will be urgent where, in the judgement of the authority officer, delay will be likely to jeopardise the investigation or operation. An authorisation is not to be treated as urgent where it is down to the officer who wished to seek authorisation failed to make the application diligently.

If out of hours access to a Magistrate is required then the officer should contact Legal Services as soon as possible so that arrangements can be made with Highbury Corner Magistrates' Court. The officer will need to provide two partially completed judicial application/order forms so that one can be retained by the Magistrate. The officer should provide the court with a copy of the signed judicial application/order form the next working day.

In most emergency situations where the police have power to act, then they are able to authorise activity under RIPA without prior Magistrate approval.

2.2.14 Management of covert human intelligence sources

Tasking

Tasking is the assignment given to the CHIS. The RIPA authorisation should cover the nature of the source's task. This should be in reasonably broad terms - authorisations should not be drawn so narrowly that a separate authorisation is required each time the CHIS is tasked. Rather, an authorisation might cover, in broad terms, the nature of the source's task. If there is a step change in the

nature of the task that significantly alters the entire deployment, then a new authorisation may need to be sought.

It may be difficult to predict exactly what might occur when the CHIS meets the subject of an investigation. If there is an unforeseen occurrence this must be recorded as soon as practicable and it should be referred to the authorising officer. The authorising officer will consider if the existing authorisation is sufficient or if it needs to be cancelled and replaced.

Handlers and controllers

The handler will have day-to-day responsibility for

- Dealing with the CHIS on behalf of the Council
- Directing the day-to-day activities of the CHIS
- Recording the information supplied by the CHIS
- Monitoring the CHIS's security and welfare

The handler will usually be of a rank or position below that of the authorising officer.

The controller will be responsible for the management and supervision of the handler and general oversight of the use of the CHIS.

Security and welfare

Before authorising the use or conduct of a CHIS, the authorising officer should ensure that a risk assessment is carried out to determine the risk to the CHIS of any tasking and the likely consequences should the role of the CHIS become known.

The ongoing security and welfare of the CHIS, after the cancellation of the authorisation, should also be considered at the outset. Consideration should also be given to the management of any requirement to disclose information tending to reveal the existence or identity of a CHIS to, or in, court.

The handler is responsible for bringing to the attention of the controller any concerns about the personal circumstances of the CHIS insofar that they might affect the risk assessment and the safety and welfare of the CHIS. If necessary, the authorising officer will need to consider if the authorisation should be allowed to continue.

2.2.15 The central register

The central register is held by Legal Services. This is a central record of all RIPA authorisations and is regularly updated whenever an authorisation is approved, renewed or cancelled. Where an application for RIPA authorisation is not approved this is also recorded on the central register.

At each stage of the authorisation process the investigating officer should send an update to Legal Services with a copy of the relevant form to RIPA@islington.gov.uk. Details of the information recorded on the central register and copies of the documents that should be sent to Legal Services to be held as part of the central register are set out in LBI's RIPA Policy Document. These records should be retained for a period of at least five years.

2.2.16 Other records to be maintained by the Council

The relevant Council department must keep detailed records of the authorisation and use made of a CHIS. The authorising officer must not grant an authorisation for use of a CHIS unless he believes that there are arrangements in place for ensuring that there is at all times a person with the responsibility for maintaining a record of the use made of the CHIS.

The relevant council department should also keep records of the following documentation which will not form part of the central register for at least 5 years:

- Any risk assessment made in relation to the CHIS
- The circumstances in which tasks were given to the CHIS
- The value of the CHIS to the authority

- The date and time when any instruction was given by the authorising officer that the conduct or use of the CHIS must cease

The records should preserve the confidentiality, or prevent disclosure of the identity of the CHIS, and the information provided by the CHIS.

2.2.17 Juveniles and vulnerable adults

Although a CHIS can be either a juvenile or a vulnerable adult, the Council's policy is that such persons will not be used as CHIS.

Section 2.3

LONDON BOROUGH OF ISLINGTON

PROCEDURAL NOTES FOR RIPA 2000

OBTAINING COMMUNICATIONS DATA

INDEX

2.3 Obtaining Communications Data

- 2.3.1 What is communications data?
- 2.3.2 Necessity, proportionality and seriousness
- 2.3.3 The Single Point of Contact
- 2.3.4 Applications to obtain communications data
- 2.3.5 Authorisation of applications
- 2.3.6 Duration, renewals and cancellations
- 2.3.7 Keeping of records
- 2.3.8 Internal monitoring
- 2.3.9 Oversight

2.3.1 What is communications data?

Communications data embraces the 'who', 'when', 'where' and 'how' of a communication but not its content (what was said or written).

Communications data is generated, held or obtained in the provision, delivery and maintenance of communications services i.e. postal services or telecommunications services. All communications data held by a telecommunications operator or obtainable from a telecommunication system falls into two categories of entity data and events data.

Examples of entity data include:

- 'subscriber checks' such as "who is the subscriber of phone number 01234 567 890?", "who is the account holder of e-mail account example@example.co.uk?" or "who is entitled to post to web space www.example.co.uk?";
- subscribers' or account holders' account information, including names and addresses for installation, and billing including payment method(s), details of payments;
- information about the connection, disconnection and reconnection of services to which the subscriber or account holder is allocated or has subscribed (or may have subscribed) including conference calling, call messaging, call waiting and call barring telecommunications services;
- information about apparatus or devices used by, or made available to, the subscriber or account holder, including the manufacturer, model, serial numbers and apparatus codes; and
- information about selection of preferential numbers or discount calls.

Examples of events data include, but are not limited to:

- information tracing the origin or destination of a communication that is, or has been, in transmission (including incoming call records);
- information identifying the location of apparatus when a communication is, has been or may be made or received (such as the location of a mobile phone);
- information identifying the sender or recipient (including copy recipients) of a communication from data comprised in or attached to the communication;
- routing information identifying apparatus through which a communication is or has been transmitted (for example, file transfer logs and e-mail headers – to the extent that content of a communication, such as the subject line of an e-mail, is not disclosed);
- itemised telephone call records (numbers called);
- itemised timing and duration of service usage (calls and/or connections);
- information about amounts of data downloaded and/or uploaded; and
- information about the use made of services which the user is allocated or has subscribed to (or may have subscribed to) including conference calling, call messaging, call waiting and call barring telecommunications services.

2.3.2 Necessity, proportionality and seriousness

The obtaining of communications data under Part 3 of the Investigatory Powers Act 2016 ("IPA") will be a justifiable interference with an individual's human rights only if the conduct being authorised is necessary for the purposes of a specific investigation or operation, proportionate and in accordance with the law.

Necessity

For a local authority the request to obtain communications data must be necessary for the applicable crime purpose.

Where the communications data sought is wholly or partly events data the purpose must meet the serious crime threshold. A serious crime for the purposes of IPA is:

- an offence for which an adult is capable of being sentenced to one year or more in prison
- any offence involving violence, resulting in a substantial financial gain or involving conduct by a large group of persons in pursuit of a common goal
- any offence committed by a body corporate
- any offence which involves, as an integral part of it, the sending of a communication
- any offence which involves, as an integral part of it, a breach of a person's privacy

Where only entity data is sought, the applicable crime purpose is the prevention or detection of crime, or the prevention of disorder.

In order to justify that an application is necessary, the application should as a minimum cover three main points:

- (i) the crime under investigation
- (ii) the person whose data is sought and how they link to the crime
- (iii) the communications data sought and how this data is related to the person and the crime

Proportionality

The following considerations apply:

- whether what is sought to be achieved could reasonably be achieved by other less intrusive means,
- whether the level of protection to be applied in relation to obtaining communications data is higher because of the particular sensitivity of that information, and

- the public interest in the integrity and security of telecommunication systems and postal services.

The degree of collateral intrusion forms part of the proportionality considerations, and becomes increasingly relevant when applying for events data.

Seriousness

In addition to the sentencing threshold, a number of factors should also be considered when applying for communications data:

- the particular circumstances of the case
- the offender
- impact on the victim
- the harm suffered
- the motive for the crime

2.3.3 The Single Point of Contact

The single point of contact (SPoC) is an accredited individual trained to facilitate the lawful acquisition of communications data and effective co-operation between a public authority, the Office for Communications Data Authorisations ('OCDA') and telecommunications operators and postal operators. A local authority must use the SPoC at the National Anti-Fraud Network (NAFN).

An applicant within the Council is required to consult a NAFN SPoC throughout the authorisation process.

In addition to being considered by a NAFN SPoC, the applicant must ensure that an officer of at least the rank of the Council's Senior Responsible Officer is aware that the application is being made before it is submitted to an authorising officer in OCDA. The application must be verified by a Council officer of the rank of service manager or above, before it is submitted to an authorising officer in OCDA. The Council's Senior Responsible Officer will inform NAFN of the nominated Council officers who are authorised to verify applications. The authorising officer must be independent from the operation.

NAFN will be responsible for submitting the application to OCDA on behalf of the Council.

The Council can't make an application that requires the processing or disclosure of internet connection records for any purpose.

2.3.4 Applications to obtain communications data

The application to acquire communications data must:

- describe the communications data required, specifying, where relevant, any historic or future dates and, where appropriate time periods;
- specify that the data is required for the applicable crime purpose;
- include a URN;
- include the name and the office, rank or position held by the person making the application;
- describe whether the communications data relates to a victim, a witness, a complainant, a suspect or other person relevant to the investigation or operation;
- include the operation name;
- identify and explain the time scale within which the data is required;
- explain why the acquisition of the data is considered necessary and proportionate;
- present the case in a fair and balanced way;
- consider and, where appropriate, describe any meaningful collateral intrusion;
- consider and, where appropriate, describe any possible unintended consequences of the application; and
- where data is being sought from a telecommunications operator or postal operator, specify whether the telecommunications operator or postal operator may inform the subject of the fact that the application has been made.

