

# Public Document Pack



## TRAFFORD COUNCIL

### AGENDA PAPERS FOR EXECUTIVE MEETING

Date: Monday, 23 January 2017

Time: 6.30 p.m.

Place: Committee Rooms 2 and 3, Trafford Town Hall, Talbot Road, Stretford  
M32 0TH

AGENDA	PART I	Pages
1. ATTENDANCES		
To note attendances, including officers, and any apologies for absence.		
2. DECLARATIONS OF INTEREST		
Members to give notice of any interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code of Conduct.		
3. MINUTES		1 - 6
To receive and, if so determined, to approve as a correct record the Minutes of the meeting held on 19 <sup>th</sup> December 2016.		
4. MATTERS FROM COUNCIL OR OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)		
To consider any matters referred by the Council or by the Overview and Scrutiny Committees.		
(a) Overview and Scrutiny Review of the Executive's Draft Budget Proposals for 2017-18 (Pages 7 - 14)		7 - 14
To consider a report of the Scrutiny Committee.		
5. REGIONAL ADOPTION AGENCY (RAA) PROPOSAL (ADOPTION COUNTS)		15 - 26
To consider a report of the Executive Member for Children's Services.		

**6. DETERMINATION OF THE 2018 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOL AND APPROVAL OF ASSOCIATED DOCUMENTS 27 - 52**

To consider a report of the Executive Member for Children's Services.

**7. PROPOSAL FOR THE PROCUREMENT OF THE GREATER MANCHESTER WORK AND HEALTH PROGRAMME 53 - 60**

To consider a report of the Director of Legal and Democratic Services.

**8. BUDGET MONITORING 2016/17 - PERIOD 8 (APRIL TO NOVEMBER 2016) 61 - 72**

To consider a report of the Executive Member for Finance and Director of Finance.

**9. AGMA COMBINED AUTHORITY / EXECUTIVE BOARD: FORWARD PLANS AND DECISIONS**

To receive and note the following:

(a) GMCA Decisions 16/12/16 73 - 82

(b) Joint GMCA / AGMA Decisions 16/12/16 83 - 90

**10. URGENT BUSINESS (IF ANY)**

Any other item or items which by reason of:-

(a) Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Chairman of the meeting, with the agreement of the relevant Overview and Scrutiny Committee Chairman, is of the opinion should be considered at this meeting as a matter of urgency as it relates to a key decision; or

(b) special circumstances (to be specified) the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

**11. EXCLUSION RESOLUTION**

Motion (Which may be amended as Members think fit):

That the public be excluded from this meeting during consideration of the remaining items on the agenda, because of the likelihood of disclosure of "exempt information" which falls within one or more descriptive category or categories of the Local Government Act 1972, Schedule 12A, as amended by The Local Government (Access to Information) (Variation) Order 2006, and specified on the agenda item or report relating to each such item respectively.

**THERESA GRANT**  
Chief Executive

**COUNCILLOR SEAN ANSTEE**  
Leader of the Council

Membership of the Committee

Councillors S.B. Anstee (Chairman), Mrs. L. Evans, M. Hyman, J. Lamb, P. Myers, J.R. Reilly and A. Williams (Vice-Chairman)

Further Information

For help, advice and information about this meeting please contact:

Jo Maloney, 0161 912 4298  
Email: [joseph.maloney@trafford.gov.uk](mailto:joseph.maloney@trafford.gov.uk)

This agenda was issued on Thursday 12<sup>th</sup> January 2017 by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Any person wishing to photograph, film or audio-record a public meeting are requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

This page is intentionally left blank

## EXECUTIVE

19 DECEMBER 2016

## PRESENT

Leader of the Council (Councillor Sean Anstee) (in the Chair),  
Executive Member for Adult Social Services and Community Wellbeing (Councillor A. Williams),  
Executive Member for Children's Services (Councillor M. Hyman),  
Executive Member for Communities and Partnerships (Councillor J. Lamb),  
Executive Member for Finance (Councillor P. Myers),  
Executive Member for Transformation and Resources (Councillor Mrs. L. Evans).

Also present: Councillors Adshead, Baugh, Bowker, Brotherton, Butt, Chilton, Cordingley, Fishwick, Hynes, Ross, Taylor, A. Western and M. Young.

### In attendance:

Chief Executive (Ms. T. Grant),  
Deputy Chief Executive (Ms. H. Jones),

Interim Corporate Director, Children, Families and Wellbeing (Ms. J. Colbert),  
Director of Legal and Democratic Services (Ms. J. Le Fevre),  
Chief Finance Officer (Ms. N. Bishop),  
Democratic and Scrutiny Officer (Mr. J.M.J. Maloney).

## APOLOGIES

Apologies for absence were received from Councillor J.R. Reilly.

## 49. DECLARATIONS OF INTEREST

No declarations were made by Executive Members.

## 50. MINUTES

RESOLVED – That the Minutes of the Meeting held on 31<sup>st</sup> October, and of the Special Meeting held on 15<sup>th</sup> November 2016 be approved as correct records.

## 51. MATTERS FROM COUNCIL OR OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

Councillor M. Young reported that Budget Scrutiny sessions had now been completed, and that the resulting report would be communicated to the Executive shortly. He also advised that, as Chairman of Scrutiny Committee, he had recently given assent for the urgent taking of a Key Executive Decision, relating to the procurement of gas supply, without the normal advance notification.

---

## **52. REVISED COMMUNITY INFRASTRUCTURE LEVY (CIL) REGULATION 123 LIST 2016**

The Executive Member for Economic Growth, Environment and Infrastructure submitted a report which provided a summary of the purpose and content of the Revised Community Infrastructure Levy (CIL) Regulation 123 List, highlighted the amendments from the original CIL Regulation 123 List, adopted in 2014, provided a summary of the consultation responses received on the draft Revised CIL Regulation 123 List (June 2016), and sought approval of the Revised CIL Regulation 123 List for adoption to replace the original Regulation 123 List. It was noted that the reference in recommendation 1 as set out in the report should be to Appendix 2 of the report.

RESOLVED -

- (1) That the consultation responses received through the consultation on the Draft Revised CIL Regulation 123 List (June 2016), as set out in Appendix 2 to the report be noted.
- (2) That approval be given to the Revised CIL Regulation 123 List (2016) for adoption to replace the original Regulation 123 List, as presented in Appendix 1 to the report.
- (3) That authority to approve and make any minor, non-consequential, amendments to the wording of the document prior to its publication be delegated to the Director of Growth and Regulatory Services.

## **53. PROPOSED CORNBROOK HUB COMPULSORY PURCHASE ORDER**

The Executive Member for Economic Growth, Environment and Infrastructure submitted a report which sought Executive approval to utilise Combined Authority powers and to delegate authority to the Chief Executive in consultation with the Leader to present a report to the Greater Manchester Combined Authority requesting that a Compulsory Purchase Order is made in respect of the Cornbrook neighbourhood. Further to a technical issue affecting the report's publication, it was clarified that the alternative delivery strategy referred to in Recommendation 1 of the report was that set out at p.5, agenda pack p.31, under the heading "Change of strategic delivery approach".

RESOLVED -

- (1) That the alternative delivery strategy as detailed in the report at p.5. agenda pack p.31, under the heading "Change of strategic delivery approach", utilising the Greater Manchester Combined Authority Compulsory Purchase powers, be approved.

*Executive (19.12.16)*

- (2) That authority be delegated to the Chief Executive, in consultation with the Leader, to present a report to the Combined Authority requesting that a Compulsory Purchase Order is promoted by the Combined Authority in respect of the Cornbrook neighbourhood, as detailed in appendix one to the report. The report will ask the Combined Authority to appoint Manchester City Council to act on its behalf in taking all necessary steps to prepare the case for the CPO, including but not limited to securing an appropriate indemnity in respect of the Combined Authority's costs in promoting and making the CPO.

**54. SUBSTANCE MISUSE SERVICES**

The Executive Member for Adult Social Services and Community Wellbeing submitted a report which requested the Executive to support a proposal which sought to provide a jointly commissioned Integrated Substance Misuse and Treatment Service. It also provided an update on plans to implement a lead provider model with Bolton Council and Salford City Council.

RESOLVED -

- (1) That the term of the new contract be agreed.
- (2) That approval be given to the governance arrangements as detailed within the MOU.
- (3) That the Needs Assessment and draft Service Specification be noted and agreed.
- (4) That agreement be given to extend the current substance misuse contracts to align with commissioning partners.
- (5) That the direction of travel for collaborative commissioning be supported.

**55. COUNCIL TAX SUPPORT SCHEME FOR 2017/18 - PROPOSED CHANGES TO ALIGN WITH NATIONAL BENEFITS**

The Executive Member for Finance and Chief Finance Officer submitted a report which summarised the current Council Tax Support Scheme and proposed changes which will align the assessment criteria of scheme to those of the national benefits and then to maintain this alignment for any further national welfare reform changes in the future. It also summarised the feedback from the consultation which had been undertaken on these changes. An opportunity was provided for Members to raise observations on the report, which centred on the consultation process and the potential impact; and it was noted that the proposals would be further discussed on referral to Council in January 2017.

RESOLVED - That the proposed changes to the Council Tax Support scheme, which will align the Council Tax Support scheme assessment criteria with those of the national benefits, be recommended to Council.

---

**56. TREASURY MANAGEMENT 2016/17 MID-YEAR PERFORMANCE REPORT**

The Executive Member for Finance and Chief Finance Officer submitted a report, prepared in accordance with the CIPFA Code of Practice, which gave a summarised account of the Treasury Management activities and outturn for the first half of the year. It provided Members with an update of the world economic headlines for this period, the major debt and investment activities undertaken, revised interest rate and economic forecasts and a benchmarking update.

RESOLVED – That the Treasury Management activities undertaken in the first half of 2016/17 be noted.

**57. ANNUAL DELIVERY PLAN 2016/17 (SECOND QUARTER) PERFORMANCE REPORT**

The Executive Member for Transformation and Resources submitted a report providing a summary of performance against the Council's Annual Delivery Plan, 2016/17 and covering the period 1 July 2016 to 30 September 2016. An opportunity was provided for Members to raise questions on the report; these focused on a number of red flag indicators, including housing completions, 16-18 year olds not in education, employment or training and delayed transfers of care.

RESOLVED – That the content of the Annual Delivery Plan Second Quarter Performance Report be noted.

**58. UPDATE ON THE NEXT PHASE OF INTEGRATION BETWEEN TRAFFORD COUNCIL AND TRAFFORD NHS CCG**

The Executive Member for Adult Social Services and Community Wellbeing submitted a report in the context of the integration of health and social care which was progressing across Greater Manchester as a central benefit of devolution. The report outlined the next natural and progressive phase of the Council's relationship with Trafford CCG and the potential benefits deriving from it.

RESOLVED – That the content of the report be noted.

**59. TRAFFORD'S APPROACH TO INVESTMENT OPPORTUNITIES**

The Deputy Executive submitted a report setting out Trafford Council's proposed approach to securing investment opportunities to generate sustainable income streams to support the Council's revenue budget. In response to a question it was agreed that the associated governance and assurance framework would be of importance in managing any risk exposure.

RESOLVED - That the report and the proposed approach to generating interest and opportunities be noted; and that it also be noted that a further report would be brought back to Executive setting out a further update and details of any specific investment proposals.



*Executive (19.12.16)*

**60. TRAFFORD'S PUBLIC SERVICE REFORM PROGRAMME - PROPOSED PLACE-BASED PROOF OF CONCEPT IN THE NORTH OF THE BOROUGH**

The Executive Member for Communities and Partnerships submitted a report which explained how the work undertaken for the Typical Weekend and One Trafford Response programme has led to the proposal for the north place-based proof of concept.

RESOLVED – That the content of the report be noted.

**61. AGMA COMBINED AUTHORITY / EXECUTIVE BOARD: FORWARD PLANS AND DECISIONS**

The Executive received for information details of the GMCA and joint CMCA / AGMA Forward Plans from November 2016 onwards, and details of decisions taken by the GMCA and GMCA / AGMA jointly on 28<sup>th</sup> October, and by GMCA on 25<sup>th</sup> November 2016.

RESOLVED – That the content of the Forward Plans and Decision Summaries be noted.

The meeting commenced at 6.30 pm. and finished at 7.23 p.m.

This page is intentionally left blank

## TRAFFORD COUNCIL

**Report to:** Scrutiny Committee & Executive  
**Date:** 11 January 2017 & 23 January 2017  
**Report for:** Consideration  
**Report of:** Scrutiny Committee

### Report Title

#### **OVERVIEW AND SCRUTINY REVIEW OF THE EXECUTIVE'S DRAFT BUDGET PROPOSALS FOR 2017-18**

### Summary

The Executive's Draft Budget Proposals for 2017/18 were agreed at its meeting held on 15 November 2016. The Leader of the Council gave a presentation to the Scrutiny Committee on 16 November 2016 setting out the proposals.

Two Budget Scrutiny Working Group sessions were then held during December with relevant Executive Members and senior officers attending to give background to the proposals and answer questions.

This report reflects the outcome of those discussions and summarises issues for the Executive's further consideration in developing its final proposals and response.

The Budget Scrutiny report identifies that Scrutiny Members feel that there are three key, crosscutting areas where the Executive needs to satisfy itself of the robustness of the proposals. These are:

- **£2m budget gap**
- **Risk assessments**
- **Ensuring that forward projections for demand led services are robust**

The Scrutiny Committee have also identified a number of specific areas of the proposals where they felt more information was required on how these savings would be achieved and managed. These include:

- **Parking Fees**
- **School Crossing Patrols**
- **Waste Management**
- **Grounds Maintenance (Bowling Greens)**

### Recommendation(s)

**That the Executive consider and respond to the report and recommendations made.**

Contact person for access to background papers and further information:

Name: Chris Gaffey, Democratic and Scrutiny Officer

Extension: 2019

Background Papers: None

## **BUDGET SCRUTINY REPORT - 2017/18**

### **Foreword by the Chairman and Vice-Chairman of Scrutiny Committee**

We welcome the Executive's decision to consult widely on its budget proposals, and the opportunity for Scrutiny Members to review and comment on them at an early stage.

Budget Scrutiny 2017/18 has once again been a challenge for, and made significant demands on, all those involved. On behalf of Scrutiny Members, we would like to thank the Executive, Corporate Leadership Team and Scrutiny Councillors for their patience and contribution to the process. We would particularly like to thank Councillor Joanne Harding for chairing one of the sessions.

Members acknowledged that the Council continues to work within an increasingly challenging financial climate and the focus of Scrutiny input has been on the robustness and deliverability of the current proposals in the light of experience of budget savings already made in previous years, and the potential impact on communities and service users.

We hope that our Budget Scrutiny will contribute to the decision making process and in ensuring that robust processes are in place to manage changes. We have identified areas where we feel that there are risks to delivery and to users and we look forward to receiving details of how the Executive will address these.

**Councillors Michael Young and Mike Cordingley**  
Chairman and Vice-Chairman, Scrutiny Committee.  
December 2016

## **1.0 Background**

This year the approach to budget scrutiny was agreed by the Scrutiny Committee, with a programme designed to forward any recommendations / observations to the Executive at the earliest opportunity in response to its consultation.

Two Budget Scrutiny Working Group sessions were held to look at the proposals. The approach this year was to look at the proposals using the themes identified for budget consultation. Scrutiny Members noted that the approach to the budget shortfall for 2017/18 and later years has focused on a “One Council” approach by taking a cross directorate view to the savings that need to be achieved by applying the following themes:-

- **Make Trafford a destination of choice (Tourism, visitor attraction, economic growth)**
- **Accelerate housing and economic growth**
- **Supporting communities and businesses to work together to design services, help themselves and each other**
- **Working together for Trafford**
- **Creating a national beacon for sports, leisure and activity for all**
- **Optimising technology to improve lives and productivity**

Members raised a number of questions which were dealt with at the sessions or were clarified following the sessions.

Whilst Members welcome the opportunity to provide scrutiny of the budget process, there was a feeling that improvements need to be made for future years. Those Members attending the second session felt that they were limited in their ability to ask broader questions around Children, Families and Wellbeing issues as the focus was on the budget proposals for 2017/18. The Chairman felt that the process was too limited and that the draft budget proposals did not contain enough detail making it difficult to perform a comprehensive assessment of the Council’s budget. This is something that will be reviewed in determining the process for Budget Scrutiny next year.

The main findings from the two sessions are set out below.

## **2.0 Key Messages**

Scrutiny Members identified the following issues that cut across all of the budget proposals.

