



Agenda for a meeting of the Executive to be held on Tuesday, 5 March 2019 at 10.30 am in Committee Room 1 - City Hall, Bradford

Members of the Executive – Councillors

LABOUR
Hinchcliffe (Chair)
I Khan
Ross-Shaw
Ferriby
Jabar
Farley

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
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- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

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To:

A. PROCEDURAL ITEMS

1. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

2. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jill Bell / Yusuf Patel - 01274 434580 434579)

3. **RECOMMENDATIONS TO THE EXECUTIVE**

To note any recommendations to the Executive that may be the subject of report to a future meeting. (Schedule to be tabled at the meeting).

(Jill Bell / Yusuf Patel - 01274 434580 434579)

B. STRATEGIC ITEMS

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

4. **BREXIT PREPAREDNESS**

1 - 18

The Strategic Director will submit a report (**Document “AZ”**) which advises members on progress to date in preparing for the impact of Brexit, including a no deal Brexit, and the actions proposed to deal with identified issues. It also includes an outline of how we propose to spend the Government’s recent (28th January) announcement of additional Brexit funding for local government.

It must be stressed that the current situation is highly uncertain and liable to change. At the time of writing, a range of options remain open, including a no deal Brexit. The Prime Minister is negotiating with EU partners in an attempt to secure “alternative arrangements” to the backstop. A statement to the Commons will be made on the 26th February, if a deal has not been secured by that date.

Recommended –

- (1) That the engagement with regional and national partners emphasises the specific support needs of our citizens, given our socio demographic profile**
- (2) That the Committee approve the proposed allocation of the additional £210, 000, as outlined in Table 2, below.**

Table 2: Proposed Allocation of MHCLG Brexit funding

Area	Suggested Amount	Purpose of money and rationale
OCX	£30,000	Supporting on-going corporate work co-ordinating, organising and implementing Brexit preparations across the District.
Contact Centre	£50,000	Development of capacity to provide support, guidance and reassurance to our residents, particularly by developing foreign language support services. This will include funding for the contact centre to roll out support for those who have IT or English literacy issues which might limit their ability to complete the settlement scheme application process.
Community and Voluntary Sector Fund	£130,000	Supporting the development and delivery of front line services of advice, guidance, advocacy and signposting, both in community hubs and through outreach services.

- (3) That a clear message that Bradford is a place of welcome, proud of its diversity and that this will not change, whatever happens to our relations with other countries, is consistently reinforced and promoted by the Council.**
- (4) That further community engagement events are held to monitor the impact of Brexit, identify emerging issues and plan and implement actions.**
- (5) That the Council continue to support its staff through settled status.**
- (6) That the Council continues to ensure that Looked After Children, and EU foster carers, are supported through settled status.**

Overview and Scrutiny Committee: All

(Kevin Brain – 01274 432982)

C. PORTFOLIO ITEMS

EDUCATION, EMPLOYMENT AND SKILLS PORTFOLIO & DEPUTY LEADER

(Councillor I Khan)

5. DETERMINATION OF PRIMARY AND SECONDARY ADMISSION ARRANGEMENTS

19 - 62

The Interim Strategic Director of Children's Services will submit a report (**Document "BA"**) which asks the Executive to determine the admission arrangements for September 2020 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools.
- Approving the Co-ordinated Admission Schemes for Annual and In-Year Admissions.
- Noting the 'own admission authority schools' proposing changes to their admission policies.
- Noting Published Admission Numbers.

Recommended –

- (1) **That the Executive approve the extension of the category of previously looked after children in the oversubscription criteria to include previously looked after children who were adopted from 'state care' outside England and Wales.**
- (2) **That the Executive approve the Primary and Secondary Admission Arrangements.**
- (3) **That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.**
- (4) **That the Executive approve the In-Year Co-ordinated Admissions Scheme.**
- (5) **That the Executive note the proposed changes to admission oversubscription criteria for own admission authority schools listed in section 3.2. to Document "BA".**
- (6) **That the Executive note the Published Admission Numbers contained in Appendix G to Document "BA".**

Overview and Scrutiny Committee: Children's Services

(Mariam Haque - 01274 431078)

6. PROPOSED REDUCTION OF PUBLISHED ADMISSION NUMBER AT PRINCEVILLE PRIMARY SCHOOL 63 - 76

The Interim Strategic Director of Children's Services will submit a report (**Document "BB"**) which asks the Executive to:

Approve the reduction of the published admission number at Princeville Primary School from 90 to 60 from 1 September 2020.