2.3.5 Authorisation of applications

An authorising officer in the OCDA will consider an application and record their considerations at the time, in writing or electronically. The authorisation will be granted if the requirements of IPA are met and the acquisition of communications data is necessary and proportionate in the circumstances. If the authorising officer in the OCDA does not consider the criteria for obtaining the data have been met the application will be rejected and/or referred back to the SPoC at NAFN.

Where a request is refused by an authorising officer in OCDA, the Council has three options:

- not proceed with the request;
- resubmit the application with a revised justification and/or a revised course of conduct to acquire communications data;
- resubmit the application with the same justification and same course of conduct seeking a review of the decision by the OCDA. The Council can only resubmit an application on the same grounds where the Senior Responsible Officer has agreed to this course of action.

2.3.6 Duration, renewals and cancellations

The following types of conduct can be authorised - conduct to acquire communications data or the giving of a notice.

An authorisation becomes valid on the date the authorisation is granted. It is then valid for a maximum of one month. This means the conduct authorised should have been commenced which may include the giving of a notice, within that month.

An authorisation may be renewed for a period of up to one month by the grant of a further authorisation.

If an authorisation is no longer necessary or proportionate it must be cancelled. The investigating officer should contact the SPoC at NAFN who will cease the authorised conduct.

2.3.7 Keeping of records

Applications, authorisations, copies of notices, and records of the withdrawal of authorisations and the cancellations of notices must be retained. The council's records are held by NAFN.

Communications data, and all copies, extracts and summaries of it must be handled and stored securely and the requirements of the DPA and the GDPR must be adhered to.

2.3.8 Internal monitoring

The Council's Senior Responsible Officer is [REDACTED]. The Senior Responsible Officer is responsible for:

- the integrity of the process in place within the Council to acquire communications data;
- compliance with IPA and the code of practice;
- oversight of the reporting of errors to the Investigatory Powers Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors;
- engagement with the Investigatory Powers Commissioner's inspectors when they conduct their inspections; and
- where necessary, oversee the implementation of post-inspection action plans approved by the Commissioner

2.3.9 Oversight

The remit of the Investigatory Powers Commissioner includes comprehensive oversight of the use of powers contained within the IPA. The Investigatory

Powers Commissioner is supported by inspectors in ensuring compliance with the law.

The Investigatory Powers Commissioner must provide an annual report to Parliament on the findings of the inspectors audits, inspections and investigations.

The Investigatory Powers Commissioner will produce guidance for public authorities on how to apply and use investigatory powers.

Further information about the Investigatory Powers Commissioner, their office and their work can be found at: www.ipco.org.uk.

In November 2018 the Home Office published a code of practice – 'Communications Data'. This can be downloaded at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757850/Communications_Data_Code_of_Practice.pdf

Investigation and authorising officers should refer to the code of practice when constructing and considering applications.

Section 3

LONDON BOROUGH OF ISLINGTON

PROCEDURAL NOTE FOR RIPA 2000

APPENDICES

1. Summary checklist of RIPA procedure
2. Checklist for completing authorisation for directed surveillance or a CHIS
3. Court hearing guidance – Briefing sheet

SUMMARY CHECKLIST OF RIPA PROCEDURE

1. An investigation officer identifies the need for directed surveillance or a covert human intelligence source.
2. The investigation officer should complete the relevant authorisation form fully.
3. The authorising officer should satisfy him/herself that the proposed surveillance satisfies the criteria within RIPA and relevant code of practice. The authorising officer should also refer to the council's policy and procedure notes.
4. In the case of a covert human intelligence source, the authorising officer must in addition to the other criteria satisfy him/herself that there is:
 - (a) A person who will have day to day responsibility for dealing with the source;
 - (b) A person (who can be the authorising officer) who will have the general oversight of the use made of the source.
5. In all cases, the authorising officer, should also be satisfied that there is a person responsible for maintaining and collecting all records to do with the surveillance and authorisation. The authorising officer shall ensure that the officer in the case sends required information regarding the authorisation to Legal Services to be recorded on the central register.
6. The investigation officer(s) are responsible for the storage, maintenance and destruction of the records and authorisations.
7. Upon authorisation, the investigating officer must submit an application for approval to the Magistrates Court.
8. Once the magistrate has approved the authorisation, the investigating officer is entitled to do the activities for the purposes outlined in the authorisation form for the duration of the authorisation.

CHECKLIST FOR COMPLETING AUTHORISATIONS FOR DIRECTED SURVEILLANCE OR COVERT HUMAN INTELLIGENCE SOURCE.

- a. Use correct ground(s) for the application
- b. Enter sufficient detail of the investigation or operation.
- c. Enter sufficient detail regarding the activity proposed.
- d. Enter sufficient detail about the criminal offence(s) being investigated, the potential sentence upon conviction and any additional factors which may make the offence more serious. (This only applies in the case of Directed Surveillance)
- e. Address the issue of proportionality.
- f. Address issue of collateral intrusion and avoid 'rubber stamp' comment.
- g. Ensure application signed by the applicant.
- h. Authorising Officer should set out clear details of what they are authorising.
- i. Authorising Officer should avoid 'rubber stamp' comments.
- j. Authorising Officer should record time of when the authorisation was signed.
- k. Cancellations should be completed promptly.
- l. Ensure review documents are used properly (officers should not use Renewal of Authorisation documents).

Authorisations for directed surveillance should be for 3 months periods. It is possible to state that the authorisation should be reviewed at shorter intervals. If on review, the authorising officer is satisfied that there is no necessity for the authorisation, it should be cancelled.



Court Hearing Guidance – Briefing sheet

1. Before the hearing

Read through the authorisation and the application form for Judicial Approval thoroughly.

Ensure you have:

- **The original authorisation plus one copy.**
- **Two copies of the application for Judicial approval**
- **One copy of the Court Order form.**
- **Your personal ID badge**
- **Your delegated authorisation form to appear before the court**

Prepare to explain everything to the Magistrate – remember they may never have seen an application like this before and would not have had time to read the papers. Try and anticipate what questions the Magistrate might ask and have one set of papers ready to hand to the court clerk.

Make sure the Court know you are coming in advance.

2. Arriving at Court

Aim to arrive at court for 9am. Go to the Court Office where the court's legal advisor will check your application and advise you of what court your application will be heard in.

The hearing will be in private - but this is likely to be achieved in the first instance by having a closed court. The judiciary will decide on the day - based on the written application whether further steps should be taken to hold the application in 'chambers'.

3. At the hearing

You should address the Magistrate as 'Sir' or 'Ma'am'. They may be accompanied by a legal adviser who will be a lawyer, often referred to as the Court Clerk.

You should step into the witness box and introduce yourself.

You should be asked to swear an oath (or make an affirmation). This is a matter for the Magistrate's discretion.

The Magistrate may not be familiar with RIPA. Check if the Magistrates would like you to take them through the application. The Magistrate may not find this necessary but they will generally appreciate the offer and say yes

When taking them through the application, or the entire authorisation, explain:

- **The purpose of the application**
- **The covert technique being sought**
- **The criminal offence being investigated**
- **The background to the application**
- **The date and officer who granted the initial authorisation**

In addition to being asked questions by the Magistrates, the Court Clerk may ask you questions.

4. If everything goes well

Ask the Magistrate to sign the order. You need to keep the original authorisation and the original signed order. The Magistrate keeps a copy of everything for the Court records.

5. If the Magistrate is not happy to approve the authorisation

In most cases it is likely that the Magistrate will be happy to approve the authorisation. However, if the Magistrate is not happy to authorise try to get as much information as possible as to why. It might be helpful to ask them if there is any further information which can be provided in support to help persuade them in future.

The Magistrate can:

- a) approve the grant or renewal
- b) Refuse to approve the grant or renewal, - if the application is refused- the first stage is to check the reasons why and see if it can be easily remedied and then re-apply to the court once the appropriate remedial steps have been taken.
- c) Make an order quashing the authorisation - should the Magistrate consider quashing the authorisation, they must give you 2 days' notice to make representations, before they exercise this power.

Whatever the outcome you should take the original authorisation with you when you leave and don't forget to collect your ID badge!

Report of: Executive Member for Housing and Development

Meeting of:	Date:	Wards:
Executive	6 February 2020	All

Delete as appropriate	Exempt	Non-exempt
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SUBJECT: Housing Repairs - Response to the report of the Housing Scrutiny Committee

1 Synopsis

- 1.1 In October 2019 the Executive received a report from the Housing Scrutiny Committee regarding the Housing Repairs Service. The report provided recommendations to further improve the effectiveness and efficiency of the service as well as improving the resident experience.

2 Recommendations

- 2.1 To agree the Executive responses to the recommendations of the Scrutiny Committee as set out in section 4 of this report.
- 2.2 To agree that officers report back on progress the Housing Scrutiny Committee in 12 months' time.

3 Background

- 3.1 The Housing Scrutiny Committee collected evidence from September 2018 to May 2019 to review the Housing Repairs Service.
- 3.2 The objectives of the review were to evaluate the performance of Islington Council's responsive repairs services by holding decision makers such as staff, contractors and suppliers to account; evaluate resident satisfaction and the accuracy of satisfaction surveys. In addition to review examples of gaps and failures in service provision; consider if and how the first time fix rates could be increased; analyse if the systems and

processes supporting repair operatives are optimal or if there is scope for further improvement and evaluate how the service communicates with residents and identify opportunities for further development.

- 3.3 Witnesses included:
- Service managers
 - Residents
 - Repairs staff
 - Hackney Council
 - Camden Council.

4 Response to recommendations

4.1 The committee set out ten recommendations, reported to Executive, which have all been accepted in full. Responses to these recommendations are set out below:

4.2 **Recommendation 1: The Service needs to focus on a detailed analysis of the root causes of service failures within the population of repair jobs not completed first time to identify the reasons for failure and put in place measures such as systems thinking approach to correct these failures.**

4.3 **Response:** The service has embarked on a detailed study to analyse First Time Fix failures as part of an overall improvement plan. Findings have been implemented and the service is now meeting the First Time Fix target of 85% of all jobs. The service will continue to analyse data, including resident feedback, to ensure ongoing learning and improvement.