- **£2m budget gap** – Although Scrutiny appreciates the significant pressures and challenges faced as part of a shrinking budget, Members are concerned at the perceived lack of plans to address the £2m budget gap at this late stage of the process. Members were not reassured by the answers they received to their questions on this matter, and await more detailed information on this in due course.
- **Risk assessments** – The budget proposals contain a number of workstreams to deliver savings. A recurring theme from discussion was to ensure that there is effective management of risk across key workstreams. Scrutiny found the risk assessments presented at the working group sessions to be superficial and did

not provide them with sufficient confidence as to their robustness. Members would like more information on the methodology used to complete these risk assessments, as it felt that the process had not been thorough. Scrutiny is eager to see clearer and more thorough risk assessments (including mitigation strategies) when they become available.

- **Ensure that forward projections for demand led services are robust –** Scrutiny feels there is little scope to absorb overspends given the position on reserves, and are particularly concerned with the position the Council finds itself on an annual basis with an overspend in demand led Services. Members acknowledge that the rise in demand for services is a national issue; however, we must ensure that our projections are based on accurate and robust data and previous and current trends.

### **3.0 Specific Comments by theme**

#### **Supporting communities and businesses to work together to design services, help themselves and each other**

- **Parking Fees –** Members are concerned about how the significant percentage rise in parking fees might impact town centre footfall, forcing consumers and workers to either shop elsewhere or park at irregular sites (e.g. residential roads). They are also concerned about the realism of financial projections that have been drawn up based on the demand for parking when the new charges are introduced and would like clarity on the methodology used to arrive at these projections. Scrutiny believes that the rise of the 30 minute parking fee is too large, and would suggest that this is reduced from 70p to 50p.

#### **Working together for Trafford**

- **School Crossing Patrols –** Members remain concerned about the proposals on School Crossing Patrols and eagerly await the results of the Council's investigation into alternative funding streams. Scrutiny would also like the Executive to acknowledge the reputational risk associated with this proposal.
- **Waste Management –** Members felt that there was more work to be done around the changes to green waste collection, and recommends that a management plan be developed before this is implemented.
- **Grounds Maintenance (Bowling Greens) –** Scrutiny would like more information on the bowling green costs which officers agreed to share with Members after the sessions. Scrutiny would like to suggest that other sports (as opposed to just bowling greens in isolation) are considered under the policy to ensure that all community assets are treated equally. The Council will also need to consider who pays / shares the costs when a club is associated with a community asset. A Scrutiny Topic Group review of the Community Asset Framework led by Councillor John Reilly was conducted in 2013 and Scrutiny would like for this to be revisited.

## BUDGET SCRUTINY ACTION PLAN

Issue	Scrutiny Recommendation	Executive Response
<p><b>Budget Scrutiny Process</b> – Scrutiny Members felt that they were too limited in their ability to ask questions around Children, Families and Wellbeing issues and that the draft budget proposals did not contain enough detail about the whole budget.</p>	<p>Scrutiny will be reviewing the Budget Scrutiny process ahead of next year and will provide the Executive with their recommendations once the review has been undertaken.</p>	
<p><b>£2m budget gap -</b> Members are concerned at the perceived lack of plans in place to address the £2m budget gap.</p>	<p>Scrutiny would like more detailed information on how the Executive intends to address the £2m budget gap.</p>	
<p><b>Risk assessments -</b> Members felt that the risk assessments presented at the working group sessions lacked detail and did not fill them with confidence.</p>	<p>Members would like more information about the methodology used to complete these risk assessments and are eager to see clearer and more thorough risk assessments (including mitigation strategies) when they become available.</p>	
<p><b>Ensure that forward projections for demand led services are robust -</b> Scrutiny feels there is little scope to absorb overspends given the position on reserves, and are particularly concerned with the position the Council finds itself on an annual basis with an overspend in Children’s Services.</p>	<p>Scrutiny would like assurances that the upward trajectory in the demand for child placements (as well as other services) is factored in to any future budget projections made for demand led services.</p>	
<p><b>Parking Fees -</b> Members are concerned about how the significant percentage rise in parking fees might impact town centre footfall.</p>	<p>Scrutiny would like further information on the methodology used to arrive at these projections, and recommend that the 30 minute parking fee be reduced from 70p to 50p.</p>	
<p><b>School Crossing Patrols -</b> Members remain concerned about risk associated with</p>	<p>Scrutiny would like to be kept apprised of any progress made in the</p>	



<p>the proposals on School Crossing Patrols.</p>	<p>search for new funding streams to cover school crossing patrols. Scrutiny also recommends that the Executive recognise the reputational risk associated with this proposal.</p>	
<p><b>Waste Management -</b> Members felt that there was more work to be done around the changes to green waste collection.</p>	<p>Scrutiny recommends that a management plan be developed before the proposal is implemented.</p>	
<p><b>Grounds Maintenance (Bowling Greens) -</b> Scrutiny feels that they need more clarity on these proposals.</p>	<p>Scrutiny has requested that further information on the bowling green fees, and recommends that other sports are considered as part of the review. Scrutiny would also like for the community asset framework review conducted in 2013 be revisited.</p>	

This page is intentionally left blank

## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 23<sup>rd</sup> January 2017  
**Report for:** Decision  
**Report of:** Executive Member for Children's Services

### Report Title

**Regional Adoption Agency (RAA) proposal (Adoption Counts).**

### Summary

In March 2016 the government announced changes to the delivery of adoption services by proposing that they be delivered on a regional basis by 2020. The premise for this was to:

- Increase the number of children adopted.
- Reduce the length of time children wait to be adopted.
- Improve post adoption support services to families who have adopted children from care.
- Reduce the number of agencies that provide adoption services thereby improving efficiency & effectiveness.

Stockport, Manchester, Trafford, Salford and Cheshire East have been early adopters of this approach and have been working together to develop an RAA. Our RAA has been granted 'demonstrator' status by the Department for Education to develop a regional agency. Only 5 RAA's in the country have been given this status so far.

The DFE made it clear that they wished to see Voluntary Adoption Agencies as integral partners in the regional agencies. In response, Adoption Matters and Caritas Care were invited to join the local RAA.

The proposal is that the new agency will be 'hosted' by Stockport MBC on behalf of the other 4 local authorities. The risks to Stockport in assuming this role continue to be assessed and mitigated against via the development of an integrated service agreement which will include detail in relation to information sharing agreements, the financial agreement, insurance arrangements and the staff secondment agreement.

By 2020 all local authorities will have to be part of a Regional Adoption Agency (RAA) under Section 16 of the Education and Adoption Act 2016.

Planning is in an advanced phase with a Project Board and Steering Group meeting regularly to review progress in relation to implementation. Agreement has now been reached on a name for the RAA and it will now be known as "Adoption Counts".

## Recommendation(s)

1. That Trafford supports the establishment of a Regional Adoption Agency between Stockport, Manchester, Trafford, Salford and Cheshire East local authorities.
2. That, subject to the execution of a partnership agreement as set out below, Trafford agrees that the Regional Adoption Agency will exercise delegated functions on its behalf with regard to the recruitment and assessment of adopters, adoption panels, family finding and adoption support.
3. That Stockport MBC becomes the host authority for the agency subject to the conclusion of a partnership agreement which will include:
  - The appointment of a Management Board with representation from each local authority and attendance by key voluntary sector partners.
  - Satisfactory secondment arrangements for staff to be managed by Stockport MBC and, a process whereby Stockport will take on responsibility for recruitment to vacant posts, at nil cost to Stockport and neutral cost to Trafford.
  - The agreement of a business plan, budget and funding formula to reflect Trafford's contribution to the regional agency.
  - Agreement of the commissioning needs and mechanisms for the new agency.
  - Identification of the ICT and information sharing requirements of the new agency.
  - The appointment of a Regional Adoption Manager as lead officer to be accountable to Stockport's Director of Children's Services.
4. That the Executive authorises the Corporate Director, Children, Families and Well-being in consultation with the Director of Legal and Democratic Services, the Director of Finance and the Executive Member, to agree the final details of the arrangement subject to there being no substantial changes to the current plan.
5. That this decision be deemed to be urgent, for the reasons set out in paragraph, 5.0 below, and not subject to call-in.

### Contact person for access to background papers and further information:

Name: Cathy Rooney  
Extension: x 5167

Background Papers: None

**Implications:**

<p>Relationship to Policy Framework/Corporate Priorities</p>	<p>Key Priorities:</p> <ul style="list-style-type: none"> <li>a) Safely reducing the numbers of children in care through the use of adoption as one means of achieving this goal.</li> <li>b) Ensuring that all children who come into the care system achieve permanence in a timely and appropriate way in light of their age and assessed needs.</li> </ul> <p>The key functions of adoption recruitment, assessment and placement finding as contained within Trafford’s policies and procedures manual to be transferred to the Regional Adoption Agency.</p> <p>Policies and procedures relating to formulation of children’s plans for adoption and “should be placed for adoption” decisions to remain with Trafford.</p>
<p>Financial</p>	<p>The final Partnership Agreement will ensure that:</p> <ul style="list-style-type: none"> <li>a. Stockport MBC is reimbursed for all costs incurred as a result of it becoming the host agency.</li> <li>b. The new RAA will cost less than the combined costs of the existing local authority arrangements.</li> <li>c. The financial commitments expected from Trafford will be clearly laid out.</li> </ul> <p>Trafford has made it clear that they will only accept a resource requirement that results in no financial deficit to the council for the first 3 years of the RAA. A financial settlement has been agreed in line with this expectation for year 1, with years 2 and 3 yet to be finalised. This will be clearly laid out in the final Partnership Agreement.</p>
<p>Legal Implications:</p>	<p>Under the Education and Adoption Act 2016 council’s adoption services can be compelled by the Secretary of State to be part of a RAA. The SoS has indicated an intention to do this for all councils by 2020.</p> <p>The powers to undertake the regionalisation of adoption services are contained in Section 15 of the Education and Adoption Act 2016 which allows local authorities to cease provision of their adoption service and gives the Secretary of State powers to direct that local authority adoption services be provided by another local authority or adoption agency.</p> <p>Section 101, 111, 112 and 113 of the Local Government Act 1972. S.113 also allow a local authority to enter into an agreement with another authority to place its officers at the disposal of the other authority, subject to consultation with the staff concerned and negotiation about any changes to terms and conditions, and;</p> <p>Section 1 of the Local Authorities (Goods and Services Act) 1970 enables a local authority to enter into an agreement to provide another local authority with goods and services, including administrative, professional or technical services.</p>

Equality/Diversity Implications	<p>The key objectives of the RAA, and a significant part of the governments rationale in moving to a new delivery model for adoption services is to widen the availability and options for hard to place children. Children who are “hard to place” tend to be those who are older, from minority ethnic groups, and/or who have additional needs that often arise as a result of disability. The RAA proposal will have positive benefits for these groups of children, while at the same time not affecting the possibility of adoptive placements being found for less hard to place children, who are usually younger and of white/British heritage.</p> <p>In terms of recruitment &amp; assessment of new adopters, the RAA will seek to include and target potential adopters from all sections of society including marginalised groups.</p> <p>Establishment of the RAA will therefore benefit children who have a plan for adoption, and prospective adopters who previously may not have felt that adoption was an option for starting or growing their family unit.</p> <p>The RAA model of working will ensure greater consistency of working across the 5 local areas in relation to issues affecting marginalised groups.</p>
Sustainability Implications	Not applicable
Resource Implications e.g. Staffing / ICT / Assets committed to finding	The majority of staff currently working in Trafford’s Adoption Service will transfer to the RAA. Some will remain with Trafford to carry out adoption functions in relation to children’s cases. Efficiency savings will mean that a small number of posts will be deleted (subject to consultation arrangements), and opportunities for alternative employment sought.
Risk Management Implications	A risk register is in operation which Stockport’s internal audit section has been involved in developing. A meeting has taken place with insurers to assess risk. The insurers have provided advice on dealing with key liability issues which would be taken into account in formulating Stockport’s insurance cover.
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

## 1.0 Background

1.1 In May 2015 the government announced changes to the delivery of adoption services; by proposing that all adoption work would need to be delivered on a regional basis by 2020. The premise for this was that RAA's would be better able to:

- Increase the number of children adopted.
- Reduce the length of time children wait to be adopted.
- Improve post adoption support services to families who have adopted children from care.
- Improving efficiency and effectiveness by reducing the number of agencies delivering adoption services.

These proposals have since been included in the Education and Adoption Act 2016.

1.2 In July 2015 local authorities were asked to bid for funding to become pilot Regional Adoption Agencies (RAAs). It was also confirmed that if a local authority did not have plans in place to join an RAA by 2017 then they could be placed in a partnership selected for them by the DfE. Subsequently 22 of the 23 North West local authorities submitted various regional bids for funding. A major consideration was that each RAA should have a minimum of 200 children a year adopted and services should be integrated rather than just collaborative, as is the case with many of the pre-existing adoption consortium arrangements.

1.3 For a number of years Stockport, Cheshire East, Tameside, and Trafford have worked together as part of 'Four4adoption'. This award winning partnership of four local authorities has worked together to make the adoption process as seamless and effective as possible for children waiting for adoption. Given the success of 'Four4adoption', Stockport looked to build on this work to form an effective RAA bid. Tameside took the early decision to join the West Pennine partnership. The remaining 3 authorities subsequently developed a strong bid with the addition of Manchester and Salford, thus ensuring the requisite number of prospective children and adopters to meet bid requirements.

1.5 Given their longstanding specialist expertise and history of successful innovation and excellence, the DfE have made it clear that they wished to see Voluntary Adoption Agencies (VAAs) as integral partners in the new regional agency arrangements. Adoption Matters and Caritas Care agreed to join the partnership. It is as yet unclear how VAAs will operate within the partnership without contravening European procurement regulations, but it is clear that VAAs will retain their independent status and identity.

1.6 This bid was subsequently accepted by the DfE and given the status of 'define and deliver'. As required, a Transition Plan was submitted to the DfE in April 2016 together with a funding plan and detailed programme. The DfE responded at the beginning of June with the request that the new agency be one of a handful (five) 'demonstrator' projects to provide a national lead. However, the DfE were only prepared to fund the set-up of the new agency in this first instance until October 2016 and with less than 60% of the funding which the Project Team had requested.

1.7 A revised Transition and Funding Plan has therefore been submitted and has now been agreed. The additional funding albeit at a reduced level has now been confirmed to enable further setup work to be undertaken between now and the end of March 2017. The effect of the reduction in funding will be to slow up delivery of the project although the project team feel that it is still possible for the new agency to be set up by April 2017. There is currently no direct cost to each of the 5 local authorities in the partnership during this setup period.

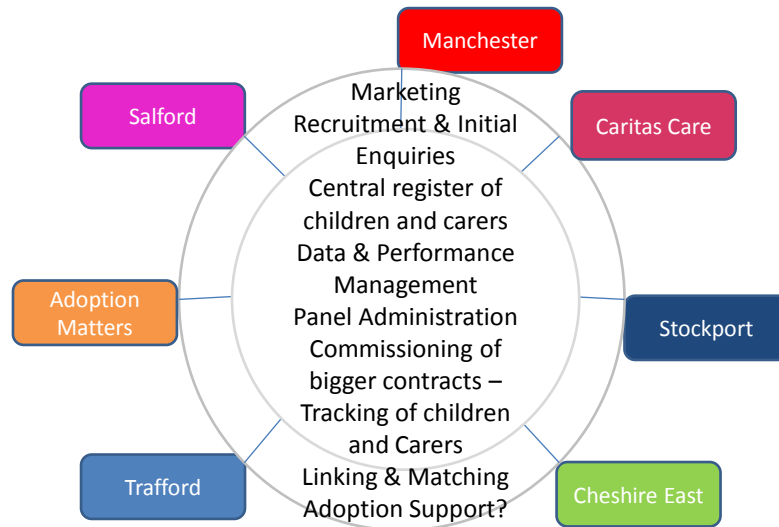
### **The new Regional Adoption Agency and transition arrangements.**

1.8 The Transition Plan sets out how the five partner local authorities will work together with the two voluntary adoption agencies (VAAs) to set up the new RAA by April 2017. The agency will be 'hosted' by Stockport MBC on behalf of the other local authorities. Its setup has been and will continue to be regularly monitored and reviewed by the Project Board.

- 1.9 The objectives of the new Regional Adoption Agency will be to:
- a. To provide children with the right adopters at the right time, approving those equipped to meet the needs of children waiting.
  - b. To minimise changes of plan away from adoption.
  - c. To reduce delay and improve timescales for matching and placement for all children –working with care planning processes in each Ia to improve early identification / twin track planning and to achieve best practise and consistency across the region.
  - d. To improve earlier permanency planning using:
    - i. Concurrent Planning.
    - ii. Fostering for Adoption.
  - e. To take innovative approaches to placing ‘hard to place’ children.
    - i. Linking children with adopters from enquiry stage onwards where appropriate.
    - ii. Thoroughly preparing child and family for placement.
  - f. To reduce the likelihood of placement breakdown through timely and improved matching, preparation and adoption support.
  - g. To form strong and productive partnerships with:
    - i. Adopters.
    - ii. Adoptees.
    - iii. Voluntary Sector providers.
- 1.10 In the longer term it is anticipated that the new agency will:
- Support all permanence options for children including Special Guardianship Orders.
  - Reduce the number of parents who have successive children placed for adoption.
- 1.11 The structure of the new RAA will consist of a ‘Hub’ to be set up by January 2017 providing:
- A centralised marketing function.
  - A centralised team to receive recruitment enquiries.
  - A central register of children and carers.
  - A Data & Performance Management function.
  - Centralised Administration of Adoption Panel.
  - Commissioning of larger contracts from other agencies.
  - Centralised tracking of children and Carers.
  - Centralised Linking & Matching functions.
  - A strategic plan for the delivery of Adoption Support across the region.