Recommended –

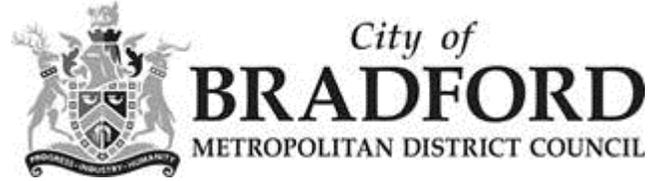
That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Princeville Primary School from 90 to 60 from 1 September 2020.

Overview and Scrutiny Committee: Children's Services

(Mariam Haque - 01274 431078)

7. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY 77 - 100

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 13 December 2018 (**Document "BC"** attached).



Report of the Leader to the Executive Committee to be held on 5th March, 2019 AZ

Subject: Brexit Preparedness

Summary statement:

Please note that this report is concerned with a rapidly moving issue. This document was prepared on the 21st February and is up to date at the time of writing. A verbal update on issues relating to Bradford Council's Brexit preparedness will be presented at the committee meeting.

This report follows a request from Full Council that states:

Given the fast moving political environment nationally, it is difficult to predict with certainty what kind of deal (or no deal) is going to be agreed with the EU. The situation changes daily. Regardless, the Council must continue its preparedness to support the district to transition, whatever the outcome. Using the latest information available, we ask the Chief Executive to prepare a report on our plans as a Council to support the district now and into the future, post-Brexit. This should include an update on how we are supporting our own valued Council staff who originate from other EU countries. This report should be sent to Corporate Overview and Scrutiny for recommendations in the first instance.

This report advises members on progress to date in preparing for the impact of Brexit, including a no deal Brexit, and the actions proposed to deal with identified issues. It also includes an outline of how we propose to spend the Government's recent (28th January) announcement of additional Brexit funding for local government.

It must be stressed that the current situation is highly uncertain and liable to change. At the time of writing, a range of options remain open, including a no deal Brexit. The Prime Minister is negotiating with EU partners in an attempt to secure "alternative arrangements" to the backstop. A statement to the Commons will be made on the 26th February, if a deal has not been secured by that date.

Joanne Hyde

Portfolio: Leader

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1. SUMMARY

- 1.1 The current Brexit situation continues to be uncertain. As a result, the content of this paper, and Bradford's approach to the issues, is likely to evolve rapidly and a verbal update will be provided at the Executive meeting.
- 1.2 This report advises members on progress to date in Bradford Council in preparing for the impact of Brexit. It identifies issues raised and the actions proposed to deal with these issues. There is a particular focus on a no deal Brexit but most of the issues and actions identified apply whichever Brexit scenario unfolds.
- 1.3 Clearly, Bradford is not the only authority affected by these issues and we are working with the Local Government Association (LGA), West Yorkshire Combined Authority (WYCA), Chambers of Commerce, our Local Resilience Forum and other bodies to share intelligence, work together on plans and understand the issues and mitigations as events unfold. As part of this process, we are observing what other areas are doing to prepare for Brexit, learning and building on best practice.
- 1.4 A Bradford Brexit Area Planning Group has been established to supplement the work of the regional Local Resilience Forum. The group will comprise senior leaders from emergency services, health, the CVS sector and business. It will be chaired by Joanne Hyde, Strategic Director, Corporate Services.

2 BACKGROUND

- 2.10 Following on from the EU referendum vote to leave the European Union, the UK Parliament legislated to leave the EU on the 29th March 2019. An initial review of the EU Referendum was produced for Executive in September 2016, the *EU Referendum Response Plan*, and a report was taken to Corporate Overview and Scrutiny Committee on 6th October 2016.
- 2.11 Since the Brexit referendum, the Council has been monitoring developments. A mid-year review (January 2018) of the Council's Annual Governance Statement included an update on the latest Brexit position and was considered by the Council's Governance & Audit Committee. More recently, as events have unfolded, Bradford Council has stepped up its own preparations for Brexit with a particular focus on the issues raised by a no deal Brexit.
- 2.12 A motion at Full Council, on the 15th January 2019, recognised the importance of involving all councillors in our overall approach to prepare for Brexit **in advance of this report** going to Executive Committee. This motion also asked for the Chief Executive to prepare a report on the plans for supporting the District through Brexit which contained an update on *how we are supporting our own*

valued council staff who originate from other EU countries. A version of this paper was therefore considered at Overview and Scrutiny Committee on the 14th January 2019.