4.4 **Recommendations 2: Following the last scrutiny update from 2016, the panel are aware that the service has trialled Ring and Bring. This is intended to improve the rate of first time fix. The Scrutiny Panel recommend that the pilot is expanded to other sections of the repairs business.**

4.5 **Response:** The service is now embedding a Ring and Bring option in its operations and is currently reviewing the use of driver loaders to offer a more reactive service.

4.6 **Recommendation 3: The service should expand and develop its use of customer electronic notice boards and text systems to improve communication, particularly with regard to communal repairs.**

4.7 **Response:** The service is currently working with Homes & Communities to develop a procedure on how notices will be issued. Text updates are also being tested with operatives before being rolled out to residents.

4.8 **Recommendation 4: Promotion of online repairs reporting should be increased, particularly highlighting its use during peak times. The service should seek to develop a traffic light system on the webpage showing how busy the phone service is at any given time.**

- 4.9 **Response:** The service is currently identifying peak call times and the practicalities of implementing a traffic light system on the website. The service is also reviewing how online repairs is promoted. The service is also exploring ways of proactively communicating about a repairing issue that effects multiple properties – eg. Tweeting information about a communal heating repair.
- 4.10 **Recommendation 5: The service should look to implement a skills sharing programme where adults who have experience or partial qualifications can be brought on as apprentices to finish their qualifications and potentially become Operatives. This will not only address employment needs within the borough for previously unassisted groups, but also allow skill sharing with older operatives to prevent the loss of knowledge and expertise that has been acquired over a long period.**
- 4.11 **Response:** The service is currently testing the processes for delivering an improved service by offering opportunities to Islington staff who wish to train as operatives. Once the offer is finalised it will be offered to residents of the borough in conjunction with the service’s Apprenticeship Programme. The service has also delivered DIY taster sessions for local residents and is currently working with local colleges on the feasibility of offering further traineeship courses.
- 4.12 **Recommendation 6: A review should consider the process of handling leaks. A process should be in place to ensure leaks are resolved quickly and efficiently and any damage caused is rectified in a smooth process. This will minimise upset to residents, risk of legal challenge and insurance costs. The Leak Hub model in Hackney should be looked at along with other options and consideration given to a dedicated team. The use of dashboards to highlight when leaks have run for over 24 hours should be developed and implemented as swiftly as possible.**
- 4.13 **Response:** Development of IT dashboards is progressing and remains a service priority. The service is undertaking a systematic review of leak processes including diagnosis, delivery of care to residents, no access processes and making good. As part of the review other borough’s processes are being considered relating to best practice.
- 4.14 **Recommendation 7: The service should push on with the development of dashboards and ensure that the investment in these is linked to service improvements. The dashboard will be used to improve management of the repairs service, including the performance management of all staff at all levels of the service. The service should also continue to develop online options for residents. Officers to provide quarterly updates about the performance of the dashboard to the Housing Scrutiny Committee.**
- 4.15 **Response:** Development of IT dashboards is progressing but has not moved at the pace originally expected. Some dashboards are due to go live imminently. The service will provide a quarterly written update on progress to the Chair of Housing Scrutiny.

- 4.16 **Recommendation 8: With regard to future building projects, Planned Maintenance Projects and Capital Programmes, the Responsive Repairs Service should be consulted and their recommendations should be acted on.**
- 4.17 **Response:** The service is working closely with the Director of New Build to ensure compliance with the employer's requirements and improvements made to the handover process and defects service. There is regular liaison with the Capital Programme Delivery section on both the scheduling of capital works and operational delivery.
- 4.18 **Recommendation 9: The service should explore the use of a diagnostic system which would identify faults remotely for new gas boilers.**
- 4.19 **Response:** The service is investigating the availability of these systems and the practicality of their use within a social housing setting.
- 4.19 **Recommendation 10: The Service should ensure that capital, new build and repairs agree material specifications for major components and limit the variety to maximise the chance of holding stock and achieving first time fix. Managers should ensure contracts deliver materials as per the specification and any deviations from agreed materials is agreed at a senior level.**

Response: The Repairs and New Build teams continue to develop and enforce the Employers Requirement document, standardising materials, parts and assets to reduce maintenance time and costs. The Repairs and Capital Programme Delivery teams will explore setting up a parts approval forum to govern changes to parts and materials.

5 Implications

5.1 Financial Implications

At this stage there are no material financial implications identified. In addition, the expectation is that any costs arising, as a result of actions implemented that have flowed from the Housing Scrutiny Committee recommendations, will be accommodated within the existing overall repairs or wider HRA budgets. The financial implications for each area of work will be fully considered and agreement sought before any change is implemented.

If material budget pressures subsequently arise, that cannot be accommodated within existing budgets, these will be reported on in future.

5.2 Legal Implications

There are no specific legal implications arising out of this report. The council have the necessary powers to implement the actions. Legal advice and support will be provided as necessary regarding the continued implementation of the individual recommendations

6 Resident Impact Assessment

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected

characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

The proposals in this report may have equalities implications alongside other implications for residents. Resident Impact Assessments (including assessment of equalities implications) will take place as part of the process of developing and implementing policies and actions arising from this report.

7 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

Not applicable


8 Conclusion and Reasons for Recommendations

This report details the Executive's response to the recommendations of the Housing Scrutiny Committee.

Background papers: None

Final report clearance:

Signed by:



23 January 2020

**Councillor Diarmaid Ward
Executive Member for Housing and
Development**

Date:

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Report of: Executive Member for Housing and Development

Executive	Date: 6 February 2020	Ward(s): All
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Delete as appropriate		Non-exempt
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SUBJECT: Procurement Strategy and Contract Award for Works to Fire Doors (flat front entrance doors in purpose built blocks)

1. Synopsis

- 1.1 This report seeks pre-tender approval for the procurement strategy and award of contract for Works to Fire Doors (flat front entrance doors to purpose built blocks) in accordance with Rule 2.7 of the council's Procurement Rules.
- 1.2 This is urgent work that we need to progress to comply with current building regulations. By entering into a contract with Mears Plc via the ProcurePlus framework agreement we estimate that works will be able to commence with a 2-4 week lead in.

2. Recommendations

- 2.1 To approve the procurement strategy for Works to Fire Doors (flat front entrance doors in purpose built blocks) as outlined in this report.
- 2.2 To award a call-off contract to Mears Plc via the ProcurePlus framework agreement for "Fire Precaution Works (South)".

3. Background

3.1 Nature of the service

The council requires a contractor to undertake the removal of existing fire doors and install new, fully certified fire door-sets, which are to comply with the new fire door testing requirements set out by the Ministry of Housing, Communities and Local Government (MHCLG). Certified fire doorsets (door, frame and ironmongery) must be compliant with the test standard BS 476: 1987-Part 22. In carrying out this work the council is fulfilling the requirements of repairing, maintaining and improving the housing estate and property stock in accordance with the Housing Act 1985.

Utilising an existing framework agreement means that prices are benchmarked in a market where there is high demand following the tragic fire at Grenfell Tower in North Kensington.

Procuring via ProcurePlus will provide a cost effective, value for money driven agreement that will mitigate prolonged lead times for flat entrance fire door replacement activities to approximately 3,800 flats.

3.2 Estimated Value

The cost of these works for 3,800 properties (at a cost of £1,617 per door set) is £6,305,700.

Leaseholders of affected properties are responsible for their own front doors and any costs associated with these. They are able to take up the council's offer to install compliant doorsets at cost. There are therefore no additional costs to the council for leaseholders' front entrance doors.

3.3 Timetable

Approval to proceed - February 2020.

Call-off via the ProcurePlus framework agreement - February 2020.

Contract start date - March 2020.

Completion – April 2022 (it is likely that there will be some difficult to access cases but the aim is for the vast majority of installations to be completed within this timescale).

3.4 Options appraisal

The ProcurePlus framework agreement for fire prevention works has been established following a competitive tendering exercise in accordance with EU procurement legislation.

By directly awarding a call-off contract via the framework agreement with ProcurePlus we estimate that Mears PLC will be able to commence works with a 2-4 week lead in. These works need to be carried out as soon as possible in order to comply with current Building Regulations.

The option of advertising a bespoke contract for these works has been considered, however, this process would take far longer than utilising an existing framework agreement.

Collaboration with another borough is not appropriate at this time, as requirements for works following recommendations post-Grenfell will differ from borough to borough.

3.5 Key Considerations

The payment of London Living wage will be a condition of the contract.

Whenever vacancies arise the provider will work in partnership with the council's iWork Employment Service to engage Islington residents.

We expect an evidenced policy commitment to a sustainable transport policy, underlining the use of low or no emissions vehicles and an evidenced policy commitment to reduction of waste generated by the service.

There are no known issues relating to TUPE, pensions or staffing implications.

3.6 Evaluation

The award criteria for organisations who tendered to join the ProcurePlus framework agreement was 50% quality, 50% price.

The 50% Quality criteria was broken down as follows:

- Proposal for the management of health and safety
- proposal for how you will manage the pre-start stage of the works
- Proposal for the management of the works
- Proposal for resident engagement
- Proposal for the efficient management of materials.

The terms of the access agreement signed by Islington Council permit a direct award of contract to be made as a call-off from the framework agreement.

3.7 Business Risks

The phase two recommendations from the Grenfell Tower Inquiry will cover specific details of the repair and maintenance works carried out on the block prior to the tragic fire in June 2017. It is anticipated that there will be a number of wide-ranging recommendations as to fire safety and these will have a direct impact on all social landlords.

The Council is in regular contact with MHCLG and London Councils on all matters relating to improving the fire safety of blocks within the borough, and it is not anticipated that the Grenfell phase two recommendations will affect the current Building Regulations on fire doorsets for flat front entrance doors.