# Hub functions



1.12 Three 'spoke' offices covering the North, Centre and South of the region, will be set up by April 2017, delivering:

- Adopter preparation and approval.
- Early identification of the children being looked after by each local authority and likely to require adoption.
- The capacity and skills to place children and support adopters.
- Adoption Support services.

1.13 Precise office locations are currently being identified and appraised but it is likely that staff from Trafford will be relocated to accommodation at Wythenshawe.

1.14 A number of work-streams have been in operation over the last few months working on system delivery including legal, HR, financial and information governance. Practise work-streams across all staffing levels are ongoing to design and deliver consistent best practise and innovation. This work has focused on care planning, family finding and matching; recruitment, assessment and preparation; and adoption and permanence support. A key concern is to ensure that the new agency links closely with the care planning processes in each local authority so that children who may require adoption are identified as soon as possible and the appropriate carers are recruited and prepare.

1.15 An integrated service agreement is now drafted. Precise funding have now been finalised and is awaiting Project Board sign off. The agreement includes consents and governance, staff secondment arrangements, liability and insurance, and data sharing.

## Funding & costs

1.16 The funding model currently being worked on is based on the following factors for each local authority:

- a) Past performance in relation to recruitment and assessment of adopters by each authority.
- b) Previous income generation from inter-agency fees (adoptive placements sold to other agencies).
- c) Previous costs relating to purchase of adoptive placements from other agencies.
- d) The number of adopters currently requiring adoption support services.

- e) Previous numbers of children adopted.
- f) Projections of children likely to have a plan for adoption.

1.17 Trafford is currently in a very different place to where it was 12 months ago with what are now higher numbers of children in care and the consequent budget pressures. Adoption is recognised, and this view is emphasised by government policy, as a key means of reducing pressure on the care population. Adoption reduces the need for ongoing costs over very many years in relation to foster placement fees, and the general overheads of maintaining children in the care system. These costs increase as the child becomes older and stays in the care system longer, and it is currently estimated that the average cost of keeping a child in care is around £40,000 a year. Additionally, in circumstances where it is right to do so adoption is by far a better route to achieving overall permanence and securing better outcomes for certain children. We are therefore increasing our projection in numbers of children being adopted during 2017/18 compared to previous years.

1.18 Trafford's strength in relation to adoption work lies in its historical record of recruiting and assessing large volumes of adopters, and consequent capacity for income generation to offset adoption costs. The projected increased numbers of adoptions during the next financial year means that there will be a reduced capacity for income generation within the RAA. However, we have managed to secure a financial settlement for Trafford that means there will be no financial deficit to the current budget provision relating to the existing adoption service.

1.19 There are potential savings arising from the RAA approach that could lead to medium term financial savings for Trafford. This would be achieved by the RAA speeding up adoptions so that children spend a significantly shorter time in foster care and being subject to fostering allowances. In addition, there is a developing plan to standardise adoption allowance payments across the 5 authorities and this may in turn lead to further savings.

1.20 The proposed arrangement will result in the transfer of budgetary provision associated with posts eligible for transfer to the RAA (see below). The budget associated with the social work posts associated with work in relation to children who have a defined and agreed plan for adoption will remain with Trafford.

## **Staffing**

1.21 As part of the transition to the RAA we have looked at our existing staffing arrangements in relation to Trafford's current delivery model. As part of the transitional arrangements these fall into 3 distinct categories:

1. Those posts that will transfer over to the RAA to undertake work relating to recruitment and assessment of adopters, placement finding and post adoption support. This category accounts for the majority of current staff.
2. Those posts that will need to remain with Trafford to undertake work in relation to children who have a plan for adoption, a smaller number of staff.
3. Those posts that will no longer be required due to efficiency savings resulting from the new delivery model.

1.22 It is currently anticipated that staff will be seconded from their employing agency into Stockport as the host agency. As posts become vacant Stockport will take over the responsibility for recruiting and employing new staff. The Unions will be fully consulted as part of any staffing process. There is no reason to believe that jobs in the new agency will be less secure than jobs in the current local authorities since the longer term funding for the RAA will be coming from the existing local authorities.

1.23 There will be a full consultation process with all categories of staff listed above, and for any posts that are to be deleted we will seek to find suitable alternative employment opportunities for the affected staff.

## **Work remaining**

1.24 Agreed joint practice standards and procedures are to be fully developed. Working groups have commenced with staff across each of the authorities to achieve this focusing on care planning, family finding and matching; recruitment, assessment and preparation; and adoption and permanence support.

1.25 A legal agreement is being developed between the five partner councils. Trafford's Legal Service have been fully engaged with the process of developing the agreement and will advise us when it is ready for sign-off. The agreement will include:

- a. A service specification setting out the respective roles and responsibilities of the host agency and local authorities.
- b. A mechanism for fairly funding the agency including an assessment of risk to Stockport as the host agency.
- c. An agreement about the employment and deployment of staff. It is currently anticipated that staff will be seconded from their employing agency into Stockport as the host agency. Staff are fully involved in the planning stages with regular feedback sessions, a monthly newsletter and engagement in the relevant work streams.

1.26 A new IT system will need to be procured to manage the recruitment, preparation and approval of adopters. In addition, a mechanism will have to be found which allows the new agency to be able to access children's information held by each of the partner agencies. Any mechanism will have to comply with the information governance arrangements of each local authority.

## **Insurance**

1.27 Employers Liability – It is suggested that each council bear its own EL risk for seconded employees and if it can be shown another council is responsible for the injury then we would be encouraged to subrogate against the negligent party.

1.28 Public Liability – Injury to Child – The PL risk is to remain firmly with the placing council as they have the statutory duty. Also any claims made by the adoptive parents – should there be one – would again be with the placing authority.

1.29 Public Liability – General – This rests with the employing authority of the employee responsible for the injury.

1.30 Public Liability – Defective premises and other occupier liability claims should rest with the council who has supplied the offices and equipment.

1.31 Officials Indemnity – A claim for purely financial loss by a child will rest with the placing authority.

## Key risks:

- 1. Failure to enter into an agreement with other local authorities, and within the framework set out in “Adoption: a vision for change” and within the framework set out in the Education and Adoption Act, 2016.**

This will lead to DfE intervention and allocation of Trafford’s adoption service to an RAA that is not of its choosing. This is likely to result in less beneficial outcomes.

- 2. The development of a funding formula acceptable to all partners.**

Unless and until a funding formula can be agreed the RAA cannot become fully operational. Delay in reaching agreement compromises the implementation date of 1<sup>st</sup> April 2017. The current status of this work is outlined above at paragraphs 1.16-1.20.

- 3. The development of an Information Sharing Agreement between the five participating local authorities.**

This is critical to ensure information is shared appropriately and in a timely fashion where it is necessary to do so in order to ensure delays in planning are reduced, and that information that is shared is compliant with the provisions of the Data Protection Act

- A meeting has taken place with the AGMA Information Governance Group and a small working group has been formed from the participating local authorities to lead on the development of the agreement.

- Discussions regarding the appropriate involvement of a SIRO (Senior Risk Information Owner) are underway.

- 4. The procurement and implementation of an IT solution which interfaces with the existing children’s databases of each authority.**

A key feature of the new RAA is the early identification of children who may need to be adopted so that a potential placement can be identified or prepared. This can cut down the length of time during which children have to wait to be placed for adoption once the court has granted a Placement Order. To do this effectively the new agency will need to access information about the children on the children’s databases of each of the partnering local authorities. Each IT section of partnering local authorities has been engaged in discussion on this issue and a post has been designed within the RAA to manage this area of work during the transition period.

- 5. Failure to manage the services which are ‘left behind’ in Trafford (care planning for children with a plan for adoption).**

As part of the senior management service integration between Trafford and Pennine Care we have established a senior management post across both adoption and fostering services to mitigate this risk. The post holder will have specific responsibility to oversee the work of children’s social workers where there is a plan for adoption, and to manage the interface between Trafford and the RAA.

- 6. Threat to corporate reputation, particularly if service performance is poor or costs higher than expected.**

The Project Board, with senior representation from each local authority, is overseeing a project management process with financial and performance management at its heart.

- 7. One Council withdraws from the initiative, threatening the business case.**

The Project Board is fully committed to the development of the RAA. Options for the payment mechanism have now been drafted and individual meetings are taking place with senior representatives of each authority to identify the financial and other local implications. The robustness of the financial model will also be tested for the effects of one authority withdrawing in the future. The partnership agreement includes a contingency for this happening which minimises the risk to the remaining agencies.

**8. Staff knowledge and expertise may be lost.**

Staff from each local authority have been kept informed of developments and have participated in development workshops. Staff enthusiasm and participation in the process has so far been strong. Further formal consultation will be undertaken once the future staffing structure is ready. Given that every authority in the country will eventually have to go through this process there is felt to be limited risk of staff leaving. Some staff will have greater choice in terms of their area of specialism and geographical location.

**9. Business disruption during the process of change.**

Whilst some disruption to existing services is possible, the DfE have granted additional resources to manage the transition process in order to keep this to a minimum. One advantage of the process has been that the local authorities and voluntary sector partners have been able to share knowledge and expertise and it is the aim of the new agency to bring improvements in practice and service delivery across the board. In Trafford, we have taken steps to ensure that sufficient management and leadership is in place to ensure service disruption is kept to a minimum during this transitional period.

**10. Failure of OFSTED to change its approach to inspections to reflect regionalisation.**

Other local authorities who have undertaken similar exercises in the past have suffered from receiving multiple inspections from OFSTED. The DfE assure us that they are in discussion with OFSTED to avoid this happening in the future and we have instigated a conversation with OFSTED locally. The fact that similar partnerships are happening nationwide is a significant mitigating factor.

## **2.0 Other Options**

1. Do nothing: The Government have made it clear that there is no option for local authority adoption services to remain as they currently are. If Trafford delays making its own arrangements then the government will select an adoption partnership for us to be part of.
2. Other partnership options: These were considered during the bid stage but the strength of established arrangements in 'Four4adoption' offered the greatest potential for success.

## **3.0 Consultation**

It is proposed that during January and early February we will consult with affected staff about a) posts that will transfer to the RAA b) posts that will remain with Trafford c) posts that will no longer be required as a result of efficiency savings.

## **4.0 Reasons for Recommendation**

In May 2015 the Government announced changes to the delivery of adoption services; by proposing that all adoption work would need to be delivered on a regional basis by 2020 by each local authority joining a RAA.

The premise for this was that RAA's would be better able to:

- Increase the number of children adopted.
- Reduce the length of time children wait to be adopted.
- Improve post adoption support services to families who have adopted children from care.
- improving efficiency and effectiveness by reducing the number of agencies delivering adoption services.

Trafford have fully supported the early development of the RAA for Trafford, Stockport, Salford, Cheshire East and Manchester (known as 'Adoption Counts') since the Government published its paper 'Regionalising Adoption' in June 2015. Adoption Counts is now the only RAA in the north of England to achieve Demonstrator Site status from the Department of Education and will be the first fully functioning RAA in the north of the country if the proposals go ahead.

There are key benefits to Trafford in being part of an RAA approach. We are helping to shape the future model of adoption as it will apply throughout the country, we can learn from the other local authorities who have better performance in terms of the number and pace of children adopted and we can support the other authorities to improve their performance on recruiting adult adopters.

The RAA approach will enhance adoption in Trafford. It will increase the number of children we have adopted and speed up the process for them.

**5.0 Urgency of Decision**

This report should be considered as 'urgent business' and the decision exempted from the 'call-in' process for the following reason(s):

- a) There is a need to co-ordinate the timetable for implementation across 5 separate local authorities.
- b) Further delay in the process will compromise timescales i) in relation to staff consultation and ii) in relation to implementation by 1<sup>st</sup> April.
- c) Any delay that results in the service not being operational by 1<sup>st</sup> April will impact on and compromise service and budget planning for the 2017/18 financial year, and is likely to impact on performance in relation to existing adoption projections.

**Key Decision** (as defined in the Constitution): Yes

**If Key Decision, has 28-day notice been given?** Yes

**Finance Officer Clearance** (type in initials)...NB/HZ.....

**Legal Officer Clearance** (type in initials) MRJ

**[CORPORATE] DIRECTOR'S SIGNATURE** (electronic).....



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 23<sup>rd</sup> January 2017  
**Report for:** Decision  
**Report of:** Executive Member for Children's Services

### Report Title

**Determination of the 2018 Admission Arrangements for Community and Voluntary Controlled School and Approval of Associated Documents**

### Summary

The Local Authority (LA), in its role as Admission Authority for community and voluntary controlled schools, is required to determine the 2018 admission arrangements for these schools by 28 February 2017.

i) **Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools - 2018 admission arrangements**

The 2018 admission arrangements were proposed unchanged from the previous year.

ii) **Lostock College – 2018 Admission Arrangements**

Proposed unchanged.

iii) **2018 Community School Published Admission Numbers (PAN)**

The LA proposes an increase to the published admission number of Broadheath Primary School from 60 to 90. The proposal is made alongside a proposal to expand the physical capacity of the School.

The LA also proposes an increase to the published admission number of Firs Primary School from 45 to 60. The increased intake to be accommodated within the existing capacity of the School.

iv) **Co-ordinated Admission Schemes – Primary and Secondary**

The LA is responsible for the determination of co-ordinated admission schemes; both primary and secondary. These documents have also been included in the consultation process.

## Recommendation(s)

That the arrangements, set out in the following documents be **approved**:

Appendix A	2018 Community School Published Admission Numbers (PAN).
Appendix B	Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools – 2018 Admission Arrangements.
Appendix C	Lostock College – 2018 Admission Arrangements.
Appendix D	2018 Co-ordinated Admissions Scheme (Primary).
Appendix E	2018 Co-ordinated Admissions Scheme (Secondary).

Contact person for access to background papers and further information:

Name: Marilyn Golding  
Extension: 912 1853

Background Papers: None

### Implications:

Relationship to Policy Framework/Corporate Priorities	Preserving and improving educational excellence for all our children.
Financial	There are no financial implications for the Council's General Fund Budget. The increase in pupil numbers will be funded from Dedicated Schools Grant.
Legal Implications:	The proposed admission arrangements comply with School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	None
Health & Wellbeing Implications	None
Health and Safety Implications	None

## **1.0 Background**

Admission authorities must determine their 2018 admission arrangements by 28 February 2017. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October 2016 and 31 January 2017. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

Trafford LA has undertaken consultation with regard to the following policies and procedures:

i) **Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools - 2018 admission arrangements;**

The oversubscription criteria for Trafford's community and voluntary controlled schools are proposed unchanged.



ii) **Lostock College - 2018 Admission Arrangements**

The oversubscription criteria for Lostock College are proposed unchanged.

iii) **2018 Community/Voluntary Controlled School PANs**

The LA proposes an increase in PAN at Broadheath Primary School from 2 (60 places) forms of entry to 3 forms of entry (90 places). The proposal is made in order to provide sufficient places for children in Altrincham and Sale, especially in those areas where oversubscription is likely. This increase is to be accommodated by the physical expansion of the School.

The LA also proposes an increase in PAN at Firs Primary School from 1.5 (45 places) forms of entry to 2 forms of entry (60 places). The proposal is made in order to provide sufficient places for children in Sale. This increase can be accommodated in the existing capacity at the School.

vi) **2018 Co-ordinated Admissions Scheme (Primary)**

The 2018 Primary Co-ordinated Admissions Scheme is proposed unchanged.

vii) **2018 Co-ordinated Admissions Scheme (Secondary)**

The 2018 Secondary Co-ordinated Admissions Scheme is proposed unchanged.

**Other Options**

- i) Failure to reach a determination on the 2018 admission arrangements by 28<sup>th</sup> February 2017 would be in contravention of the School Admissions Code and the School Admissions Regulations 2012.

**Consultation**

The governing bodies or trusts of all Trafford maintained and state funded schools, all Trafford elected members, other LAs and diocesan representatives from the Diocese of Chester, Manchester, Shrewsbury and Salford were advised that consultation would take place between 30<sup>th</sup> September 2016 and 11th November 2016 and advised that consultation documents could be viewed on Trafford's website. Notification of the consultation was included in Trafford's weekly update for childcare providers and also through social media channels for both early years providers and parents. An announcement was made in two local newspapers advising "relevant parents" and "other groups with an interest in the local area (for example, community groups)" that consultation papers were available on Trafford's website.