- 3.8 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 in accordance with rule 2.8 of the Procurement Rules:

Relevant information	Information/section in report
1 Nature of the service	Approve the procurement strategy for the direct award of contract to Mears PLC in order to facilitate the installation of 2,100 flat entrance fire doors to comply with the relevant regulations. See paragraph 4.1
2 Estimated value	The estimated value of the call-off contract is £6,305,700. See paragraph 4.2
3 Timetable	Award of Contract: March 2020. Aim for completion within two years (difficult to access cases are likely to take longer). See paragraph 4.3
4 Options appraisal for tender procedure including consideration of collaboration opportunities	There are no collaboration opportunities with these works, the works are required for the rectification of previously non-compliant fire safety works. See paragraph 4.4
5 Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications	Targeted employment, London Living Wage and best value for the proposed scope of works. See paragraph 4.5
6 Award criteria	The framework agreement was advertised in accordance with the rules laid down by OJEU. See paragraph 4.6
7 Any business risks associated with entering the contract	Business risks stated within the report. See paragraph 4.7

8 Any other relevant financial, legal or other considerations.	Financial and Legal risks stated within report. See paragraphs 5.1 & 5.2
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4. Implications

4.1 Financial implications:

It is important to note that the replacement of fire doors referred to in this report is required to meet the authority's health & safety obligations in terms of complying with current building regulations.

The estimated cost of the fire door replacement works to 3,800 properties (including tenants and leaseholders) is £6.3m, of which £2.9m (in respect of 1,800 properties), although not included in the current approved capital programme, is reflected in the current HRA 30 year investment plan/business plan and is being brought forward to be carried out sooner than anticipated in order to ensure compliance with current building regulations, as such it is not anticipated that this will give rise to a long term budget pressure.

However, the remaining estimated cost of £3.4m in respect of 2,700 properties represents growth to the overall investment plan/business plan and as such could adversely impact on the delivery of other schemes within the long term investment plan/business plan however Property Services will seek to mitigate the adverse impact by a number of means for example by deferring schemes that include items where it is possible to extend their use.

There will be no further charges levied to leaseholders.

4.2 Legal Implications:

The council is responsible for undertaking the repair, maintenance and improvement of its housing estates and properties pursuant to the Housing Act 1985. Accordingly, the council may enter into a contract for the replacement of 600 Fire Doors (flat front entrance doorsets) (Section 1 Local authorities Contracts Act 1997).

The proposed contract is a public works contract. The value of the proposed contract is below the financial threshold for such contracts and therefore did not have to be advertised in the Official Journal of the European Union (OJEU). However, the Council's Procurement Rules require a competitive tendering exercise.

The Procure Plus framework for fire prevention works has been established following a competitive tendering exercise in accordance with EU Procurement Legislation and the council has access to that framework. Accordingly, the council may award the contract for the replacement of the flat entrance doors pursuant to Mears plc via the Procure Plus framework provided that the decision maker is satisfied that the price represents value for money for the council.

The value of the contract is above the level for a key decision (£1m capital).

In considering the recommendation in this report, the Executive should have regard to the information set out in the report and be reasonably satisfied that Mears plc tender represents VFM.

5.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

The fire door replacement programme will have environmental impacts that include energy used in the installation process, vehicle journeys made by the contractor, material use for the new doorsets, and the disposal of the old doorsets.

The removal of the Glass Reinforced Plastic (GRP) fire doorsets is a positive environmental step forward, these are now to be replaced with solid timber doorsets. The GRP doorsets will be collected by a reputable Waste Collection contractor and disposed of at a registered Waste Collection Station. All of the recyclable fittings will be dismantled and recycled, i.e. metal door handles, letterboxes, hinges, etc., the GRP door leaf will be dismantled into its component parts and recycled.

The Contractor should ensure that waste materials are kept to a minimum and that waste leaving sites is reused or recycled where practicable. The Contractor will have a duty of care to ensure that any waste disposal is done legally and in alignment with the waste hierarchy.

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 on 18th December 2019. This procurement will not have any negative impact on any persons within the protected characteristics groups. This contract will have a positive impact on vulnerable groups, as it will ensure that their properties are maintained to a high standard. Diversity and equality were considered during the procurement process. Potential service providers were asked a scored question during the procurement process about how they assess and manage repairs for customers with any of the equalities characteristics. It is a contractual requirement for service providers to work to Islington Council's policies and procedures, where health and safety, equality, diversity and an accessible service for all are factored into service delivery procedures.

5. Reasons for the decision:

- 5.1 A new contract is required to appoint a contractor to ensure the council fulfils its legal obligation in installing fully compliant fire certified doorsets to flat front entrance doors to purpose built blocks of flats.

Appendices

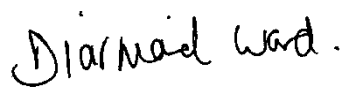
- Resident Impact Assessment.

Background papers:

- None

Final report clearance

Signed by:



29 January 2020

Councillor Diarmaid Ward, Executive Member
for Housing and Development

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Resident Impact Assessment

Supply and Installation of New Flat Front Entrance Doorsets to Purpose Built Blocks of Flats

Service Area: Capital Programme Delivery

1. Intended outcomes of this policy/function

This contract is for the supply and installation of new flat front entrance doorsets to purpose built blocks of flats, in order to ensure that the flat front entrance doorsets are compliant with current fire safety regulatory requirements.

2. Resident Profile

The group within Islington which is going to be impacted by this contract are primarily council tenants, council leaseholders and other residents of and visitors to Islington council homes and estates where works are carried out. Below is the known diversity profile for Islington council tenants and leaseholders.

		Borough Profile	Service User Profile
		Total: 206,285	Total: 52,631
Gender	Female	51%	54%
	Male	49%	46%
Age	Under 16	32,825	9,494
	16-24	29,418	6,063
	25-44	87,177	17,631
	45-64	38,669	12,684
	65+	18,036	6,756
Disability	Disabled	16%	35%
	Non-disabled	84%	65%
Sexual orientation	LGBT	No data	N/A
	Heterosexual/straight	No data	N/A
Race	BME	52%	50%
	White	48%	50%

Religion or belief	Christian	40%	42%
	Muslim	10%	16%
	Other	4.5%	3%
	No religion	30%	16%
	Religion not stated	17%	23%

3. Equality impacts

It is anticipated that the delivery of this contract will not have any negative impact on any persons within the protected characteristics groups. The delivery of the contract will have a positive impact on all residents including those with protected characteristics as the service is designed to ensure that the Council enhances the protection of residents' flat front entrance doorsets and in doing so enhances the communal area outside the flat which will allow safe passage past it by other residents in the event of a serious fire incident within a purpose built block of flats. These important fire safety works are necessary regardless of residents' employment /financial status. Leaseholders will be consulted and will where applicable be recharged for the cost of these services.

Diversity and equality are considered during the procurement process. Potential service providers were scored on questions during the procurement process, including how they will manage customers with any of the protected characteristics. This will include how they will engage and communicate with residents whilst delivering the works. Specific attention was paid to arrangements they will put in place to ensure they can communicate effectively with residents with any of the protected characteristics. For example, service providers are expected to consider translation services for customers where English is not their first language, BSL translators for deaf and hard of hearing customers, and take time and demonstrate extra care and patience with residents who are elderly or have mobility impairments. The service provider will be expected to ensure dignity and respect for customers in regards to religious beliefs e.g. by using protective covering for footwear within properties.

Service providers must also clearly explain how they will deliver services to ensure the health and safety of all residents and members of the public are protected and any additional health and safety measures they will put in place to ensure individuals with protected characteristics are protected sufficiently. It is a contractual requirement for service providers to work to Islington Council's policies and procedures, where equality, diversity and an accessible service for all is factored into service delivery procedures.

The installation of the new flat front entrance doorsets is required to ensure the Council complies with fire safety regulatory requirements and needs to happen irrespective of tenants' employment/financial status.

Consideration was given to enhancing the specification for the front entrance doors from 30 minutes' fire protection (FD30) to sixty minutes (FD60). It was evident, however, that

FD60 doors are significantly heavier than FD30 doors and this would have had an unacceptable negative impact on some older and/or disabled residents in terms of their ability to actually use their front doors.

It is not anticipated that the delivery of this contract will have any negative impact on relations between communities with protected characteristics and the rest of the population in Islington.

4. Safeguarding and Human Rights impacts

All of the service providers appointed by the Capital Programme Delivery Team are required to have DBS checks for all of their staff working on an Islington contract, including any subcontractors they may use and this must be evidenced. It is also checked on a quarterly basis to ensure any service providers staff changes are taken into consideration. Service providers are not allowed to enter a property unless an adult over the age of 18 is present. Service providers are given leaflets and information regarding safeguarding and reporting any safeguarding concerns back to Islington Council. They also have to attend mandatory safeguarding training delivered by Islington Council. These are all contractual requirements irrespective of whether the contractor works internally or externally to residents' properties.

5. Action

No additional actions have been identified.

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

Staff member completing this form:

Signed: Damian Dempsey

Date: 18/12/2019

Head of Service or higher:

Signed: Christine Short

Date: 18/12/2019

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

Meeting of:	Date:	Ward(s):
Executive	6 th February 2020	All
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SUBJECT: Procurement Strategy for the supply, installation and maintenance of CCTV Equipment (CCTV Service Provision)

1. Synopsis

- 1.1 This report seeks pre-tender approval for the procurement strategy in respect of CCTV Service Provision in accordance with Rule 2.7 of the council's Procurement Rules.
- 1.2 This proposal will bring the installation, maintenance and review of all CCTV provision across the Council under one contract. This will allow the council to better understand and control the service requirements, improving the quality and value for money obtained in this area.

2. Recommendations

- 2.1 To approve the procurement strategy for CCTV Service Provision as outlined in this report.
- 2.2 To approve a collaborative procurement with Hounslow (lead authority), Ealing and Southwark to establish a suitable framework agreement.
- 2.3 To delegate authority to award a call-off contract to the Corporate Director of Environment and Regeneration, in consultation with the Executive member for Finance, Performance and Community Safety.

3. Background

3.1 Nature of the service

This procurement is for a contract with a duration of four years to encompass supply, installation and maintenance for the Council's overall CCTV infrastructure, as part of a collaboration with Hounslow, Ealing and Southwark. The overall procurement and contract management will be led by Hounslow.

The procurement will cover the supply, installation and maintenance of CCTV throughout (but not exclusively):

- Public Protection Crime and Disorder
- Traffic and Parking Service
- Facilities Management
- Housing

This procurement will bring the supply, installation and maintenance of CCTV services in Islington under one contract with one provider to offer the best service and value for money possible. Currently each Directorate within the Council has its own contract with different providers, each receiving a different level of service, this procurement aims to unify service levels across the Council to achieve greater control of our purchasing decisions and the associated costs.

By 1 October 2020, each individual contractual arrangement within directorates would have reached expiry; this provides an opportunity to align contractual arrangements for services and increase collaborative procurement both internally and externally. This procurement strategy will ensure Islington is in a much stronger place when going to market than in previous years.

We have already gained verbal agreement with Hounslow, Ealing and Southwark to procure the supply, installation and maintenance of CCTV services together under one framework agreement.

3.2 Estimated Value

The funding arrangements would come from current capital and revenue funds paying for the CCTV services listed in 3.1. A capital growth bid is being pursued for the Public Protection CCTV replacement schemes identified below.

The value of the procurement is up to approximately £2m per annum over the four-year period, £8m in total, based on spending over the previous two years plus necessary upgrades. This is split between maintenance (approx. £800k) and capital (approx. £1.2m) costs each year.

There will be additional costs of approximately £5.5m for current CCTV replacement work (summarised below) taking the overall value of this contract over the four-year duration to £13.5m.

The spend on this service each year over the last two years breaks down as follows:

Supply, Installation and Maintenance CCTV	Cost per annum
Housing Installation	£517k
Housing Maintenance	£150k
Facilities	£22k
Waste Recycling Centre	£27k
Environment and Regeneration	£551k
Total	£1.267m

Any budget reduction would mean reducing the current CCTV coverage. The legal frameworks the Council operates within means we have to review new installations and existing cameras, and cameras are decommissioned if not longer required.

We review cameras and explore new technologies and ways of working to ensure we deliver best value for money. Benchmarking is undertaken during the Information Commissioner’s Office’s annual audit and through representation at the London CCTV Forum, identifying areas of good practice. This is supported by regular visits to other boroughs deemed to have good set-up and service delivery.

There will be savings to deliver though multiple contracts coming together into one corporate contract but these won’t be apparent until the tendering process is complete. As well as savings, there will be improvements in management and control of CCTV by bringing it under one corporate contract.

Over the lifecycle of the four-year contract, Public Protection will need to replace the recording system and upgrade the front operational system for the borough’s CCTV. This will cost approximately £530k.

Each crime and disorder camera will need replacing as within the next two years, analogue cameras will cease to be usable and not be supported on any platform. This has generated higher costs for maintenance and repair as they are now at the end of their lifecycle. Replacement with IP cameras (An Internet Protocol camera, or IP camera, is a type of digital video camera that receives control data and sends image data via the Internet) with a view of transferring over to the borough’s current wireless network in order to move away from the use of commercial fibre connections which would eventually be an overall cost saving to the council. This is effectively a spend to save but comes at a total cost of £5.5m (£40k per camera). This additional £5.5m is factored into the overall stated value of the contract.

3.3 Timetable

A new council-wide CCTV contract needs to be in place on 1 October 2020.

Hounslow, as the lead procuring authority, have devised the below timescales for delivery:

- Contract notice published February 2020
- Invitation to tender issued April 2020
- Evaluation June 2020
- Award of contract July 2020
- Mobilisation July – October 2020

Contract start date 1 October 2020

The current contract arrangements end on 30 September 2020. This is also the expiry date for the other CCTV contracts in question, outlined below:

- Environment and Regeneration: entering the cooling off 12 month period which finishes on the 30 September 2020.
- Housing maintenance: the current contract arrangement ends 30 September 2020.
- Facilities: have a contract in place which finishes 2023. However, new / replacement installations can be completed under any newly agreed contract.

There are no statutory deadlines to meet in relation to this area.

During this process, we have consulted internal departments that have existing CCTV contracts, and the commissioning leads for Hounslow, Ealing and Southwark.

3.4 Options appraisal

Option 1: A collaborative procurement with Hounslow, Ealing and Southwark. This has been discussed and agreed in principle with the relevant authorities and is deliverable in the timescales described.

Option 2: Procuring a contract for the provision of CCTV services on our own.

Option 3: Insourcing. There is not currently the technical ability to perform the servicing and maintenance elements of the contract in-house. Islington Council on its own would have less buying power than working in collaboration with other boroughs, therefore, the cost of hardware would likely be higher if undertaken by the council on its own.

Preferred option (1) is to enter into a contract for the supply, installation and maintenance of CCTV provision following a collaborative procurement with the three other local authorities mentioned.

The proposed coverage and scope of the framework agreement has been reviewed and meets the requirements of supplying and maintaining the existing infrastructure in the medium and longer term for Housing, Facilities, Waste Recycling Centre and Environment and Regeneration.

This option allows continuity of service to support future strategic aims going forward in regards to outcome based budgeting and a greater holistic approach to procurement and contract management for the supply, installation of maintenance of CCTV cameras.

It is anticipated that the Council will benefit from greater economies of scale through a collaborative procurement as opposed to procuring on our own.

The benefits of this collaborative arrangement will be the ability to demand a better deal and more competitive price as the size of the contract should attract the market leading supply services in this field.

3.5 Key Considerations

The procurement seeks to help deliver the Council's commitment to maximize community benefits for the improvement of the borough and for the benefit of its residents.

With the anticipated size of the contracts across four boroughs, it would be expected that the organisation that is successful would deliver social value through the offer of apprenticeships and / or employment to Islington residents over the four-year contract. This would be delivered alongside the iWork team.

London Living Wage will be a contract of the condition, where permitted by law.

Social value expectations we will be considering for inclusion in this contract are:

Employment and Skills

- Up to 6 apprentices (Islington residents – with two potentially employed by the Council directly) over the duration of the contract.
- Participation in the LBI 100 Hours of World of Work programme, whereby the Council is a broker for businesses to deliver experiences for local schools. Experiences can include career insights, work tasters, mentoring, part-time work, careers events, work experience placements and other activities.

Local Supply Chain

- Where there are sub-contracting opportunities, that priority is given to suppliers within Islington and its neighbouring boroughs (sub-regional economy).
- Offering expert business advice to Islington micro- and small businesses on business system needs.

Community Engagement

- Offer 'expert volunteering' hours to Islington-based VCS organisations and new business start-ups e.g. by running a number of practical workshops or enterprise clubs.
- Commit to supporting the Council's initiatives on digital inclusion and deliver digital resources and training to local residents.

Climate emergency

- Only use zero/low emissions vehicles to deliver the service.

It is possible that TUPE, pensions or staffing implications may apply and will be covered in the contract discussions with Hounslow.

3.6 Evaluation

The council is working closely with the other boroughs to agree on the award criteria and what areas will be assessed during the tender process. We will have a strong influence around the final agreed criteria and will weight this towards a company specialising in public space CCTV and traffic management.

The following criteria and weighting have so far been agreed:

Quality – 50%

Price – 40%

Social Value – 10%

3.7 Business Risks

Not having any provision in place for the supply and maintenance of CCTV infrastructure could result in systems or local equipment failure, impacting upon crime and social disorder services such as supporting police and Council investigation, insurance company claims, traffic and parking budget and general public safety.

Without a new contract being in place, we will not have the ability to install new cameras or upgrade existing ones as new technology becomes available.

3.8 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 supply and maintenance of CCTV provision for Islington Council See paragraph 3.1
2 Estimated value	The estimated value per year is £2 million over four years, £8 million in total. An additional £5.5 million is required for CCTV camera upgrades meaning the total value of this contract will be in the region of £13.5 million. The agreement is proposed to run for a period of 4 years with an optional extension of a further year. See paragraph 3.2
3 Timetable	The timetable for the procurement process will be led by Hounslow, with our support and influence. The contract will have a start date of 1 October 2020. See paragraph 3.3
4 Options appraisal for tender procedure including consideration of collaboration opportunities	Two options were identified and considered, with the preferred option being to enter into framework arrangement with three other

	local authorities mentioned. See paragraph 3.4
5 Consideration of: Social benefit clauses; London Living Wage; Best value; TUPE, pensions and other staffing implications	See paragraph 3.5
6 Award criteria	Award Criteria (anticipated): 60% Quality (including Social Value 10%) 40% Price See paragraph 3.6
7 Any business risks associated with entering the contract	Failure to secure a service to supply to and maintain this facility seriously impedes ability for crime detection and impacts upon key Council budgets. See paragraph 3.7
8 Any other relevant financial, legal or other considerations.	See section 4

4. Implications

4.1 Financial implications:

The Council currently spends around £1.2million per annum on CCTV across a range of service areas. This procurement strategy for the next 4 years will provide a framework for annual spend of up to £2million with £0.8million on revenue spend and £1.2million capital spend. The procurement will also allow for up to £5.5million for CCTV upgrade works.

There is a bid for £0.4million of capital within the 2020/21 budget setting process for urgent software/hardware upgrades. In parallel there is a bid against the Transformation reserve for £130k to fund consultancy engagement to shape a long term strategy and business case for a borough-wide CCTV solution. The outcome of this is likely to require significant investment in the CCTV infrastructure over the medium term that will need to be factored into the Council's Medium-Term financial strategy for revenue and capital investment.

4.2 Legal Implications:

The council has power to provide CCTV on any land in their area for the prevention of crime or the welfare of the victims of crime subject to prior consultation with the Chief Officer of Police for the area (section 163 of the Criminal Justice and Public Order Act 1994). The council may use CCTV for the purposes of enforcing traffic regulations provided that the devices used are approved by the Secretary of State (Statutory guidance under section 87 of the Traffic Management Act 2004 and the Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007). Public space CCTV systems must be operated in accordance with the Data Protection Act 1998 and the principles as set out in the Human Rights Act 1998. The ICO has issued a Code of Practice for the use of CCTV setting out these requirements and principles and these must be complied with. The council is required to notify the Office of the Information Commissioner of the operation of the CCTV system.