Trafford LA undertook consultation and published documents with regard to the following policies and procedures:

i) **Trafford Primary/infant/junior Community and Voluntary Controlled Schools - 2018 Admission Arrangements**

No comments were received as a result of the 2018 consultation process.

ii) **Lostock College - 2018 Admission Arrangements**

No comments or objections received.

iii) **2018 Community/Voluntary Controlled School PANs**

No comments or objections received.

vi) **2018 Co-ordinated Admissions Scheme (Primary)**

No comments or objections received.

vii) **2018 Co-ordinated Admissions Scheme (Secondary)**

No comments or objections received.

**Reasons for Recommendation**

The recommendations are made in order:

- a) to enable the admission authority, the LA, to meet its duty to provide sufficient places and to allocate school places within a reasonable distance; and
- b) to meet the requirements of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code.

**Key Decision** (as defined in the Constitution): Yes

**If Key Decision, has 28-day notice been given?** Yes

**Finance Officer Clearance** (type in initials).....GB.....

**Legal Officer Clearance** (type in initials).....MJ.....

**CORPORATE DIRECTOR'S SIGNATURE** (electronic).....



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

**TRAFFORD COMMUNITY SCHOOLS – PUBLISHED ADMISSION NUMBERS (PANs)**

<b>SCHOOL</b>	<b>2017 PAN</b>	<b>2018 PAN</b>
Barton Clough Primary School	30	30
Bollin Primary School	60	60
Broadheath Primary School	60	90
Brooklands Primary School	90	90
Broomwood Primary School	60	60
Cloverlea Primary School	30	30
Davyhulme Primary School	70	70
Firs Primary School	45	60
Flixton Infant School	60	60
Flixton Junior School	62	62
Gorse Hill Primary School	50	50
Heyes Lane Primary School	90	90
Highfield Primary School	40	40
King's Road Primary School	90	90
Kingsway Primary School	30	30
Lostock College	148	148
Moorlands Junior School	60	60
Moss Park Infant School	60	60
Moss Park Junior School	60	60
Navigation Primary School	60	60
Oldfield Brow Primary School	60	60
Partington Primary School	60	60
Seymour Park Community Primary School	80	80
Springfield Primary School	90	90
St. Matthews CE Primary School	30	30
Stamford Park Infant School	70	70
Stamford Park Junior School	70	70
Templemoor Infant and Nursery School	60	60
Tyntesfield Primary School	60	60
Urmston Infant School	70	70
Urmston Junior School	75	75
Victoria Park Infant School	60	60
Victoria Park Junior School	60	60
Well Green Primary School	30	30
Wellfield Infant and Nursery School	60	60
Wellfield Junior School	60	60
Willows Primary School	45	45
Woodheys Primary School	60	60
Woodhouse Primary School	30	30
Worthington Primary School	45	45

This page is intentionally left blank

## TRAFFORD PRIMARY/INFANT/JUNIOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS - 2018 ADMISSION ARRANGEMENTS

### Infant/Primary School Admissions

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. In Trafford, all children may commence primary education earlier than the legal admission date, if parents so wish, through a single intake in September of children who will become 5 between 1 September and 31 August in the admission year. Parents may request that their child's entry be deferred until later in the school year. In this instance, the place will be held for the child and is not available to be offered to another child. However, parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can choose for their children to start school on a part time or full time basis, and can also choose a place at a nursery or other early learning setting. In addition, the parents of a summer born child may request that their child's entry is delayed until the September following the child's fifth birthday, so that the child is admitted out of their normal age group – to reception rather than year 1. Alternatively, parents can choose to provide efficient full-time education otherwise than at school. Applications can be submitted from the beginning of the 2017 autumn term. Details of Trafford's procedure for the delayed admission of summer born children are included in Trafford's Policy; Admission of Summer Born Children.

The closing date for applications for admission in the academic year 2018 is **15 January 2018**.

Decisions regarding the allocation of places for September 2018 will be posted to parents on **16 April 2018**. Applications received after the closing deadline, 15 January 2018, will only be considered after all other applications received on time have been processed.

### Oversubscription Criteria

Quite often, there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted.

**Where the number of other applications for a Trafford community or voluntary controlled school exceeds the number of places available at the relevant school the following oversubscription criteria will apply:**

1. Looked After Children and all previously Looked After Children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority, in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)<sup>‡</sup>.
2. Children who live in the catchment area of the requested school, who will have a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

---

<sup>‡</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666), Royal Mail Postal Address Information may be used in some instances. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school, as defined in criterion 5.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw, conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **The Draw**

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope. The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

### **Junior School Admissions**

Trafford Community Junior Schools will admit into Year 3 **all** pupils from year 2 of their partner Infant school whose parents so wish, regardless of their published admission number. Other pupils will be admitted provided that the prospective Year 3 age group has not reached the School's published admission number.

Should the School receive more applications from "non partner infant school" pupils than can be accommodated places will be offered in accordance with the published oversubscription criteria.

### **Home Address**

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is

outside the catchment area, the applicant will be regarded as living outside the catchment area, for the purpose of determining which category the application will be considered under, and the average of the distances of the two addresses from the school will be used for the purposes of determining priority.

It is always assumed that you will provide the correct factual information when you apply for a school place. Trafford takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent applications. **If a place is offered at a school and then it is discovered that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the place offered will be withdrawn and the place may be offered to another child.** A place may also be withdrawn even after your child has started school.

### **Pupils who move into/within Trafford during the Transfer Procedure**

The Authority accepts as evidence of removal into/within the area proof of exchange of contracts relating to the purchase of a property or a copy of a signed rental agreement (minimum 12 months) **and** proof of the effective disposal of the previous home. The Authority retains the right to check on occupancy arrangements and the decision of the Executive Director, Children and Young People's Service on such matters is final.

Applications for children who move into/within Trafford by the 15 January 2018, who have submitted an on time application, will be considered in light of the new address details. However, where an on time application has not been submitted, applications will only be considered after all applications received by 15 January 2018 have been considered.

Applications for children who move after the 15 January 2018 will be considered from the new address in the review of allocation decisions in May 2018, following the same criteria as used for initial allocations. Where it proves impossible to accommodate a child in their preferred school, Trafford will consider how best to place that child in a school within Trafford.

You must inform the Admissions Team immediately if you change your address, or intend to change your address, at any time during the transfer process, as this may change your child's priority for a particular school. Failure to advise a proposed change of address may be considered as a misleading application. We assume that you will always provide us with full and factual information when you apply for a school place. **You should be aware that any school place that has been offered on the basis of false or misleading information may be withdrawn and the place may be offered to another child.**

### **Catchment Areas**

All Trafford Community/Voluntary Controlled Infant and Primary Schools have a catchment area. Information on catchment areas is held in Trafford's Local Land and Property Gazetteer which complies with BS7666. Maps showing the boundaries of those catchment areas can be viewed on the Council's website. A number of community schools share an area with an adjacent community school and children who live in such a "shared" area are considered, for admissions purposes, to live within the catchment area for both schools.

### **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

Children in public care who require admission to a school outside the normal admissions round, will normally be offered a place at the school serving the address at which the pupil is living, subject to the requirements of Infant Class Regulations. Admissions will normally be processed within ten days of the application.

### **Nursery Places**

Applications for admission to a nursery class should be made to the Headteacher of the school who decides on admissions in accordance with the policy adopted by the Governing Body of the School.

Attendance at a nursery class attached to a community/voluntary controlled school does not give your child any additional priority when applying for a place in the reception class of the school.

### **Right of Appeal**

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

### **Definitions**

The following terms used by Trafford are defined as follows:

#### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

#### **Distance from Home to School**

For the home address the distance is calculated from the seed point of the property. The seed point of each property is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) which are available, on request, from Trafford's School Admissions Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school represent a fixed point at each school which has been used to determine priority since 2003. These co-ordinates are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"



## **Annex 1**

### **Trafford Community/Voluntary Controlled Primary, Infant, Junior Schools**

Barton Clough Primary School	Oldfield Brow Primary School
Bollin Primary School	Seymour Park Community Primary School
Broadheath Primary School	Springfield Primary School
Brooklands Primary School	St. Matthew's C.E. Primary School
Broomwood Primary School	Stamford Park Infant School
Cloverlea Primary School	Stamford Park Junior School
Davyhulme Primary School	Templemoor Infant and Nursery School
Firs Primary School	Tyntesfield Primary School
Flixton Infant School	Urmston Infant School
Flixton Junior School	Urmston Junior School
Gorse Hill Primary School	Victoria Park Infant School
Heyes Lane Primary School	Victoria Park Junior School
Highfield Primary School	Well Green Primary School
King's Road Primary School	Wellfield Infant and Nursery School
Kingsway Primary School	Wellfield Junior School
Moorlands Junior School	Willows Primary School
Moss Park Infant School	Woodheys Primary School
Moss Park Junior School	Woodhouse Primary School
Navigation Primary School	Worthington Primary School

## **Scheme For The Delayed Entry Of Summer Born Children**

In a very few circumstances, a parent may feel that their summer born child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed, so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning Year 1.

### **1. Request Process**

Parents will be required to approach all the preferred schools to discuss their child's circumstances. Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form.

### **2. Decision Making Process**

A Decision Panel will be constituted. The Panel will include at least 3 headteachers; this will be the headteachers from all the preferred schools and any other nominated headteachers and 2 officers from Trafford's primary Team. The Panel will consider the decision outcomes from the relevant schools and a final decision will be agreed. All schools participating in the Scheme will abide by the final decision of the Panel.

### **3. Notification of Decision**

Parents will be advised of the outcome of their request by 16th April. Where the request is agreed, the application for the normal age group will be withdrawn and no place will be offered.

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16th April. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

### **4. Application/Allocation Process**

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools a place will be allocated at the nearest participating school with a vacancy. Again, the parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of schools participating in the Scheme they should complain through Trafford's complaints procedure. For all other schools or academies, parents should make a complaint under the school's complaints procedure.

Although it is the case that one admission authority cannot be required to honour a decision made by another admission authority, all participating schools agree to abide by the decision of the Panel and will consider the delayed entry application if required, in accordance with the published oversubscription criteria, for admission in the next admission round.

## LOSTOCK COLLEGE - 2018 ADMISSION ARRANGEMENTS

Trafford is the Admission Authority for Lostock College. The closing date for applications for transfer to secondary school in September 2018 is 31<sup>st</sup> October 2017. Applications received after the closing date will only be considered after all other applications received on time have been processed.

### Over-Subscription Criteria

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed".

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted. If the number of other applications exceeds the number of places available the following criteria will apply:

1. Looked After Children and all previously Looked After Children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority, in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)<sup>1</sup>.
2. Children who live in the catchment area of the School who will have a sibling attending the School at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the School,
4. Children who live outside the catchment area who will have a sibling attending the School **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit),
5. Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the School. The co-ordinates that will be used for Lostock College are 378147, 395323. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address Information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated at a school in criteria 1. to 4. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

### Final Tie Break Arrangements

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### The Draw

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

---

<sup>1</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope. The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

### **Catchment Area**

The catchment area for Lostock College – All M32 postcodes

### **Your home address**

The criteria used to determine admission, refer in every case to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-minder or relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the catchment area the applicant will be regarded as living outside the catchment area and the average of the distances of the two addresses from the School will be used. You may also be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

### **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

### **The information you provide to the LA**

We assume that you will always provide us with the correct factual information when you apply for a school place and you may be required to provide proof of residency at your stated address. You should be aware that any place that has been offered on the basis of false or misleading information may be withdrawn and the place may be offered to another child.

### **Right of Appeal**

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

# 2018 PRIMARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with School Admissions Code which came into force on 19<sup>th</sup> December 2014.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

The Governing Bodies/Trusts of the following schools and academies are the admission authorities for the primary schools to which this scheme applies:

Acre Hall Primary School	St Alphonsus RC Primary School
All Saints' Catholic Primary School	St Anne's CE Primary School
Altrincham CE Primary School	St Ann's RC Primary School
Bowdon CE Primary School	St Hilda's CE Primary School
Elmridge Primary School	St Hugh of Lincoln RC Primary School
English Martyrs' RC Primary School	St Hugh's Catholic Primary School
Forest Gate Primary School	St Joseph's Catholic Primary School
Holy Family Catholic Primary School	St Margaret Ward Catholic Primary
Lime Tree Primary School	St Mary's CE Primary (Davyhulme)
Old Trafford Community Academy	St Mary's CE Primary School (Sale)
Our Lady of Lourdes Catholic Primary	St Michael's CE Primary School
Our Lady of the Rosary Catholic Primary	St Monica's RC Primary School
Park Road Sale Primary School	St Teresa's RC Primary School
Park Road Academy Primary School	St Vincent's Catholic Primary School
Partington Central Academy	

Trafford LA is the admission authority of the following primary schools to which this scheme applies:

Barton Clough Primary School	Oldfield Brow Primary School
Bollin Primary School	St Matthew's CE Primary School
Broadheath Primary School	Seymour Park Community School
Brooklands Primary School	Springfield Primary School
Broomwood Primary School	Stamford Park Infant School
Cloverlea Primary School	Stamford Park Junior School
Davyhulme Primary School	Templemoor Infant School
Firs Primary School	Tyntesfield Primary School
Flixton Infant School	Urmston Infant School
Flixton Junior School	Urmston Junior School
Gorse Hill Primary School	Victoria Park Infant School
Heyes Lane Primary School	Victoria Park Junior School
Highfield Primary School	Well Green Primary School
King's Road Primary School	Wellfield Infant School
Kingsway Primary School	Wellfield Junior School
Moorlands Junior School	Willows Primary School
Moss Park Infant School	Woodheys Primary School
Moss Park Junior School	Woodhouse Primary School
Navigation Primary School	Worthington Primary School

## 1. APPLICATION PROCEDURE

- i) At the beginning of the autumn term in the offer year the primary common application form (CAF) will be available to all Trafford residents who wish to apply for places in state funded primary schools for following admission year. The CAF will be available on line at [www.trafford.gov.uk](http://www.trafford.gov.uk), from Trafford primary schools, and on request from the Trafford Admissions Service.
- ii) An advertisement will be placed in the local press inviting parents whose children may not currently be attending a nursery class in a Trafford primary school advising them to obtain and complete the common application form.
- iii) Completed CAFs must be submitted by **15 January** in the offer year.
- iv) Parents will be invited to name a minimum of 3 schools, ranked in order of preference. It will be made clear that parents should include preferences for **any** state funded school where they wish their child to be considered for a place.

## 2. EXCHANGE OF DATA WITH OTHER AUTHORITIES

- i) The LA will process the common application form and by 7 February<sup>1</sup>, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area. Similarly Trafford will receive list of parents resident outside Trafford who have expressed a preference for a Trafford maintained school.
- ii) By **21 February** Lists will be sent to all academies and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies and voluntary aided schools will be asked to apply their own admission criteria and to send back their lists by **7 March**. The list will indicate the order in which all children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.
- iv) The LA will draw up similar lists for the community primary schools for which it is the admission authority.

## 3. ALLOCATION PROCEDURE

- i) By **7 March** the LA will have a list for each of its maintained schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent on the CAF. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place up the list to the provisional place which has been vacated.
- ii) Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.

---

<sup>1</sup> Where any published date is not a working day, the next working day will apply

- iii) Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).
- iv) Where the child is resident in a different local education authority's area, Trafford will notify that authority "the home authority", by **21 March**, of their determination. The home authority will send any determination granting or refusing admission to a school in a maintaining authority's area to the parent (such determination being sent on behalf of the school's governing body in any case where they are the admission authority for the school).
- v) Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA Trafford will write, on behalf of the LA or relevant admission authority.
- vi) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will consider how to place that child in a school within the Trafford area. This will usually be the nearest school with a vacancy.
- vii) At this stage in the allocations process, any late applications or common application forms submitted after 15 January will be processed and places will be allocated in line with the published criteria.
- viii) By **31<sup>st</sup> March** notification of final offers/refusals will be sent to and received from other LAs
- ix) By **31<sup>st</sup> March** Trafford LA sends the schools it maintains the final lists of pupils to be offered places and notifies the home authorities of the final determination.
- x) On **16<sup>th</sup> April** – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

#### 4. REVIEW PROCESS

- i) The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by **30<sup>th</sup> April**. The acceptance of all places will be co-ordinated by Trafford LA. Parents will be invited to apply, direct to Trafford LA, for any vacancies that may arise, by **30<sup>th</sup> April**. Lists of applicants will be sent to other LAs, where the school is in another area and to voluntary aided schools within Trafford by **6<sup>th</sup> May**. Voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by **13<sup>th</sup> May**.
- ii) At this stage in the review process, any applications received after the closing date of **30<sup>th</sup> April** will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii) On **20<sup>th</sup> May** – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its

own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by **10<sup>th</sup> June**.

iv) Applications for vacancies or late applications received after **30<sup>th</sup> April** will be considered in relation to the number of available vacancies. Where vacancies exist at a preferred school the highest available preference will be offered. Where more applications have been received for the places available the relevant admission authority will apply the admission criteria and advise the LA where places can be offered.

v) Further allocations will be made where possible on the following dates:

27 June or next working day – Closing date for acceptance 14 days from date of offer

22 July or next working day – Closing date for acceptance 14 days from date of offer

Where places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.

vi) Applications received after 20 July will be passed to the relevant admission authority for consideration after 1<sup>st</sup> September.