Covert 'Directed' surveillance may only be conducted if formal authorisation is provided in accordance with the Regulation of Investigatory Powers Act 2000 (as amended by the Protection of Freedoms Act 2012).

The Council has power to undertake a joint procurement exercise with other local authorities under section 111 of the Local Government Act 1972 which provides the power for the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The Council has power to enter into contracts for CCTV supply, installation and maintenance 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 proposed contract relates to goods and services. The estimated value of the contract is £13.5million over 4 years. The threshold for application of the Public Contracts Regulations 2015 (the Regulations) is currently £181,302 for goods and services. Contracts above this value need to be advertised in the Official Journal of the European Union. The council's Procurement Rules also require contracts over the value of £181,302 to be subject to competitive tender.

The proposed procurement strategy is to use a collaborative approach with Hounslow (lead authority), Ealing and Southwark councils to establish the contract in compliance with the requirements of the Regulations and the council's Procurement Rules. On completion of the procurement process the contract may be awarded to the highest scoring tenderer subject to the tender providing value for money for the council.

4.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

The supply, installation and maintenance of CCTV facilities will have several environmental impacts, including use of materials in the production process, the use of fuel and energy and waste generation during the transportation and installation, and ongoing electricity use and transport-related impacts from the running and maintenance of the cameras.

However, the cameras will allow for the enforcement of measures that benefit the environment, such as low emission zones. The tender will also give higher scores to contractors who propose using low or zero emission vehicles when delivering the service.

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 in May 2019 and is attached at Appendix 1. No adverse impacts or other risks have been identified. The Council operates its own CCTV Code of Practice and also conforms to the CCTV Commissioners Code of Practice, including with a certificate of compliance.

5. Reason for recommendations

- 5.1 Not having any provision in place for the supply and maintenance of CCTV infrastructure could result in systems or local equipment failure (which has already happened recently), impacting upon crime and social disorder services such as supporting police and Council investigation, insurance company claims, traffic and parking budget and general public safety.

Without a new contract being in place we will not have the ability to install new cameras or upgrade existing ones as new technology becomes available.

Undertaking a four-borough procurement will ensure that the Council has a better chance of receiving the best value and service possible by increasing the purchasing power when entering the market.

Appendices

- Appendix 1 - RIA

Background papers:

- None.

Final report clearance:

Signed by:



28 January 2020

Executive Member for Finance, Performance and Community Safety. Date:

Report Author: Keith Stanger
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Financial Implications Author: Steve Abbott
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Legal Implications Author: Ramani Chelliah
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Resident Impact Assessment

CCTV Maintenance Supplier

Service Area: E&R

Islington operate's over 2,000 CCTV camera's across public realm and Housing land.

Existing arrangements are split, with Housing sourcing contractors as schemes require, and Public Realm utilising a contract procured for supply, installation and maintenance. This latter contract ends in September 2019.

A future, more Council-wide strategy being developed for 2020 requires an interim bridging solution .

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%	51%
	Male	49%	49%
Age	Under 16	32,825	32,825
	16-24	29,418	29,418
	25-44	87,177	87,177
	45-64	38,669	38,669
	65+	18,036	18,036
Disability	Disabled	16%	16%
	Non-disabled	84%	84%
Sexual orientation	LGBT	No data	No data
	Heterosexual/straight	No data	No data
Race	BME	52%	52%
	White	48%	48%
Religion or belief	Christian	40%	40%
	Muslim	10%	10%

	Other	4.5%	4.5%
	No religion	30%	30%
	Religion not stated	17%	17%

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 will be no change in the provision of the surveillance of Crime and Disorder.**
- 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?
- **No as this is a supply and maintenance contract.**
- 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?
- **No**
- Is the proposal a strategic decision where inequalities associated with socio-economic disadvantage can be reduced?
- **No**

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.

Islington have a Code of Practise and also conform to the CCTV Comissioners Code of Practise with a certificate of compliance. New GDPR legislation has also been incorporated.

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

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: 

Date: 17/05/2019

Head of Service or higher:

Signed: 

Date: 17/05/2019

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ISLINGTON

**People Directorate
222 Upper Street
London N1 1XR**

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

Meeting of	Date	Ward(s)
Executive	6 February 2020	All

Delete as appropriate	Exempt	Non-exempt
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ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2021-22

1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February 2020** for **2021/22**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2020**. 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 2019** and **31 January 2020**.
- 1.4 A consultation has not been undertaken as no changes to the admission arrangements determined by the Council's Executive last year are proposed.
- 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 2021/22, and in-year admission protocols for 2021/22, 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 2021/22, 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 2021/22, 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 2021/22 and protocols for in-year admissions for 2021/22.

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 2021/22** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2020**.
- 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. The last consultation took place last year from 15 October to 26 November 2018 in relation to the admission arrangements for 2020/2021. As there are no proposed changes to last year's determined admission arrangements, consultation is not required and has not been undertaken.

5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2021/22

A. Coordinated scheme for admission to secondary school 2021/22

- 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. No changes to Islington's existing scheme are proposed. The proposed scheme and timetable for 2020/21 are set out as Appendix 1 and are available to view on the Council's website. 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.
- **Recommendation**
- 5.5. 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 2021/22

- 5.6. 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.
- 5.7. 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.
- 5.8. 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.

- 5.9. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 5.10. We also seek to ensure that the council's admissions criteria enable residents to secure a local school place should they wish. Prioritising siblings as an admission criterion also supports family management, good attendance and punctuality.
- 5.11. 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.
- 5.12. Islington's existing criteria for admission to community secondary schools are considered in the following order of priority:
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.**
- 5.13. 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.
- 5.14. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last seven years.
- 5.15. 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.
- 5.16. **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
- 5.17. Over the seven-year period, on average, approximately 72% of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools as intended.

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 for 2018/19 as the school continued to operate as a community school for the academic year solely in relation to its admissions arrangements.

- 5.18. Apart from a spike in 2018/19, the proportion of sibling offers has remained largely consistent, averaging at 21% of all offers made for community schools over the seven-year period. Figures for the 2019/20 cohort confirm that offers made under the sibling criterion have returned to expected numbers.
- 5.19. The figures also confirm that offers made under the social-medical criterion remain 'exceptional' as intended, with less than 1% of offers being made under this criterion over the seven year period.

Table 1: Secondary Community School Criteria Analysis							
Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2019/20	562	126	22%	8	1.4%	341	61%
2018/19	690	187	27%	6	0.9%	479	69%
2017/18	843	161	19%	3	0.4%	656	78%
2016/17	808	184	23%	0	0.0%	607	75%
2015/16	860	172	20%	1	0.1%	665	77%
2014/15	860	155	18%	2	0.2%	638	74%
2013/14	836	172	21%	2	0.2%	606	72%
Average	779	165	21%	7	0.5%	570	73%

Offers as at National Offer Day.

- 5.20. 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 are therefore proposed.

- **Recommendation**

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

C. Secondary school admission numbers 2021/22

- 5.22. 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.
- 5.23. 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

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.

due to being heavily oversubscribed, also increased the number of places available in their schools.

- 5.24. Revised GLA school roll projections for London however, reversed previous estimates by the GLA that the secondary school-age population would increase significantly from 2020. Instead, the projections indicated a decline in the secondary school-age population resulting in an *oversupply* of secondary school places in this part of London, rather than a shortfall of places as originally projected.
- 5.25. On this basis the Council took immediate action to reduce surplus secondary capacity across the school estate. With the agreement of both Arts and Media School, Islington and Beacon High, ninety Year 7 places that were surplus to requirements were removed, thereby reducing the proportion of unfilled places from 10%, (double the recommended government figure) to 3% (within the DfE recommendation of up to 5% surplus capacity).
- 5.26. No changes to the published admission number for Islington community schools are proposed. Should additional capacity be required at a future date, the decommissioned places at Arts and Media School, Islington and Beacon High could be brought back into immediate use at no extra cost. This option provides security both in terms of capacity and the efficient use of Council resources.

Table 3: Proposed Secondary School numbers 2021/22

School	Designation	PAN 2020/21	Proposed PAN 2021/22
1. Arts and Media School, Islington	Mixed Trust	150	150
2. Beacon High	Mixed Community	120	120
3. Central Foundation Boys School	Boys Voluntary-Aided	180	180
4. City of London Academy, Highbury Grove	Mixed Academy	240	240
5. City of London Academy, Highgate Hill	Mixed Academy	140	140
6. City of London Academy, Islington	Mixed Academy	165	165
7. Elizabeth Garrett Anderson School	Girls Community	180	180
8. Highbury Fields School	Girls Community	140	140
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene	Mixed Academy	210	210
TOTAL NUMBER OF AVAILABLE PLACES		1705	1705

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.

- **Recommendation**

- 5.27. 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 2021/22

A. Coordinated scheme for admission to primary school 2021/22

- 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 **2021/22** are set out as **Appendix 4**.
- **Recommendation**
- 6.5. 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 2021/22

- 6.6. 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.
- 6.7. 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.
- 6.8. 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.
- 6.9. 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 community school admissions criteria enable residents to secure a local school place should they wish. Prioritising siblings, particularly for primary

aged children, also supports family management, good attendance and punctuality.

- 6.10. 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.
- 6.11. Islington's existing criteria for admission to community primary schools are considered in the following order of priority:
- 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**
- 6.12. Officers have reviewed existing arrangements to assess whether Islington's admission criteria for community primary 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 the inclusion of this criterion is a statutory requirement.
- 6.13. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last seven years.
- 6.14. 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.
- 6.15. **Table 2** below provides a breakdown of the findings, and confirms that Islington's criteria for admission to community primary schools are broadly operating as intended.

Table 2: Primary Community School Criteria Analysis							
Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2019/20	1229	474	39%	12	1%	647	53%
2018/19	1193	424	36%	26	2%	677	57%
2017/18	1254	517	41%	10	1%	720	57%
2016/17	1252	540	43%	11	1%	693	55%
2015/16	1275	523	41%	23	2%	725	57%
2014/15	1278	538	42%	19	1%	732	57%
2013/14	1269	521	41%	22	2%	741	58%
Average	1250	505	40%	18	1%	705	56%

NB. Percentages have been rounded to nearest whole. Offers as at National Offer Day.