## 5. RIGHT OF APPEAL

Where an offer of a place at a preferred school cannot be made parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to on time applications must be heard within 40 school days of the deadline for lodging the appeal.

## 6. WAITING LISTS

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

The LA will maintain waiting lists for all oversubscribed community and voluntary controlled schools.

## 7. IN YEAR APPLICATIONS

For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 20<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.

Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.

Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority **must**, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place<sup>2</sup>.

---

<sup>2</sup> In accordance with 2.22 of the School Admissions Code



Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year CAF. Any applications received by the LA for own admission authority schools will be forwarded to the relevant admission authority for consideration<sup>3</sup>.

Early applications received for admission to community or voluntary controlled schools in the next admission year will be considered after 6<sup>th</sup> July in the current year. Early applications received for community or voluntary controlled schools after 20<sup>th</sup> July will be considered after 1<sup>st</sup> September.

---

<sup>3</sup> In accordance with 2.21 of the School Admissions Code

## TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS

Common application forms will be available to Trafford residents applying for places in maintained primary schools during the autumn term (offer year). CAFs will be available on line, from Trafford nurseries and primary schools and by telephoning the Trafford School Admissions Team.

Where any published date is not a working day, the next working day will apply.

Closing date for the submission of applications.  
15 JANUARY

LAs exchange lists of preferences expressed for schools in their areas.  
7 FEBRUARY

LA sends applications to academies/voluntary aided primary schools.  
21 FEBRUARY

Academies/voluntary aided primary schools to return ranked data.  
7 MARCH

LAs exchange data on potential offers  
21 MARCH

LAs confirm acceptance or refusal of potential offers  
by 31 MARCH

Lists to primary schools  
by 31 March

Offers made to all parents by home LA.  
16 APRIL

Closing date for acceptance of offers.  
30 APRIL

# 2018 SECONDARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with the School Admissions Code which came into force on 19<sup>th</sup> December 2014.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

The Governing Bodies/Trusts of the following schools/academies are the admission authorities for the secondary schools to which this scheme applies:

Altrincham College of Arts; Altrincham Grammar School for Boys; Altrincham Grammar School for Girls; Ashton-on-Mersey School; Blessed Thomas Holford Catholic College; Broadoak School; Flixton Girls' High School; Loreto Grammar School; Sale High School; Sale Grammar School; Stretford Grammar School; Stretford High School; St Ambrose College; St Antony's Catholic College; Urmston Grammar School; Wellacre Technology and Vocational College and Wellington School.

Trafford LA is the admission authority for Lostock College.

## **NORMAL ADMISSION ROUND (transfer from primary to secondary school) SEPTEMBER 2018**

### **1. APPLICATION PROCEDURE**

- i) In the autumn term of the offer year all parents of Year 6 children will be invited to complete the Common application Form (CAF). A copy of the Trafford CAF will be sent to all parents of pupils resident in Trafford, at their home address, together with guidance notes and information on how to access a copy of the composite prospectus.
- ii) An advertisement will be placed in the local press inviting parents who are resident in Trafford whose children may not currently be attending a Trafford primary school to complete the CAF.
- iii) The invitation to all parents will be sent out by 12 September in the offer year and they will be asked to submit their completed common application forms by 31 October, thereby ensuring that all parents have the statutory 6 week period in which to express their preferences.
- iv) The CAF allows for 6 preferences.
- v) Parents will be invited to name their preferred schools, ranked in order of preference. It will be made clear that parents should express a preference for all schools, wherever they are located, where they wish their child to be considered for a place.

### **2. EXCHANGE OF DATA WITH OTHER AUTHORITIES**

- i) The Admission Team will process the common application form and by 19 November lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area.
- ii) On 29 November lists will be sent to all academies, foundation and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies, foundation schools and voluntary aided schools will be asked to apply their own admission criteria and to send back their ranked lists by 17 December. The list will indicate the order in which **all** children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.

- iv) The LA will draw up similar lists for community secondary schools for which it is the admission authority.

### **3. ALLOCATION PROCEDURE**

- i) By 17 December the LA will have a list for each of its schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent on the common application form. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place up the list to the provisional place which has been vacated.
- ii) By 24 January notification of determinations will be sent to other LAs where parents resident in that LA have expressed a preference for a place at schools in Trafford. Also by 24 January Trafford LA will have received similar notifications from other LAs.
- iii) Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.
- iv) Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).
- v) Where the child is resident in a different local education authority's area, Trafford will notify that authority "the home authority" of their determination. The determination will be sent on behalf of the school's governing body in any case where they are the admission authority for the school.
- vi) Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA, Trafford will write, on behalf of the LA or relevant admission authority.
- vii) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will consider how to place that child in a school within the Trafford area. This will usually be the nearest school with a vacancy.
- viii) If no preferred school in Trafford can be offered, there will be no need to look for an alternative place if another LA has determined to offer a place at a preferred school.
- ix) At this stage in the allocations process, any late applications or common application forms submitted after 31 October will be processed and places will be allocated in line with the published criteria.
- x) On 18 February Trafford LA sends the schools in its area the final lists of pupils to be offered places and notifies the home authorities of the determination.

- xi) On the national offer day for secondary school places – 1 March, where 1 March is not a working day, the prescribed day is the next working day – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

#### 4. REVIEW PROCESS

- i) The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 15 March (or next working day). The acceptance of all places will be co-ordinated by Trafford LA. Parents will be invited to apply for any vacancies that may arise, by 15 March (or next working day). Lists of applicants for vacancies will be sent to other LAs, where the school is in another area and to foundation and voluntary aided schools within Trafford by 18 March. Academies, foundation and voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by 28 March.
- ii) At this stage in the review process, any applications received after the closing date of 15 March will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii) By 8 April – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 22 April.
- iv) Applications for vacancies or late applications received after 8 April will be considered in relation to the number of available vacancies. Where more applications have been received for the places available the relevant admission authority will apply the admission criteria and advise the LA where places can be offered. Where a place can be offered at more than one preferred school the highest available preference will be offered.
- v) Further allocations will be made where possible on the following dates:
  - 31 May or next working day – Closing date for acceptance 14 days from date of offer
  - 21 June or next working day – Closing date for acceptance 14 days from date of offer
  - 9 July or next working day – Closing date for acceptance 14 days from date of offerWhere places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.
- vi) Applications received after 20 July will be passed to the relevant admission authority for consideration after 1<sup>st</sup> September.

#### 5. RIGHT OF APPEAL

Where an offer of a place at a preferred school cannot be made parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to applications made in the normal admissions round must be heard within 40 school days of the deadline for lodging appeals.

## 6. WAITING LISTS

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

## 7. IN YEAR APPLICATIONS

- i) For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 9<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.
- ii) Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.
- iii) Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority **must**, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place<sup>1</sup>.
- iv) Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year CAF. Any applications received by the LA for "own admission authority schools" will be forwarded to the relevant admission authority for consideration<sup>2</sup>.

---

<sup>1</sup> In accordance with 2.22 of the School Admissions Code

<sup>2</sup> In accordance with 2.21 of the School Admissions Code

## TIMETABLE FOR SECONDARY CO-ORDINATED ADMISSIONS

Closing date for submission of applications.

**31 October in the offer year**

Trafford sends applications to other LAs.

**19 November or next working day**

Trafford sends applications, including those received from other authorities, to academies/foundation/voluntary aided schools.

**29 November or next working day**

Academies/foundation/voluntary aided schools to return ranked data.

**17 December or next working day**

Trafford send other LAs and Academies/Foundation/VA Schools a first cycle list of the places they are proposing to offer.

**24 January or next working day**

Trafford send other LAs and Academies/Foundation/VA Schools a final list of the places they are proposing to offer.

**18 February or next working day**

Offers made to all parents by home LA

**1 March or next working day**

Appeals to be lodged with the appropriate admissions authority.

This page is intentionally left blank



## TRAFFORD COUNCIL

**Report to:** The Executive  
**Date:** 23<sup>rd</sup> January 2017  
**Report for:** Decision  
**Report of:** Director of Legal and Democratic Services

### Report Title

**Proposal for the procurement of The Greater Manchester Work and Health Programme**

### Summary

This report provides an overview of GM's Working Well Programme and it provides an update on the development of GM's Work and Health Programme. It also provides information on the proposal for Trafford Council to act as lead financial body in the application for funding to support the Work and Health Programme and the lead procuring authority in the procurement of a Work and Health Programme, together with associated timelines, and it identifies the objectives of the future programme

### Recommendation(s)

- 1) That the contents of this report be noted.
- 2) That Trafford Council assumes the lead authority role for the procurement process to procure a provider or providers on behalf of GMCA to carry out the services required under the Working and Health Programme.
- 3) That the publication of an OJEU notice for the required services, as set out in paragraph 2.3 of the report, be approved.
- 4) That the Director of Legal and Democratic Services in consultation with the Chief Executive be authorised to negotiate the terms of an Inter Authority Agreement to regulate the position between Trafford Council, GMCA and the other AGMA authorities in relation to the proposed funding arrangements, the procurement of and the delivery of the services to be procured.
- 5) That a report be brought to the Executive setting out the outcome of the procurement process and terms of the Inter Authority Agreement in relation to the delivery of the required services for the Executive to consider and approve any proposal to proceed with an award of contract(s) for the provision of such services prior to any such contract being confirmed.

Contact person for access to background papers and further information:

Name: Dominique Adcock  
Extension: 4293

Background Papers:

None.

Relationship to Policy Framework/Corporate Priorities	The Work and Health Programme will support the Council's corporate priority of providing Employment and Skills services to vulnerable people
Financial	Funding for the Work and Health programme will come from a combination of European Social Fund Co-Financing Organisation and Central Government Grant funding.  The value of the contract with providers is up to £44m, depending on the achievement of outcomes and confirmation of the scope of activity.
Legal Implications:	As Lead Procuring Authority Trafford Council will have regard to Public Procurement Regulations and follow the ESIF Procurement Guidance.
Equality/Diversity Implications	None arising from this report
Sustainability Implications	None arising from this report
Staffing/E-Government/Asset Management Implications	None arising from this report
Risk Management Implications	The proposed IAA will mitigate risks arising as a result of Trafford Council acting as lead authority for the purposes of the proposed procurement
Health and Wellbeing Implications	None arising from this report
Health and Safety Implications	None arising from this report

## 1.0 Background

1.1 The Work Programme is a government welfare-to-work programme introduced in Great Britain in June 2011. Under the Work Programme the task of getting the long-term unemployed into work is outsourced to a range of public sector, private sector and third sector organisations.

- 1.2 The Department for Work and Pensions (“DWP”) has developed with the Greater Manchester Combined Authority (“GMCA”) the pilot Working Well Programme to get people back into work and since March 2014, GMCA has been piloting a Working Well Programme.
- 1.3 The Working Well Programme offers several key differences to the Work Programme. It integrates all other mainstream public services into bespoke packages of support; it has lower caseloads for key workers and can intervene on a whole family basis where appropriate.
- 1.4 All participants in the Working Well Programme are long-term unemployed with a health condition and therefore require intensive support provided through keyworkers. All participants are eligible for up to two years of support (though some may require less), and up to a year of in-work support. Support is given to address health, housing, family and skills needs in addition to debt management advice and training and work experience being given.
- 1.5 Previously the pilot Working Well Programme went out to tender and it was agreed by the GMCA in a decision of 25 October 2013 that the lead authority role for the procurement process would be provided by Salford City Council who would procure a provider or providers to carry out the services required under the pilot Working Well Programme.
- 1.6 Following a decision by GMCA and by Trafford Council’s Leader on 15<sup>th</sup> July 2015, Trafford Council assumed the lead authority role for the procurement process to procure a provider on behalf of GMCA to carry out the services required under the Working Well Expansion Programme.
- 1.7 Pursuant to further decisions of Trafford Council’s Executive, Trafford Council entered into two contracts with providers in order to deliver the Working Well Expansion Programme on behalf of GMCA in consideration for the GMCA Authorities agreeing to work with each other pursuant to an Inter Authority Agreement.
- 1.8 GMCA Authorities entered into an Inter Authority Agreement for the purposes of indemnifying Trafford Council from time to time in accordance with the terms of the Inter Authority Agreement.

## **2.0 Devolution**

- 2.1 In November 2014 a devolution deal was agreed with Central Government for Greater Manchester. Part of the devolution of power was around the skills and employment landscape. The vision is: ‘Our ambition is to create an integrated employment and skills eco-system, which has the individual and employer at its heart, and that better responds to the needs of residents, business and the economy’.

- 2.2 The ambition of the devolution agreement is to achieve better outcomes for residents by securing significant influence, and ultimately control, over public spending in Greater Manchester (GM).
- 2.3 The Working Well programme and the new Work & Health programme form an integral part of the GM Devolution deal. It has been outlined previously in three distinct phases:
- **Phase 1a – Working Well Pilot** – supporting 800 individuals who attached to the programme between 1<sup>st</sup> October 2015 and 31<sup>st</sup> March 2016.
  - **Phase 1b – Working Well Expansion** – supporting 14,588 individuals attached to the programme and receiving support through the Personalised Key Worker Service and referrals to the Mental Health IAPT Talking Therapies service between March 2016 and September 2017.
  - **Phase 2a – Work & Health Programme** – supporting c.18,000 individuals attached to the programme between late 2017 / early 2018 and March 2022.
- 2.4 The November 2015 devolution agreement stated:-

*Government re-confirms its commitment to joint commissioning with Greater Manchester of employment programme support outside of the Jobcentre Plus regime, to assist the long term unemployed and those with health conditions and disabilities to (re)-enter work, as outlined in the November 2014 Agreement and the subsequent agreement announced as part of the 2015 Summer Budget....*

*In particular Government and Greater Manchester agree that following the publication of the Spending Review they will commence detailed discussions on how Greater Manchester can shape every element of the commissioning process - from strategy to service design, managing provider relationships and reviewing service provision. The intention is to finalise all of these discussions by the end of this financial year.*

### **3.0 Work and Health Programme Proposal**

- 3.1 GM has been working closely with DWP and has used learning from Working Well Programme to help shape the design thinking for the national Work & Health Programme. Moreover, through its co-commissioning powers GM has the ability to design a local programme that responds to local need and is able to deliver the aspirations of the Greater Manchester Strategy.
- 3.2 A new specialist Work and Health Programme for claimants with health conditions or disabilities and those unemployed for over two years will replace the national Work Programme and Work Choice once contracts expire on 31st March 2017.
- 3.3 In line with GM's public service reform principles it is expected that the Work and Health Programme will adopt an asset-based approach; support tailored and bespoke solutions and an integrated response to complex issues.
- 3.4 Using the learning from Working Well and other programmes dealing with complex need, there is a sound business case for the Work & Health Programme adopting a keyworker approach to delivery.

3.5 The Working Well Programme currently provides the following support:-

- a) Transport: An agreement has been reached with Transport for Greater Manchester to offer free or subsidised travel passes for clients undertaking work experience or moving into work.
- b) Skills & work experience: Through devolution of the Adult Education Budget (AEB) GM is able to make investment decisions to meet the skills needs of local residents, with the potential to build skills outcomes (and related funding) into the Work & Health programme. This has already been piloted through the Skills for Employment programme, which has been commissioned to support Working Well clients improve their employability skills and undertake work experience.
- c) Health: Talking Therapies have been commissioned to support clients on the Working Well programme, and there is occupational health and physiotherapy support available through the keyworker service providers.

3.6 The health system is complex and identifying the right access channels to support has at times proven difficult. However, devolution provides an opportunity to pilot a more integrated approach to delivering integrated employment, skills and health support, which could be used a test and learn case to inform future planning and longer-term commissioning decisions. A task & finish group has been established through the Joint Commissioning Board working group and provider reference group has also been set up. There is consensus that a keyworker approach to delivery is required and that strong links to health interventions need to be part of the delivery menu. The groups are using available evidence of best practice to determine which interventions should be incorporated and whether:-

- a) They can be delivered as part of the keyworker service
- b) Locality plans will ensure they are available at the right scale through mainstream provision
- c) Additional capacity is required in existing services and/or new provision needs to be made available.

3.7 The development of the Work and Health programme provides GM an opportunity to fundamentally change the shape of mainstream welfare to work provision, by commissioning a programme that addresses employment and health inequalities in a coherent, effective and efficient manner. This provides GM a test-case to deliver the rhetoric of public service reform and develop a Work & Health programme specification that addresses local need.

3.8 The replacement of the Work Programme offers an opportunity to change this – to ensure that welfare-to-work services are much more tailored to the often complex needs of those with a health condition or disability. This means making sure that specialist organisations with deep local knowledge and expertise in different conditions are involved in delivering those services. The new Work and Health Programme will be commissioned with this in mind.

#### **4.0 Procurement Proposal**

4.1 Trafford Council have the resource and expertise to lead on the procurement of the future Work and Health Programme. Work is gathering pace to ensure adherence to critical timelines and project plans to ensure that the Work and Health Programme can commence by March 2018 at the latest.

- 4.2 It is proposed that Trafford Council assume the lead authority role for the procurement process and would procure a provider or providers on behalf of GMCA to carry out the services required under the Work and Health Programme
- 4.3 The Working and Health Programme will be delivered across all ten Local Authority areas of the GMCA:  
Bolton  
Bury  
Manchester  
Oldham  
Rochdale  
Salford  
Stockport  
Tameside  
Trafford  
Wigan
- 4.4 It is proposed that Trafford Council will enter into a contract with one or more providers to deliver the services on behalf of the GMCA in consideration for the GMCA Authorities agreeing to work with each other pursuant to the terms and conditions of an Inter Authority Agreement.
- 4.5 At the time of writing, options around the requirements of the Inter Authority Agreement are being considered and enquiries as to whether the current Inter Authority Agreement can be varied to include the Work and Health Programme are being explored.
- 4.6 The award of any contract by subsequent to the procurement exercise will be linked to a key decision.

## 5. Timescales for Implementation

- 5.1 It is proposed that the procurement process will be commenced with the publication of an OJEU Notice in January 2017 to facilitate an award of a contract in November 2017

Date	Action
January/February 2017	Issue of PQQ Documentation
17 <sup>th</sup> March 2017	Evaluation of PQQ's
17 <sup>th</sup> April 2017	Issue of Tender Documentation
5 <sup>th</sup> July 2017 – 4 <sup>th</sup> September 2017	Competitive Dialogue
27 <sup>th</sup> September 2017	Final Tenders Submitted
November 2017	Contract Award
March 2018	Contract Commencement

## 6. Management of the Work and Health Programme

- 6.1 The Work and Health Programme is a significant piece of work which is requiring a robust and detailed project plan and substantial resources from across GMCA.

- 6.2 For the Work & Health Programme, the GMCA approved in June 2016 that a political oversight group, chaired by the Portfolio Lead for Skills, Employment and Worklessness, would be established to oversee the commissioning process. This will be built upon to ensure the strong oversight and management of the Work & Health Programme.
- 6.3 A full approach to management of the Work & Health contracts, along with the Inter-Authority Agreement will therefore be developed in conjunction with the political oversight outlined above.
- 6.4 Governance around the project includes reporting to various boards and partnerships including: GMCA Executive; Joint Commissioning Board; The Reform Board; The Skills and Employment Partnership; Skills and Employment Executive; GMCA Skills and Employment advisory group Learning provider Network and the Employment Support Network

## **7.0 Funding for the Work and Health Programme**

- 7.1 Funding for the Work and Health Programme will come from a combination of European Social Fund (ESF) Co-Financing Organisation (CFO) and Central Government Grant. Tenderers will be made aware that award of contract is dependent on the ESF element of the funding being secured.
- 7.2 The match funding for the ESF Bid above is as follows:
- Phase 1a/b match funding of £10m is secure and in place - £4m Transformational Challenge Award and £6m from DWP / HM Treasury. The contracts for Phase 1 a/b have already been awarded and were procured to allow for European funding to be added at a later date
  - For the Work & Health programme (Phase 2a), DWP funding of £22.7m has been identified. This would be subject to a full procurement process
- 7.3 An ESF application for Phase 1a and Phase 1b was already being progressed, under GM's devolved Co-Financing Organisation (CFO) powers. The Chancellor's announcement that EU funding contracted before the point the UK departs the EU, as per the announcement on 3rd October 2016 would be secure, and the devolution of the Work and Health Programme, has led to an opportunity to increase this ESF application to £32m to cover the whole of Working Well (including the Work and Health Programme) up to 2022.
- 7.4 As agreed at the June 2015 meeting of GMCA, Trafford Council, on behalf of GMCA, has submitted an outline CFO application to gain initial feedback from the ESF Managing Authority (DWP). As from January 2016 this was agreed in principle by DWP Managing Authority with a full application being submitted in June 2016.
- 7.5 The proposal is for a two-phased approach which encompasses phase 1 activity (Working Well Expansion), based on confirmed eligible match available in GM at this present time up to the value of £8-9m; and phase 2 activity, which is based

on what GM expects it could use as ESF match through a combination of devolved funding and other national / local funding streams from 2017 onwards.

- 7.6 As the timescales for Work & Health Programme as now clear, GMCA are required to submit the Phase 2 application to allow support of the potential 30,000 individuals, as stated in the previous report this could be up to the value of c.£30m ESF funding.
- 7.7 As a co-commissioner GM is able to put its own funding into the Work & Health programme, draft the business specification and determine the outcomes (provided national minimum standards are met). If additional funding is made available, GM would be able to extend the scope and reach of the Work and Health programme, specify additional outcomes and build additional support into the programme
- 7.8 The financial structure will to be captured within an Inter Authority Agreement to provide financial indemnities for Trafford Council.

**Other Options**

The other option would be for Trafford Council not to act as lead procuring authority for the Work and Health Programme and GMCA having to appoint an alternative lead procuring authority, causing a delay to the procurement exercise and resulting in the loss of funding from ESF and Central Government.

**Consultation**

None of the proposals require formal consultation.

**Key Decision** (as defined in the Constitution): No.  
**If Key Decision, has 28-day notice been given?** N/A.

Finance Officer Clearance **PC**  
Legal Officer Clearance **JLF**

**CORPORATE DIRECTOR'S SIGNATURE**



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.



## TRAFFORD COUNCIL

**Report to:** Executive

**Date:** 23 January 2017

**Report for:** Discussion

**Report of:** The Executive Member for Finance and the Chief Finance Officer

### Report Title:

Budget Monitoring 2016/17 – Period 8 (April to November 2016).

### Summary:

The purpose of this report is to inform Members of the current 2016/17 forecast outturn figures relating to both Revenue and Capital budgets. It also summarises the latest forecast position for Council Tax and Business Rates within the Collection Fund.

### Recommendation(s)

#### **It is recommended that:**

- a) the Executive note the report and the changes to the Capital Programme as detailed in paragraph 19.

### Contact person for access to background papers and further information:

David Muggeridge, Finance Manager, Financial Accounting Extension: 4534

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	Revenue and Capital expenditure to be contained within available resources in 2016/17.
Legal Implications:	None arising out of this report
Equality/Diversity Implications	None arising out of this report
Sustainability Implications	None arising out of this report
Resource Implications e.g. Staffing / ICT / Assets	Not applicable
Risk Management Implications	Not applicable
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

**Other Options**

Not Applicable

**Consultation**

Not Applicable

**Reasons for Recommendation**

Not Applicable

**Finance Officer Clearance** .....NB.....

**Legal Officer Clearance** .....MJ.....

**CORPORATE DIRECTOR'S SIGNATURE:** 

## REVENUE BUDGET

### Budget Monitoring - Financial Results

1. The approved budget agreed at the 17 February 2016 Council meeting is £147.32m. In determining the budget an overall gap of £22.64m was addressed by a combination of additional resources of £6.26m, including projected growth in business rates, council tax and use of general reserve and £16.38m of service savings and additional income.
2. Based on the budget monitoring for the first eight months, the year end forecast is showing an underspend figure of £670k.
3. The summary details of service variances against budget are shown in Table 1 and Table 2 below.

<b>Table 1: Budget Monitoring results by Service</b>	<b>2016/17 Budget (£000's)</b>	<b>Forecast Outturn (£000's)</b>	<b>Forecast Variance (£000's)</b>	<b>Percentage</b>
Children's Services	29,484	31,873	2,389	8.1%
Adult Services (Inc. Public Health)	46,929	47,309	380	0.8%
Economic Growth, Environment & Infrastructure	32,225	31,831	(394)	(1.2)%
Transformation & Resources	17,067	16,170	(897)	(5.3)%
<b>Total Service Budgets</b>	<b>125,705</b>	<b>127,183</b>	<b>1,478</b>	<b>1.2%</b>
Council-wide budgets	21,615	19,467	(2,148)	(9.9)%
<b>Forecast outturn (period 8)</b>	<b>147,320</b>	<b>146,650</b>	<b>(670)</b>	<b>(0.5)%</b>
<b>Dedicated Schools Grant</b>	<b>119,410</b>	<b>119,902</b>	<b>492</b>	<b>0.4%</b>
<b>Public Health</b>	<b>13,334</b>	<b>13,347</b>	<b>13</b>	<b>0.1%</b>

### Main variances, changes to budget assumptions and key risks

4. Historically service variances at year end have been moved into service earmarked reserves and the current balances on those are detailed in Paragraph 12. A number of firm commitments already exist on those reserves largely to support transformational projects which limit the ability to absorb the full extent of the in-year pressures, particularly in CFW. It is proposed that where any in-year overspend cannot be funded from that particular service reserve then it will be met from the in-year underspend of the other directorates.
5. The significant demand led pressures being placed on the Children's Service placement budget are being addressed in the current year predominantly through the use of one off savings within Council-wide budgets and brought forward service earmarked reserves. However, the recurrent nature of the pressures is likely to continue into 2017/18 and the implications of this are being considered as part of the budget process for 2017/18.
6. The main variances contributing to the projected underspend of £670k, any changes to budget assumptions and associated key risks are highlighted below:

Table 2: Main variances	Forecast Variance (£000's)	Explanation/Risks
Children's Services	2,389	<p>The variance in the children in care placements budget in part relates to the following factors:</p> <ul style="list-style-type: none"> <li>• The Placements Budget continues to be a demand led budget and the continued incremental increase in the number of children in care translates directly to an increase in demand for placements. In August 2015 there were 324 children in care, this figure has increased annually and incrementally, with 331 children at 31st March 2016 and at the end of November there were 370 children in care (356 at the end of September 2016).</li> <li>• The complexity of the presenting needs of children, who enter care, has translated into a demand for placements that require high levels of supervision and longer placement periods. In particular there are currently 3 children who are placed in high cost secure children's homes. The collective costs of these placements are £516k.</li> </ul> <p>The above has resulted in an increase in the number of placements in external homes (8 whole time equivalents), agency foster care (11.34 whole time equivalents) and secure homes (0.71 whole time equivalents). This is expected to cost £2.1m.</p> <p>The Placement budget also accommodates the social care cost of placements made out of borough for CYP with an Education, Health and Care (EHC) plan. The number and cost of these placements has increased since the EHC reforms came in to place.</p> <p>Extension of leaving care duties and the introduction of Staying Put placements has also led to an increase in Placement costs.</p> <p>The authority has 6 Unaccompanied Asylum Seeking young people currently looked after, with limited additional funding.</p> <p>Action has been taken to mitigate against the continued increase in the placement budget, including:</p> <ul style="list-style-type: none"> <li>• a further foster care recruitment campaign, "You Can Foster" which will run for 6 months. Trafford has been a very successful recruiter of foster carers thus, despite the increase in the numbers of children in care, only 10% of all LAC have been placed with independent fostering agencies. It is predicted that this 6 months marketing campaign will increase internal fostering</li> </ul>

		<p>capacity by 5 to 8 foster carers for older children and children with complex needs.</p> <ul style="list-style-type: none"> <li>• Monthly monitoring meetings chaired by the Director of Safeguarding monitor every placement ensuring that predicted end dates are on target and considers options for cost reduction strategies for each placement.</li> <li>• The task of commissioning placements was transferred to the Commissioning Team and through improved commissioning practices they aim to reduce unit costs of placements and review high cost placements looking for alternative, cost effective placement solutions – to date this has realised savings of £29k.</li> <li>• All in house placement resources continue to be used to full capacity and both of Trafford’s children’s homes are, in the main, at full occupancy level.</li> </ul> <p>Whilst all management action will be taken to address the forecast overspend, given the additional number of children in care already at month 8, the budget will not be brought back to balance by year end.</p>
Adult Services / Public Health	380	This forecast overspend is mainly as a result of a combination of higher levels of care being needed and the number of new entrants being higher than was anticipated for the year. This situation has been exacerbated by the Greater Manchester initiative which is currently underway to reduce the number of delayed discharges from hospital.
Economic Growth, Environment & Infrastructure	(394)	The projected underspend, which has increased by £115k since the last report, includes income from Oakfield Road car park remaining open until the start of the Altair development in January 2017 £171k; increased income from planning above expectations £136k; an underspend on staffing of £295k after taking account of agency costs and additional income from backdated rents on investment properties £78k. These are offset by a shortfall in building control income £87k, an increase in the waste disposal levy of £48k based on latest figures from GMWDA and other reductions in income and increased running costs of £151k.
Transformation & Resources	(897)	The projected underspend, which has increased by £197k since the last report includes: £735k underspend from staff vacancies after taking account of agency costs, which is a £173k increase since P6. This equates to 3.6% of the total staffing budget and is lower than the levels experienced in 2015/16, which were in excess of 6%, and reflects the ongoing efforts to fill outstanding vacant posts; £52k underspend from cost control of running expenses (a fall of £27k since the last

		report); £146k from higher levels of income (an increase of £51k since the last report), and includes government grant related budgets in Exchequer Services; other minor adverse variances £36k.
Council-wide budgets	(2,148)	<p>The 2016/17 Interim Dividend from Manchester Airport Group (MAG) of £1.52m was received in December 2016 bringing the total received in year to £4.01m, which is £1.41m above budget. However, the underspend of £1.41m will be transferred to the MAG earmarked reserve and is therefore not included in the projected outturn figure. It is proposed to use £1.38m of this to support the deficit on business rates as previously reported (see paragraph 17 below).</p> <p>A further favourable movement of £358k over the previous period relating to the housing benefit budget, resulting in a year end projected outturn of £1.16m below budget. The projected variance relates to the continued success in the recovery of previous years' housing benefit overpayments, coupled together with a higher in-year percentage of subsidy being reclaimed from the Government. The latter, relates to a lower in-year overpayment error rate being identified. Previous years' overpayment recovery is one off in nature and should reduce as recovery tapers off.</p> <p>A projected saving of £499k in the levy payable on business rate growth which is forecast to be lower than anticipated due to unexpected business rate appeals (see paragraph 17).</p> <p>A review of our balance sheet, usually undertaken at year end, was completed early and a one-off amount of £190k has been identified which has been released, relating to historic balances for goods received but not invoiced. Also a number of Council-wide contingencies and provisions relating to pensions auto-enrolment, transformation savings not being achieved and doubtful debts have been reviewed and it is considered appropriate at this stage of the year to release 50% of these totaling £448k.</p> <p>An estimated £57k under budget is expected to be achieved, relating to overpayment recovery of previous year's Council Tax Benefit; this is a small improvement of £8k from Period 6.</p> <p>A number of final grant notifications have been received giving a projected overspend of £38k.</p> <p>Additional costs on treasury management of £166k in respect of an up-front investment in the pension fund, now expected to be made in April 2017.</p>

Dedicated Schools Grant	492	<p>The projected overspend, which has reduced by £675k since the last report, continues to relate mainly to pressure within the High Needs Block, albeit this has reduced significantly following an in-year review of all High Needs expenditure.</p> <p>The £675k favourable movement includes savings in:</p> <ul style="list-style-type: none"> <li>• SEN and Special School placements both within the borough and out of borough £541k;</li> <li>• Additional savings identified within the High Needs and Early Years blocks £134k.</li> </ul> <p>The level of DSG reserve is now projected to be £295k at year end.</p>
-------------------------	-----	---

### Progress against Locality Plan

7. A key element of the Health and Social Care devolution agenda is the submission of a Locality Plan setting out the Council and CCG vision for the greatest and fastest possible improvement in the health and wellbeing of our residents by 2020. This improvement will be achieved by supporting people to be more in control of their lives by having a health and social care system that is geared towards wellbeing and the prevention of ill health; access to health services at home and in the community; and social care that works with health and voluntary services to support people to look after themselves and each other.
8. Work is ongoing on the locality plan and it is anticipated that further work will be required in the coming months to understand how any budget gaps will be addressed. Financial performance against the locality plan is highlighted below (note budgeted figures are shown gross and inclusive of specific grants).