- 6.16. Over the seven-year period, the majority of all applicants (56%) were admitted under the distance criterion, with sibling offers (40%) next as expected. Although the proportion of sibling offers is much higher at primary than at secondary, this is unsurprising as the aim of the sibling criterion is to support families with young children in managing the school journey most effectively. At secondary, children are more likely to travel to school independently and therefore being offered a place at the same school as an older sibling is less important.
- 6.17. The analysis also confirms that offers made under the social-medical criterion remain 'exceptional' as intended, with only 1% offered a school place under this criterion over the seven-year period.
- 6.18. In conclusion, the order and criteria for admission to Islington community primary 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 are therefore proposed.
- **Recommendation**
- 6.19. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 5**.

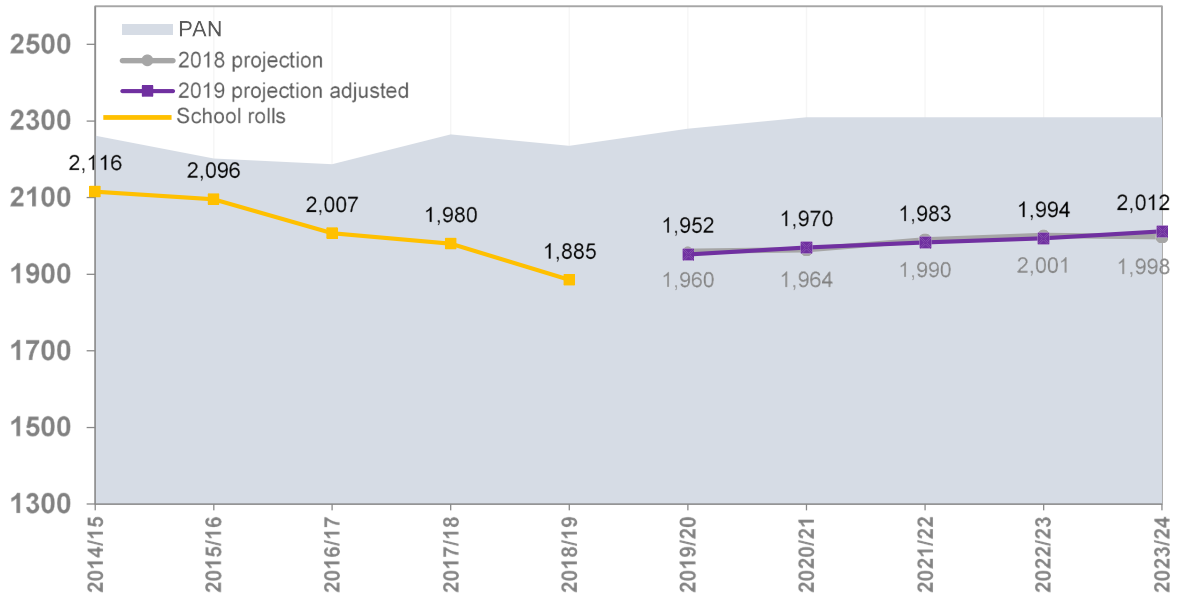
C. PRIMARY SCHOOL ADMISSION NUMBERS 2021/22

- 6.20. 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.
- 6.21. 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.

- 6.22. 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, the council has provided an additional 160 places across these planning areas. 45 places have been delivered through the expansion of Tufnell Park Primary School; a further 60 places have been provided through the delivery of a new school, City of London Primary Academy, Islington, (jointly funded with the City of London Corporation); and a further 15 places through the expansion of Moreland Primary School. This has ensured that there is sufficient capacity to places to meet demand within these areas.
- 6.23. Revised GLA school roll projections for London however, reversed previous estimates by the GLA 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. Instead, the projections indicate a decline in the primary school-age population resulting in an *oversupply* of primary school places in some planning areas.
- 6.24. The overview of school place planning in Islington is held by the Education and Childcare Commissioning Board (ECCB) which is chaired by the Director of Learning and Schools. School roll projections for all planning areas will be reviewed by the ECCB in Summer 2020 when the GLA population projections for 2022/23 become available, bearing in mind the qualifications set out in 6.23 above.
- 6.25. Should the GLA projections indicate the need to reduce a school's existing published admission number, this would be considered by the ECCB and discussed with the governing body of any potentially affected schools ahead of the annual statutory consultation process in October 2020.
- 6.26. The committee should note that for all schools, funding is allocated on the basis of actual pupil numbers (i.e. the number of pupils on roll) rather than the school's published admission number.
- 6.27. Officers will continue to exercise the Council's responsibility to ensure that full account is taken of parental preference, while avoiding where possible the need to open additional classes for a small number of children or oversupply of places.
- 6.28. 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 short and medium term. Therefore, no changes to existing primary capacity are proposed.

Figure 1: GLA revised Reception projections compared to existing capacity



• Recommendation

6.29. 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: 2021/22**

- 7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.
- 7.2. Following local consultation from September 2013, 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 simultaneous notification of applications to the preferred school and the 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. Waiting lists are cleared at the end of each term. As a failsafe, to ensure no applicant misses out on a preferred school place 'by accident', the School Admissions team contacts 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
- 7.6. The above arrangements have been in place for a number of years, and have for the most part succeeded in providing residents with speedier admission to a preferred school, reducing any delays that may have occurred previously under mandatory coordination when schools were required to wait for local authority approval before making an offer. We are therefore not proposing any changes to the existing arrangements.
- **Recommendation**
- 7.7. To agree the proposed local protocols for the management of in-year admissions and waiting lists for 2021/22 as set out in **Appendix 7**.
- 7.8. To agree the proposed primary and secondary oversubscription criteria for in-year admission in 2021/21 as set out in **Appendix 8**.

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.

8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY AND ADMISSION NUMBER FOR EXTERNAL APPLICANTS: 2021/22

- 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 City of London Academy, Islington.
- 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 2021/22.
- 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 are proposed to the 2021/22 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 2020/21 (Year 12 external applicants)	Proposed PAN 2021/22 (Year 12 external applicants)
Central Foundation Boys School	25	25
City of London Academy, Highbury Grove	25	25
City of London Academy, Islington	25	25
Highbury Fields School	25	25
TOTALS	100	100

- **Recommendation**
- 8.8. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2021/22 as set out in **Appendix 9**.

- 8.9. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2021/22 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

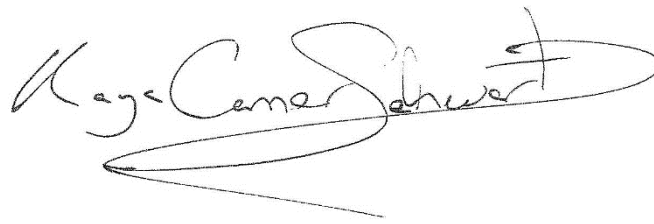
- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code, 2014.
- 10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2021/22, in-year arrangements for 2021/221 and Islington Sixth Form Consortium 2021/22.

Appendices:

Appendix 1	Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: 2021/22
Appendix 2	Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: 2021/22
Appendix 3	Proposed Secondary School Admission Numbers: 2021/22
Appendix 4	Proposed Pan-London Primary School Co-ordinated Admissions Scheme: 2021/22
Appendix 5	Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: 2021/22
Appendix 6	Proposed Primary School Admission Numbers: 2021/22
Appendix 7	Proposed Islington Protocols for the Management of In-Year Applications and Waiting lists: 2021/22
Appendix 8	Proposed Islington Community School In-Year Oversubscription Criteria: 2021/22
Appendix 9	Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: 2021/22
Appendix 10	Proposed Islington Sixth Form Consortium Numbers for external applicants: 2021/22
Appendix 11	Resident Impact Assessment

Background papers: None

Signed by:

A handwritten signature in black ink that reads "Kaya Comer-Schwartz". The signature is written in a cursive style with a large, sweeping flourish at the end.

27 January 2020

Cllr Kaya Comer-Schwartz
Executive Member for Children, Young People
and Families

Date

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**Proposed Arrangements for Secondary Transfer
Pan London Co-ordinated Scheme 2021/22**

➤ **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 2021**).
- 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 2020**.
- 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 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 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 **11 December 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 **12 November 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 **12 November 2020**.
- **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 2020**. However, Islington LA encourages applicants to submit their application by **23 October 2020** (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 2020** 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 **11 December 2020**, 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 **11 December 2020**.
- 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 **10 December 2020**, 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 **12 November 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 **12 November 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 **27 November 2020**.
- 32 Between **27 November 2020 and 8 January 2021**, 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 **14 December 2020 and 4 January 2021** 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 **8 January 2021**.
- 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 **29 January 2021**. 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 **23 February 2021** if this is sooner.
- 39 Islington will not make an additional offer between the end of the iterative process and **1 March 2021** 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 **15 and 22 February 2021**.
- 42 Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2021**.

➤ **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 **1 March 2021**, unless a paper application was submitted.

47 Details of the pupils to be offered will be made available to each Islington primary school by **1 March 2021**.

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 **15 March 2021**, 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 **15 March 2021**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **22 March 2021**. 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 2021** (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 2021**. 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 2021/22

23 October 2020	Recommended closing date for receipt of the School Admission Application Form
31 October 2020	Statutory deadline for return of application to the Home LA
12 November 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
22 November 2020 – 8 January 2021	Own admission authority schools and Academies will assess their applications according to their admissions criteria
11 December 2020	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
14 December 2020 - 4 January 2021	Pan-London data checking exercise of pupil applications exchanged via the PLR
01 January 2021	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
8 January 2021	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
29 January 2021	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
12 February 2021	Final ALT file to the PLR
15–22 February 2021	Pan-London data checking exercise of pupil offer data
23 February 2021	Deadline for online ALT file to portal
28 February 2021	Deadline for admission arrangements to be determined
1 March 2021	National Offer Day - Notification Letter sent to parents by Home LA
15 March 2021	Date by which parents accept or decline offers
22 March 2021	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

1 March 2021

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 – 2021/22

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **15 March 2021**. 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 2021.