<b>Table 3: Locality Plan Update</b>	<b>2016/17 Budget (£000's)</b>	<b>Forecast Outturn (£000's)</b>	<b>Forecast Variance (£000's)</b>	<b>Percentage</b>
Public Health	13,334	13,347	13	0.1%
Adult Social Care	52,874	53,241	367	0.7%
Children and Families	29,911	32,300	2,389	8.0%
<b>Total</b>	<b>96,119</b>	<b>98,888</b>	<b>2,769</b>	<b>2.9%</b>

### MTFP Savings and increased income

9. The 2016/17 budget was based on the achievement of permanent base budget savings and increased income of £16.38m. At Executive in March 2016 there was a decision to amend the policy on social care transport impacting on the overall savings programme. The savings target was subsequently reduced to £16.10m, with the adverse impact of this change being included in the overall

CFW monitoring position. Full details are included in the latest Transformation Programme Board Report.

10. The latest forecast indicates that total savings of £15.93m have been or are projected to be delivered by 31 March 2017. This represents an underachievement against target of £167k, which relates mainly to the Corporate (treasury) savings targets, and is included in the overall projections in Table 1 above.

## RESERVES

11. The General Reserve balance brought forward is £7.89m, against which there are planned commitments up to the end of 2016/17 of £1.89m leaving the balance at £6m which is the approved minimum level.

<b>Table 4 : General Reserve Movements</b>	<b>(£000's)</b>
<b>Balance 31 March 2016</b>	<b>(7,894)</b>
<b>Commitments in 2016/17:</b>	
- Planned use for 2016/17 Budget	1,850
- Planned use for one-off projects 2016/17	44
<b>Balance 31 March 2017</b>	<b>(6,000)</b>

12. Service balances brought forward from 2015/16 were a net £5.95m and are largely allocated to support transformation projects in 2016/17 and later years. A detailed review has been completed and identified £5.70m of firm commitments against the brought forward figure.

	<b>b/f April 2016 (£000's)</b>	<b>Firm Commitments (£000's)</b>	<b>Est Balance (£000's)</b>
<b>Table 5: Service balances</b>			
Children, Families & Wellbeing	(1,837)	1,590	(247)
Economic Growth, Environment & Infrastructure	(1,740)	1,740	0
Transformation & Resources	(2,372)	2,372	0
<b>Total (Surplus)/Deficit</b>	<b>(5,949)</b>	<b>5,702</b>	<b>(247)</b>

13. It is proposed that no further commitments are made against the CFW service reserve given the current projected outturn position within CFW. A further review of all service commitments will be undertaken before year end.



## **COLLECTION FUND**

### **Council Tax**

14. The 2016/17 surplus on the Council Tax element of the Collection Fund is shared between the Council (84%), the Police & Crime Commissioner for GM (12%) and GM Fire & Rescue Authority (4%).
15. As at November 2016 the end of year surplus balance is forecasted to be £2.07m. The Council's share of this is £1.73m, and is planned to support future budgets in the MTFP. This is no change on that previously reported.
16. Council Tax collection rate as at 30 November 2016 was 77.57%, which is above the targeted collection rate of 77.34%.

### **Business Rates**

17. The 2016/17 budget included anticipated growth in retained business rates and related S31 grants of £4.51m. Latest forecasts of business rate income indicate a potential one-off shortfall in retained business rate income of £1.38m caused by an unexpected increase in the level of appeals. Whilst this has a benefit in that it reduces the overall levy payable on growth (See comments on the Council-wide budget in Table 2) it means there will be a deficit on the collection fund. This position will be monitored during the remainder of the year but if the deficit position remains then it will need to be financed and therefore it is proposed to earmark reserves to cover this, including the MAG earmarked reserve (see Table 2 above).
18. Business Rates collection rate as at 30 November 2016 was 72.67% compared to a targeted collection rate of 73.86%. This shortfall is mainly due to ongoing legal cases. It is known that the final court hearings will not take place until later in 2017 and therefore it is likely that the collection rate will remain below the target during the rest of this financial year.

## CAPITAL PROGRAMME

19. The value of the indicative 2016/17 Capital Programme reported in the P6 monitor report was £42.55m. Taking into account re-phasing and new external contributions the budget is currently estimated at £42.42m. The changes to the budget are detailed below and are summarised as follows:

<b>Table 6 - Capital Investment Programme 2016/17</b>	<b>P6 Programme (£'000's)</b>	<b>Changes (£'000's)</b>	<b>Current Programme (£'000's)</b>
<b>Service Analysis:</b>			
Children, Families & Wellbeing	13,283	(448)	12,835
Economic Growth, Environment & Infrastructure	25,975	428	26,403
Transformation & Resources	3,287	(103)	3,184
<b>Total Programme</b>	<b>42,545</b>	<b>(123)</b>	<b>42,422</b>

- **Virement - £400k from CFW to EGEI**
  - An investment opportunity has arisen to purchase a property at the Claremont Centre, Sale at an estimated cost of £400k. The costs of this can be contained within the Capital Programme through a virement from the Social Care Investment budget (scheme Ref 2582 - this budget has been previously reported as uncommitted. Any requirements for future investment in this area will be included in forthcoming budget reports).
- **Rephasing to 2016/17 and 2017/18 - £(90)k**
  - Adult Social Care Grant: £30k. - The budget for work to a client's home was originally phased to 2017/18, work has now been completed and the budget accelerated accordingly;
  - Integrated Transport Works: £(32)k – Due to ongoing design and consultation a small number of schemes are now not expected to complete until 2017/18;
  - CRM Upgrade: £(88)k - The expected completion date is now August 2017. As a result £88k of the budget has been re-profiled to 2017/18.
- **Changes to existing budgets - £(33)k**
  - Schools – Additional Places: £(60)k. A reduced school contribution for the scheme at Brentwood School replaced by an allocation of Devolved Formula Capital;
  - Altrincham Crematorium – Office refurbishments : £21k. Further works are required to bring the public areas of the office to an acceptable standard. The additional costs can be financed from a contribution from the accumulated income within the crematorium revenue budget;

- Play Area Refurbishments - Pickering Lodge : £6k – Additional costs have been covered by the application of a S.106 contribution.

20. Resourcing of the capital investment programme is made up of both internal and external funding. Details of this are shown in the table below.

<b>Table 7 - Capital Investment Resources 2016/17</b>	<b>P6 Programme (£'000's)</b>	<b>Changes (£'000's)</b>	<b>Current Programme (£'000's)</b>
<b>External:</b>			
Grants	15,504	(58)	15,446
Contributions	7,947	(86)	7,861
<b>Sub-total</b>	<b>23,451</b>	<b>(144)</b>	<b>23,307</b>
<b>Internal:</b>			
Receipts	7,624	-	7,624
Borrowing	11,008	-	11,008
Reserves & revenue	462	21	483
<b>Sub-total</b>	<b>19,094</b>	<b>21</b>	<b>19,115</b>
<b>Total Resourcing</b>	<b>42,545</b>	<b>(123)</b>	<b>42,422</b>

#### Status and progress of projects

21. Since the budget was set in February 2016 reports detailing planned projects covering schools, highways, greenspace and corporate landlord to be undertaken during the year have been agreed. These plans provide the basis on which the Capital Programme is monitored for both financial and physical progress.
22. As part of the monitoring process a record of the “milestones” reached by each project is kept to show the progress of the scheme from inclusion in the Programme through to completion. The table below shows the value of the programme across the milestone categories.

<b>Table 8 - Status on 2016/17 Projects</b>	<b>Current Budget (£m)</b>	<b>Percentage of Budget</b>
Already complete	9.0	21%
Underway	24.5	58%
Programmed to start later in year	8.2	19%
Not yet programmed	0.7	2%
<b>Total</b>	<b>42.4</b>	<b>100%</b>

23. The first three categories give a good indication as to the level of confirmed expenditure to be incurred during the year. As can be seen £41.71m (98%) of the budget has now been spent, committed or is programmed to start in the year.

24. Schemes with a value of £717k are classed as “Not yet programmed” and relates to budgets where specific projects have not yet been agreed or budgets that have yet to have a start date planned. Priority will be placed on progressing schemes as soon as possible. Major areas Included in this category are:

- **Leisure Services Assets: Improvement Programme - £451k.** This budget will be committed in line with the priorities in the Leisure Strategy.
- **ICT projects - £266k.** A number of projects currently remain on hold until the full effect of the reshaping agenda and its impact on the Council’s ICT infrastructure requirements is known.

25. The table below provides a more detailed analysis by service area.

<b>Table 9 - Status by Service Area</b>	<b>Already complete</b>	<b>Under-way</b>	<b>Programmed</b>	<b>Not yet Programmed</b>
Children, Families & Wellbeing	56%	38%	6%	0%
Economic Growth, Environment & Infrastructure	6%	85%	7%	2%
Transformation & Resources	6%	78%	8%	8%

### Summary

26. The monitoring undertaken during the period has resulted in projected outturn expenditure of £42.42m. Whilst there is a total £41.71m of schemes for which there are known milestone dates there may be issues arising which could affect delivery between now and year-end. Also there are projects where delivery is outside of the council’s control (e.g. Metrolink extension: £5m – The Traffic Works Act Order has now been approved and first payments are anticipated to be made to TfGM this financial year). All schemes will continue to be monitored and any change in expected delivery will be included in future reports.

### Issues / Risks

27. The main risk in the area of the capital programme is the timely delivery of the programme and this situation will continue to be closely monitored and any issues will be reported as and when they arise.

### Recommendations

28. That the Executive note the report and the changes to the Capital Programme as detailed in paragraph 19.

## **DECISIONS AGREED AT THE MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY, HELD ON FRIDAY 16 DECEMBER 2016 AT STOCKPORT TOWN HALL, STOCKPORT**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Rishi Shori
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Richard Farnell
SALFORD CC	City Mayor Paul Dennett
STOCKPORT MBC	Councillor Alex Ganotis
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Alex Williams
WIGAN COUNCIL	Councillor Peter Smith

### **JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE**

GMF&RS	Councillor David Acton
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

### **OFFICERS IN ATTENDANCE**

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Howard Bernstein	Manchester CC
Carolyn Wilkins	Oldham Council
John Searle	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Donna Hall	Wigan Council
Peter O'Reilly	GM Fire & Rescue Service
Jon Lamonte	Transport for Greater Manchester
Simon Warburton	Transport for Greater Manchester
Mark Hughes	Manchester Growth Hub
Adam Allen	Office of the Police & Crime Commissioner
Clare Monaghan	GM Interim Mayor's Office
Liz Treacy	GMCA Monitoring Officer
Andrew Lightfoot	Deputy Head of the Paid Service
Julie Connor	Head of GMIST

Rebecca Heron  
Sylvia Welsh  
Paul Harris

GM Integrated Support Team  
GM Integrated Support Team  
GM Integrated Support Team

## **220/16 APOLOGIES**

Apologies for absence were received and noted from Councillor Sean Anstee, Steve Rumbelow (Rochdale) and Ian Hopkins (GMP).

## **221/16 CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS**

### **a) Steve Mycio**

The Chair informed the Board of the very sad death of Steve Mycio. He spoke about the fact that Steve had spent his entire working life working for Manchester, both at the Council and his subsequent role as Chair of Central Manchester Foundation Trust and was awarded an OBE in the 2016 Queen's Birthday Honours for voluntary and charitable services to health and wellbeing in Manchester. Steve had made an incredible contribution to Greater Manchester and he wished for his and Members' condolences to be placed on record.

It was noted that a book of condolence is available at Manchester Town Hall to share memories and sympathy with his family and that a memorial service is to be held in February 2017.

## **222/16 DECLARATIONS OF INTEREST**

There were no declarations of interest made by a Member in respect of any item on the agenda.

## **223/16 MINUTES OF THE GMCA MEETING HELD ON 25 NOVEMBER 2016**

The minutes of the GMCA meeting held on 25 November 2016 were submitted for consideration.

### **RESOLVED/-**

To approve the minutes of the GMCA meeting held on 25 November 2016 as a correct record.

## **224/16 FORWARD PLAN OF STRATEGIC DECISIONS OF GMCA**

Consideration was given to a report advising members of those strategic decisions that were to be considered by the GMCA over the forthcoming months.

**RESOLVED/-**

To note the Forward Plan of Strategic Decisions, as set out in the report.

**225/16 GREATER MANCHESTER EUROPEAN STRUCTURAL INVESTMENT FUND PLAN PROGRESS REPORT**

Councillor Kieran Quinn, Portfolio Lead for Investment Strategy and Finance introduced a report which provided an update to Leaders on the developments in delivering the Greater Manchester European Structural and Investment Funds programme.

**RESOLVED/-**

1. To note the progress on the Greater Manchester European Structural Investment Funds (ESIF) programme following the EU referendum on 23 June 2016.
2. To agree to the submission of a revised Sustainable Urban Development plan and Intermediate Body application for ERDF only, as set out in section 6 to the report.

**226/16 NORTH WEST CONSTRUCTION HUB**

Councillor Alex Williams introduced a report which presented Members with the North West Construction Hub Annual Report and gave an overview of the social value of contracts as set out in the GMCA Social Value Policy.

**RESOLVED/-**

To note the report.

**227/16 GREATER MANCHESTER DIGITAL INFRASTRUCTURE UPDATE**

Councillor Richard Leese, Portfolio Lead for Economic Strategy, introduced a report which provided an update on the current position with the fixed-line digital infrastructure in Greater Manchester, including the progress of the delivery of superfast broadband in Greater Manchester (providing speeds of up to 30 Mbps), the current level of take up of superfast services and the proposed market investment in ultrafast and fibre connections that have been recently announced by BT Openreach and Virgin Media. The report also presented a summary of the Digital Infrastructure Investment Fund proposal that was announced in the Autumn Statement and highlighted the actions for Greater Manchester to accelerate investment.

In welcoming the report, a Member highlighted that as part of the Greater Manchester approach a common platform for easements and wayleave notices would be beneficial. It was noted that details on this were to be shared with Councillor Leese.

Members noted that the digital highway was part of the infrastructure improvements needed in public transport and highways. In addition, fibre to business will enable the digital economy to develop and that working with the Government on this matter remains a priority for Greater Manchester.

#### **RESOLVED/-**

1. To note that New Economy will work with Greater Manchester infrastructure providers to shape Greater Manchester's response for the Government call for evidence for its new Digital Infrastructure Investment Fund and report conclusions to a meeting of the Greater Manchester Combined Authority in early 2017.
2. To note that district economic development leads develop collaborative action plans with key infrastructure providers aimed at speeding up investment in Fibre to the Premises connectivity and that this is then fed into the next stage of the development of the Greater Manchester Spatial Framework.

#### **228/16 HS2 GROWTH STRATEGY UPDATE**

Councillor Richard Leese, Portfolio Lead for Economic Strategy, introduced a report which updated Members on the work proposed to take High Speed 2 (HS2) Growth Strategy for Manchester Piccadilly and Manchester Airport railway stations, in order to maximise the opportunities provided by HS2 and Northern Powerhouse Rail (NPR). Members noted that the work is funded from an allocation of £2.5 million made by Government to the Greater Manchester Local Economic Partnership (GM LEP) for the purpose of developing a growth strategy for each station.

A Member suggested that clarification on how the proposed two new HS2 stations will link to the wider Greater Manchester rail network and how this will affect services calling at Stockport. In response, it was noted the current position of Stockport rail services had not changed.

A Member highlighted the potential to work with the Greater Manchester Pension Scheme to in relation to investment opportunities for future growth.

A Member highlighted that as the West Coast Mainline and HS2 was to interact at Wigan, there was real potential for investment opportunities in the surrounding area. In addition, a high quality rail service was still needed from



Wigan to enable travel links to Scotland. For this reason it was noted that lobbying for improvements to the existing northern section of the West Coast Mainline was to continue in order for the capacity in the rail network to be increased.

Investment to shape HS2 quickly was needed and that the provision of a loop line service would allow for high speed trains to Scotland.

**RESOLVED/-**

1. To note the content of the outline submission as summarised in the report.
2. To note that the GM LEP Board granted approval for the use of LEP funding allocation to develop detailed growth strategies for both Piccadilly and Manchester Airport Railway Stations.
3. To grant approval for the transfer of the Growth Strategy funding to Manchester City Council supported by TfGM and to note that Manchester City Council and TfGM will be responsible for ensuring that all funding is applied in accordance with the grant conditions.

**229/16            GREATER MANCHESTER TRANSPORT STRATEGY AND DELIVERY PLAN 2040**

Tony Lloyd, GM Interim Mayor and Portfolio Lead for Transport introduced a report which informed Members of proposed changes of the draft Greater Manchester Transport Strategy documents, following consultation exercise and set out details of the future work to develop a longer term Delivery Plan in support of the Greater Manchester Spatial Framework. The report also sought the approval of Members to agree the of final versions of the Greater Manchester Transport Strategy and Delivery Plan 2040.

**RESOLVED/-**

1. To note the proposed changes to the consultation versions of the Greater Manchester Transport Strategy and Delivery Plan 2040.
2. To approve the Greater Manchester Transport Strategy and Delivery Plan 2040 and adopt such as Greater Manchester's Fourth Local Transport Plan.
3. To agree to delegate any final amendments to the Transport Strategy and Delivery Plan to the Chief Executive, TfGM in consultation with the GM Interim Mayor.
4. To note the further work that will follow over the next 12 months to develop a longer term Delivery Plan, as set out in section 4 to the report, for future

consideration by the GMCA, that will support the achievement of the growth strategy, as set out in the final GM Spatial Framework.

**230/16 GM LOCAL GROWTH DEAL – SALFORD BOLTON NETWORK INVESTMENT PROGRAMME: LOXHAM STREET PINCH POINT FULL APPROVAL AND FUNDING DRAWDOWN**

Tony Lloyd, GM Interim Mayor and Portfolio Lead for Transport presented a report which informed Members of the outcome of the recently completed Gateway Review for Salford Bolton Network Improvement Bolton Delivery Package 2 Scheme (Loxham Street Pinch Point) and sought Members' agreement for the full approval of this Delivery Package. Members were also asked to consider the release of £2.008 million is from the Local Growth Deal to enable the delivery of the works.

**RESOLVED/-**

1. To agree that full approval for the Salford Bolton Network improvement Bolton Delivery Package as set out in the report be granted.
2. To agree that the release of funding of £2.008 million from the Local Growth Deal to enable the delivery of the Bolton Delivery Package 2, be granted, as set out in the report.

**231/16 TRANSPORT FOR GREATER MANCHESTER, DIRECTOR OF FINANCE AND CORPORATE SERVICES**

Tony Lloyd, GM Interim Mayor and Portfolio Lead for Transport presented a report which sought the approval of Members in respect of the recommendation of the TfGM Resources Committee to increase the salary of TfGM's Director of Finance and Corporate Services post, in accordance with Part 2, paragraph 4 of Schedule 5 of the Transport Act 1968 which confirms that the Executive shall pay to or in respect of the Members thereof such remuneration, allowances and pensions as the Authority may determine". It was noted that this was in accordance with section 4.2.10 of the GMCA Operating Agreement.

**RESOLVED/-**

1. To note the recommendation of TfGM's Remuneration Committee.
2. To approve the recommendation of the TfGM Remuneration Committee for an increase in the salary of TfGM's Director of Finance and Corporate Services post as set out in the report.

**232/16 GREATER MANCHESTER HOUSING LOAN FUND: SMALL LOAN FUND**

Councillor Richard Farnell, Portfolio Lead for Planning and Housing presented a report which provided Members with further details in respect of the establishment of the small loans fund.

Members agreed to take the commercially sensitive Part B GM Housing Fund Investment Approval Recommendations report (Item 17) as read whilst considering this report.

**RESOLVED/-**

1. To approve the establishment of a special purpose entity and the procurement of a fund manager/advisor to manage the Small Loans Fund ("SLF") on the basis set out in this report.
2. To note the use of GM Housing Fund resources to cover any fund overheads for a three year interim period until recycled interest and fees can cover the cost base. Such costs will be determined by a procurement exercise but are estimated at £0.6m - £1.2m over three years and assumed to be revenue neutral over the life of the fund.
3. To agree to delegate authority to the GMCA Treasurer and Monitoring officer to finalise and agree the arrangements to establish the SLF including any ancillary agreements necessary and finalise the documentation to give effect to the appointment of a fund advisor/manager.

**233/16 GREATER MANCHESTER INVESTMENT LOAN FUND – INVESTMENT APPROVAL RECOMMENDATION**

Councillor Richard Farnell, Portfolio Lead for Planning and Housing presented a report which sought the approval of the GMCA in respect of the GM Housing Investment Loans and an investment of City Deal Receipts as set out in the report.

Members agreed to take the commercially sensitive Part B GM Investment Framework Approval report (Item 17) as read whilst considering this report.

**RESOLVED/-**

1. To approve the GM Housing Investment Loan Fund loans in the table below, as detailed further in this and the accompanying Part B report:-

BORROWER	SCHEME	DISTRICT	LOAN
FQ Developments Ltd.	Owen Street, Manchester	Manchester	£70,000,000
Splash Developments Ltd.	Former Star Inn, Failsworth	Oldham	£1,228,165

2. To approve the use of £491,266 of City Deal Receipts to provide additional mezzanine lending for the Former Star Inn scheme, noting that this investment will be subject to the approval of the Homes and Communities Agency to be obtained through the Housing Investment Board.
3. To recommend to Manchester City Council that it prepares and effects the necessary legal agreements in accordance with its approved internal processes.

**234/16            GREATER MANCHESTER INVESTMENT FRAMEWORK AND  
CONDITIONAL APPROVAL**

Councillor Kieran Quinn, Portfolio Lead for Investment Strategy and Finance presented a report that sought approval for investments to Worthington Mancap LLP, Intelling Limited, Moixa Energy Holdings Limited and Shaping Cloud Limited. The investments will be made from Growing Places monies and recycled RGF monies. This report also provides an update on the James Briggs and DataCentred projects.

Members agreed to take the commercially sensitive Part B GM Investment Framework Approval report (Item 18) as read whilst considering this report.

**RESOLVED/-**

The Greater Manchester Combined Authority is requested to:

1. To agree that the project funding applications by Worthington Mancap LLP (loan of £4,000,000), Intelling Limited (loan of up to £1,500,000) Moixa Energy (loan of £1,000,000) and Shaping Cloud (loan of £500,000) be given conditional approval.
2. To agree to delegate authority to the Chief Investment Officer to agree the detailed commercial terms for a loan of up to £1,500,000 to Intelling Limited subject to the outcome of the points noted in the confidential part of the agenda.
3. To delegate authority to the Combined Authority Treasurer and Combined Authority Monitoring Officer to review the due diligence information and, subject to their satisfactory review and agreement of the due diligence information and the overall detailed commercial terms of the transactions, to sign off any outstanding conditions, issue final approvals and complete any necessary related documentation in respect of the loans at Resolutions 1 and 2 above.
4. To agree the changes to the commercial terms of the James Briggs and Data Centred funding, as set out in the confidential part of the agenda.

**235/16 EXCLUSION OF PRESS AND PUBLIC**

Members noted that as the commercially sensitive information was taken as read during the consideration of GM Housing Investment Loan Fund Investment Approval Recommendation (Minute 236/16), and Greater Manchester Investment Framework Approval (Minute 237/16) and for this reason were not considered in Part B of the Agenda.

**236/16 GREATER MANCHESTER HOUSING LOAN FUND – INVESTMENT APPROVAL RECOMMENDATIONS**

**CLERK’S NOTE:** This item was considered in support of the Part A Greater Manchester Housing Loan Fund – Investment Approval Recommendation (Minute 233/16).

**237/16 GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL APPROVAL**

**CLERK’S NOTE:** This item was considered in support of the Part A Greater Manchester Investment Framework and Conditional Approval report (Minute 234/16).

This page is intentionally left blank

## **DECISIONS AGREED AT THE JOINT MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY AND THE ASSOCIATION OF GREATER MANCHESTER AUTHORITIES, HELD ON FRIDAY 16 DECEMBER 2016 AT STOCKPORT TOWN HALL, STOCKPORT**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Rishi Shori
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Richard Farnell
SALFORD CC	City Mayor Paul Dennett
STOCKPORT MBC	Councillor Alex Ganotis
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Alex Williams
WIGAN COUNCIL	Councillor Peter Smith

### **JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE**

GMF&RS	Councillor David Acton
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

### **OFFICERS IN ATTENDANCE**

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Howard Bernstein	Manchester CC
Carolyn Wilkins	Oldham Council
John Searle	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Donna Hall	Wigan Council
Peter O'Reilly	GM Fire & Rescue Service
Jon Lamonte	Transport for Greater Manchester
Simon Warburton	Transport for Greater Manchester
Mark Hughes	Manchester Growth Hub
Adam Allen	Office of the Police & Crime Commissioner
Clare Monaghan	GM Interim Mayor's Office
Liz Treacy	GMCA Monitoring Officer
Andrew Lightfoot	Deputy Head of the Paid Service
Julie Connor	Head of GMIST
Rebecca Heron	GM Integrated Support Team
Sylvia Welsh	GM Integrated Support Team

**90/16            APOLOGIES**

Apologies for absence were received and noted from Councillor Sean Anstee, Steve Rumbelow (Rochdale) and Ian Hopkins (GMP).

**91/16            URGENT BUSINESS**

**a)        Greater Manchester Spatial Framework**

Councillor Rishi Shori, Leader of Bury Council, highlighted that the deadline for residents to respond to the Greater Manchester Spatial Framework (GMSF) consultation process was 23 December 2016 and requested that this period be extended to give people more time to respond.

Richard Farnell, Leader at Rochdale Council and Portfolio Lead for Planning and Housing said that the GMSF consultation is the largest planning consultation event ever held in Greater Manchester and was the first review of the Green Belt for over thirty years. He suggested that it was vital for residents to have their say and for this reason, wished to move a recommendation to extend the consultation period to the 16 January 2017. This proposal was seconded.

It was also noted that a further consultation on the draft proposals will take place during the summer of 2017.

**RESOLVED/-**

To agree to grant approval to extend the GMSF consultation period to the 16 January 2017.

**92/16            DECLARATIONS OF INTERESTS**

There were no declarations of interest made by any Member in respect of any item on the agenda.

**93/16            MINUTES OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD HELD ON 28 OCTOBER 2016**

The minutes of the meeting of the Joint GMCA and AGMA Executive Board held on 28 October 2016 were submitted for consideration.

**RESOLVED/-**

To approve the minutes of the meeting of the Joint GMCA and AGMA Executive Board held on 28 October 2016 as a correct record.

**94/16            FORWARD PLAN OF STRATEGIC DECISIONS OF JOINT GMCA & AGMA**

Consideration was given to a report advising members of those strategic decisions that were to be considered by the GMCA and AGMA Executive Board over the forthcoming months.



**RESOLVED/-**

To note the Forward Plan of Strategic Decisions, as set out in the report.

**95/16            JOINT GMCA AND AGMA SCRUTINY POOL MINUTES**

**a)      Joint GMCA and AGMA Scrutiny Pool held on 11 November 2016**

The minutes of the proceedings of the Joint GMCA and AGMA Scrutiny Pool held on 11 November were submitted.

**RESOLVED/-**

To note the proceedings of the Joint GMCA and AGMA Scrutiny Pool held on 11 November 2016.

**b)      Joint GMCA and AGMA Scrutiny Pool held on 9 December 2016**

The minutes of the proceedings of the Joint GMCA and AGMA Scrutiny Pool held on 9 December 2016 were submitted.

With regard to Minute 16/52, Members noted that with regard to the call in of TfGMC's decision relating to Metrolink Second City Crossing Service Patterns (Minute TfGMC16/45), the Scrutiny Pool had resolved to refer the matter to the GMCA meeting in January.

Members noted that a meeting with Councillors Stretton, Farnell, Fender (as Chair of TfGMC) and Tony Lloyd, the GM Interim Mayor regarding Metrolink Service Patterns was to take place in early 2017.

**RESOLVED/-**

1. To note the proceedings of the Joint GMCA and AGMA Scrutiny Pool held on 9 December 2016.
2. To note that a report regarding Metrolink Second City Crossing Service Patterns was to be presented at the next meeting of the GM Combined Authority, as recommended by the Joint GMCA and AGMA Scrutiny Pool.
3. To note that a meeting with the Leaders of Oldham and Rochdale, the Chair of TfGMC and the GM Interim Mayor was to be convened during early 2017.

**96/16            GREATER MANCHESTER HOUSING COMMISSION –  
REVISED TERMS OF REFERENCE**

Councillor Richard Farnell, Portfolio Lead for Planning and Housing introduced a report which sought approval to amend the Terms of Reference of the GM Housing Commission to reflect the expanded membership to include a nominated representative from all ten local authorities in GM and the role of the GM Planning and Housing Deputy Portfolio Holders, who will also be invited to attend Commission meetings.

**RESOLVED/-**

To approve the revised terms of reference of the GM Planning and Housing Commission.

**97/16 TACKLING HOMELESSNESS**

Tony Lloyd, GM Interim Mayor introduced a report which provided Members with an overview of initial proposals that have been submitted to DCLG in relation to funding opportunities to help tackle homelessness and rough sleeping.

In welcoming the report, a Member highlighted how Government policy had made homelessness worse, particularly in relation to changes to the benefits system and the lack of affordable home building. In addition, the distinction of begging, homelessness and rough sleeping needed to be clarified in the paper.

A Member requested that an independent evaluation be undertaken in order to advise of any systemic reform that may be required to reduce the causes of homelessness.

A Member highlighted the number of homeless people on the streets in outlying districts and explained that this increase can be linked to the Government policy on welfare reform and a lack of adequate mental health service provision. The report recognises that homelessness does not stop at borough boundaries and was a Greater Manchester wide problem.

It was also recognised that there are a number of different drivers to homelessness. Work to develop links to ensure that there was access to welfare right advice and early mental health intervention were to be discussed at an upcoming GM Reform Board meeting.

**RESOLVED/-**

1. To endorse the action taken to secure funding from DCLG and consider the progress made to date.
2. To note the outline proposals and issues that should be considered as proposals are refined.
3. To approve the intention to develop the homelessness pilot programmes and next steps.
4. To agree that the paper be also referred to the Reform Board to ensure a whole system approach to Homelessness in Greater Manchester.

**98/16 SECTION 48 YEAR 3 AND DEVELOPMENT OF A NEW SCHEME**

Councillor Alex Ganotis, Portfolio Lead for Arts and Culture presented a report which provided information on funding available for year 3 (2017/18) of the current Section 48 AGMA Grants programme and presented a

recommendation seeking approval for the formal closure of the scheme and the development of a new funding programme for culture under the GMCA.

Councillor Ganotis highlighted that the closure of the scheme was beyond the scope of this Board and for this reason proposed an amendment to recommendation 2 to the report to recommend to constituent councils that consideration be given to the closure of the AGMA Section 48 Grants scheme and to AGMA undertaking a consultation on the formal closure of the scheme.

**RESOLVED/-**

1. To agree to maintain the current level of funding for year 3 of the Section 48 funding at £3,288,795.
2. To recommend to constituent councils that consideration be given to the closure of the AGMA Section 48 Grants scheme and to AGMA undertaking a consultation on the formal closure of the scheme.
3. To agree that a report is brought back in the New Year setting out detailed proposals for a new funding programme for culture, under the GMCA.

**99/16            GREATER    MANCHESTER    METROPOLITAN    DEBT  
ADMINISTRATION FUND – ANNUAL ESTIMATES**

Councillor Kieran Quinn, Portfolio Lead for Investment Strategy and Finance, presented a report which informed Members of the Greater Manchester Metropolitan Debt Administration Fund's estimated rates of interest for 2016/17 and 2017/18 together with the borrowing strategy to be employed.

**RESOLVED/-**

To note the revised 2016/17 estimate and the original 2017/18 estimate.

**100/16            ACKNOWLEDGEMENT - REBECCA HERON**

Members noted that Rebecca Heron was to leave her post within GMIST to take up a position within Manchester City Council. The Chair thanked Rebecca for her hard work and significant contribution in supporting the work of the Combined Authority, particularly in relation to the Greater Manchester Strategy and Growth Fund, and wished her well in her future role.

In closing the meeting, the Chair wished those in attendance a merry Christmas and happy new year. Those sentiments were reciprocated.

This page is intentionally left blank

## EXTRACT FROM THE GMCA CONSTITUTION

### **PART 5B - SCRUTINY ARRANGEMENTS FOR GMCA, TFGMC AND TFGM**

#### 5. Call in of decisions

##### 5.1 Call in of decisions of GMCA and TfGMC

- (a) Members of the Scrutiny Pool appointed under this Protocol will have the power to call in:-
- (i) any decision of the GMCA;
  - (ii) any major or strategic decision of the TfGMC which is taken by the TfGMC in accordance with the delegations set out in Part 3 Section B II of this Constitution.

##### 5.2 Publication of Notice of Decisions

- (a) When:-
- (i) a decision is made by the GMCA; or
  - (ii) a major or strategic decision is made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;

the decision shall be published, including where possible by electronic means, and shall be available from the normally within 2 days of being made. It shall be the responsibility of the Secretary to send electronic copies of the records of all such decisions to all members of the Scrutiny Pool within the same timescale.

- (b) The notices referred to at subparagraph 5.2(a) above will bear the date on which they are published and will specify that the decision will come into force, and may then be implemented, as from 4.00 pm on the fifth day after the day on which the decision was published, unless 5 members of the Scrutiny Pool object to it and call it in.

This page is intentionally left blank