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

Yours sincerely,

Alison Smith
Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by **15 MARCH 2021**

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

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
Daytime Telephone Number.....

Date

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: 2021/22

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 2021/22

School	Designation	PAN 2020/21	Proposed PAN 2021/22
Arts and Media School, Islington	Mixed Trust	150	150
Beacon High	Mixed Community	120	120
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
St Aloysius' College	Boys Voluntary-Aided	180	180
St Mary Magdalene	Mixed Academy	210	210
TOTAL NUMBER OF AVAILABLE PLACES		1705	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 2021/22**

➤ **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 2021**).
- 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 2020**.
- 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 2021**).
- 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 **12 February 2021**.

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 2021**.

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 2021**. 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 uploaded to the Pan-London Register (PLR) by **05 February 2021**. 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 2021** 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 **12 February 2021**, 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 **12 February 2021**.

- 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 2021**, 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 uploaded to the Pan-London Register (PLR) by **12 February 2021**. 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 **12 February 2021**.
- 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 **15 February 2021**.
- 32** Between **15 and 26 February 2021**, 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 **15 February and 26 February 2021** 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 **26 February 2021**.
- 36** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **19 March 2021**. 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 **26 March 2021** if this is sooner.
- 38** Islington will not make an additional offer between the end of the iterative process and **16 April 2021** 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 **29 March and 9 April 2021**.

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 **13 April 2021**.

➤ **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 2021**, 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 2021**.

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 2021**, 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 2021**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **7 May 2021**. 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 2021** (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 2021**. 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 2021/22

01 January 2021	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
8 January 2021	Recommended closing date for receipt of the School Admission Application Form
15 January 2021	Statutory deadline for return of application to the Home LA
5 February 2021	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
12 February 2021	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
15 February – 26 February 2021	Own admission authority schools and academies will assess their applications according to their admissions criteria
12 February -26 February 2021	Pan-London data checking exercise of pupil applications exchanged via the PLR
26 February 2021	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
28 February 2021	Deadline for admission arrangements to be determined
19 March 2021	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
26 March 2021	Final ALT file to the PLR
29 March–9 April 2021	Pan-London data checking exercise of pupil offer data
13 April 2021	Deadline for online ALT file to portal
16 April 2021	National Offer Day - Notification Letter sent to parents by Home LA
30 April 2021	Date by which parents accept or decline offers
7 May 2021	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 2021

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 – 2021/22

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 2021**. 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 2021**.

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 2021.

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

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: 2021/22

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.

Proposed In-Year Admission Arrangements for Islington Schools: 2021-22

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: 2021/22

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: 2021/22

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: 2021/22

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, City of London Academy, Highbury Grove, City of London Academy, Islington and Highbury Fields School) 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) 2021/22**

Admission number for external applicants at Year 12	2020/21	Proposed 2021/22
Central Foundation Boys School	25	25
City of London Academy, Highbury Grove	25	25
City of London Academy, Islington	25	25
Highbury Fields	25	25
TOTALS	100	100

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Resident Impact Assessment

Initial Screening and full assessment template

Contents

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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 2021/22
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:	13/12/19

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: **13/12/19**

Head of Service or higher:

Signed: **Candy Holder**


Date: **13/12/19**

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

Meeting of:	Date:	Ward(s):
Executive	6 February 2020	Bunhill

Delete as appropriate:		Non-exempt
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THE APPENDIX TO THIS REPORT IS NOT FOR PUBLICATION



SUBJECT: New Lease at 49-59 Old Street, London, EC1V

1. Synopsis

- 1.1 This report seeks approval to grant a 10 year lease (with options to extend to up to 20 years) for all the upper floors and one ground floor unit at 49-59 Old Street EC1V (the Property) to a commercial serviced office provider. This follows a major refurbishment of the building, funded by the Council.
- 1.2 As part of the Council's emerging Corporate Asset Strategy, letting the Property for commercial use will generate significant ongoing income to invest in making Islington a fairer place as well as contributing to Property Services' savings/income generation target.

2. Recommendations

- 2.1 To approve the proposal to dispose of the Property by way of an initial 10 year lease to a serviced office provider on the terms set out in the Heads of Terms (attached as exempt Appendix 1).
- 2.2 To delegate authority to the Acting Section 151 Officer in consultation with the Executive Member for Finance, Performance and Community Safety to negotiate and agree the detailed final terms of the transaction including any amendment to the attached Heads of Terms.
- 2.3 To authorise the Acting Director of Law & Governance to complete the necessary paperwork to conclude the proposed letting.

3. Background

- 3.1 49/59 Old Street is located in City Fringe area where many serviced office and tech space users are located. The property comprises of retail on the ground and basement floors with office accommodation available to the rear of the ground floor and on the six upper floors. The Council owns three other adjoining blocks of which two are fully rented and one is planned to be offered for rent.
- 3.2 The building has had a recently completed major refurbishment, funded by the Council, to attend to essential building works and to create a modern upgraded property to put it in a lettable condition capable of attracting a full market rent.
- 3.3 The Old Street and Clerkenwell areas have seen rental growth in excess of 30 per cent over the past three years as companies move to the City Fringe. The building forms a significant part of the Council's non-residential investment portfolio.
- 3.4 The property has been actively marketed over the past six months creating a strong level of interest. From interest and proposals received the proposed Heads of Terms represent the strongest bid in respect of income and the other terms. The proposal is able to proceed quickly and expected to complete by March 2020.

4. Implications

4.1 Financial implications:

The letting generates an income stream subject to CPI inflationary uplifts at years 5 and 10. This income stream has been factored into MTFS savings targets relating to property assets.

4.2 Legal Implications:

Section 123 of the Local Government Act 1972 enables the Council to dispose of land and buildings in any manner it wishes, except in the case of a short tenancy (lease not exceeding 7 years) the consent of the Secretary of State is required if it is intended to dispose of land/buildings at less than the best consideration that can be reasonably obtained. This report confirms that the recommended disposal represents best consideration.

As the proposed lease is for a term of less than 20 years and the annual rental exceeds £250,000, the decision to approve the disposal is reserved to the Executive under the Constitution.

4.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

The building being leased will have various environmental impacts related to its energy use for heating, lighting and equipment and water use, as well as those related to activities that happen inside the building, such as waste generation. These impacts will be under the control of the holder of the lease but the Council as owner will be able to monitor efficiencies.

As the building owner, the Council has recently refurbished the building to improve its energy efficiency, including a new heating and air conditioning system, and replacing single glazed windows with double glazing. This has led to 'B' ratings being achieved on the Energy Performance Certificates of most parts of the building, a significantly higher rating than other building stock in the area. This means the building users will use less energy than they would have prior to the works being carried out. The site has also had cycle parking installed to allow users to travel to work more sustainably.

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 in February 2017 and updated to reflect the finalised refurbishment in January 2020 and the summary is included below. The complete Resident Impact Assessment is in Appendix 2.

The refurbished offices offer flexible work spaces and have a fully accessible toilet and shower. The lifts have been refurbished and made roomier by the removal of wooden interior cladding.

The design has been fully inclusive where possible, given the constraints of working within an existing building. As part of the design the building meets all the 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 has been achieved by eliminating barriers physical, attitudinal and procedural, which inhibit the involvement of the whole community, not just disabled people.

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.

5. Reason for recommendations

- 5.1 The proposal maximises rental income from this high-profile building, allowing the Council to fund other services on an ongoing basis and contribute to savings/income generation targets.

Appendices

- Heads of Terms - Exempt.
- Resident Impact Assessment.

Background papers: None

Final report clearance:

Signed by:



29 January 2020

Councillor Andy Hull, Executive Member for
Finance, Performance and Community Safety

Date

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Resident Impact Assessment

Title of policy, procedure, function, service activity or financial decision: New Lease at 49-59 Old Street, London, ECIV

Service Area: Resources

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

One of the council's priorities for non-residential property is to ensure that it generates revenue from open market lettings of investment properties. Existing properties suitable for investment are limited on account of the small size of the property portfolio.

49/59 Old Street represents a strong case to invest through generating rental income to fund other services and will strengthen the capital value of the property.

2. Resident Profile

Who is going to be impacted by this change i.e. residents/service users/tenants? We do not envisage any group will be affected by this new lease.

		Borough profile	Service User profile
		Total: 206,285	Total:
Gender	Female	51%	
	Male	49%	
Age	Under 16	32,825	
	16-24	29,418	
	25-44	87,177	
	45-64	38,669	
	65+	18,036	
Disability	Disabled	16%	
	Non-disabled	84%	
Sexual orientation	LGBT	No data	
	Heterosexual/straight	No data	
Race	BME	52%	
	White	48%	
Religion or belief	Christian	40%	
	Muslim	10%	

	Other	4.5%	
	No religion	30%	
	Religion not stated	17%	

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 people with any of the protected characteristics.

- 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?

The proposal is not likely to have a negative impact on people with protected characteristics and there are in fact opportunities for advancing equality for people with protected characteristics as the refurbishment has improved accessibility to the building.

The proposal will also improve security on the access road to the rear of the site reducing the risk of fly-tipping and other anti social behaviour.

- 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?

The proposal will not have any negative impacts. The building is more accessible through good design, including services being installed at an accessible height, contrasting colour schemes being used to make it easier for people with a visual impairment to navigate the building and the installation of a ground floor accessible toilet. Cladding will also be removed from the existing lifts, increasing the internal dimensions.

- Is the proposal a strategic decision where inequalities associated with socio-economic disadvantage can be reduced?

The proposal is not a strategic decision in this regard.

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 identified 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
Should any impacts arise relating to building access and use we will investigate to address any issues	Corporate Property Services	15 working days from receipt of impact issue

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: *Peter M. Holman*

Date: 27/01/2020

Head of Service or higher:

Signed: *Stephen Biggs*

Date: 29/01/2020

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

Document is Restricted

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