2.13 Corporate Overview and Scrutiny Committee resolved that:

- This Committee requests a report be presented which specifically focuses on the community cohesion issues across the district related to Brexit;
- A verbal update on Brexit be presented at the 21st March meeting of the Committee;
- Executive should focus on ensuring that Looked After Children are supported through the settled status process.

2.14 We are working to ensure all these recommendations are adopted. This will be partly delivered through a recommendation to Executive in section 10 of this report about how to spend the £210,000 additional resources allocated to Bradford Council from the Ministry of Housing, Communities and Local Government (MHCLG) to deal with the consequences of Brexit at a local level.

2.15 Children's services are focusing on ensuring Looked After Children of EU descent (currently 50 children in our care) are supported through the settled status process. What we are doing here is outlined in more detail in paragraph 2.49 of this report.

2.16 The recommendation of the Corporate Overview and Scrutiny Committee for a verbal update acknowledges that we are dealing with a rapidly changing situation. Both the national situation and Bradford Council's preparations for a range of Brexit scenarios are rapidly developing.

2.17 The defeat of the Government's proposed European Union (Withdrawal) Act 2018, on the 15th January 2019, means that a no deal Brexit remains a possibility. On the 29th January, Parliament voted for an amendment to the Act which requires *alternative arrangements to avoid a hard border with Northern Ireland*. Parliament also voted for a non binding amendment that *rejects leaving the European Union without a Withdrawal Agreement and Framework for the Future Relationship*. The Government set a date of the 14th February 2019, by which to try and negotiate changes to the Act, securing *significant and legally binding changes* to the Backstop arrangement. In a statement to Parliament on the 12th February 2019, the Prime Minister reported that there would be further negotiations and these would take *some time*. The Prime Minister will make a further statement to Parliament on the 26th February 2019, if no agreement has been negotiated. If the Government cannot secure amendments to the Act that commands both a majority in the Commons and the agreement of the EU, and

there is no extension of Article 50, the default legal position is that the UK will leave the EU on 29 March 2019 without a deal.

- 2.18 In the event of a no deal exit, there will be no transition period for the UK to leave the EU. EU law, regulations and trade agreements will cease to apply to the UK immediately after 11pm on 29 March 2019. The UK will assume third party status and resort to World Trade Organisation Rules. The Withdrawal Bill sought to incorporate EU regulations into UK law, the extent to which this is completed before the 29th March will determine the extent to which risk will be mitigated.
- 2.19 Given the current situation, any Brexit risk assessment is subject to uncertainties and liable to change. Whilst it is important not to overstate any potential issues, we must assure ourselves that we have plans in place to deal with any potential consequences. This is why we are working closely with partners in Government and regionally, as part of the Local Resilience Forum work and other partnership activity (such as working with the Health sector on workforce and the Chambers of Commerce and the WYCA on communications with the business community).

2.2 Potential Issues Posed by Brexit and Actions to Address the Issues

- 2.21 There are a number of issues that we need to prepare for in advance of Brexit. Work is on-going to address this.
- 2.22 This work is being overseen by the Council Management Team (CMT) and project managed by a Brexit Preparations Steering Group. The Steering Group meets, and reports back to CMT, on a weekly basis.
- 2.23 The issues identified, the actions being taken to address the issues and the progress to date are summarised below.

2.24 The Council's EU Workforce

What are the potential issues?

- 2.25 Once the UK leaves the European Union, EU citizens will need to apply for settled status through the EU Settlement Scheme to secure the right to live and work in the UK and gain access to benefits and public services. The Settlement Scheme opens fully on the 30 March 2019. However, on the 21st January 2019 it was opened to those with an EU passport and non EU citizens who have an EEA residence card or EEA permanent residence card, issued following an application made on or after the 6 April 2015.

This has a number of implications including that:

- Whilst EU citizens in the Council workforce are legally entitled to live and work in the UK by securing settled status, we need to ensure that they are aware of this entitlement and support them through this process;
- EU citizens who live and work in the Bradford District are aware of and can access the Settlement Scheme;
- Key sectors, such as the health and social care workforce, prepare for potential workforce shortages, in order to ensure continuity of service delivery.

What are we doing on this?

2.26 The following work is already being undertaken.

- HR colleagues have scoped what the Council would need to do to identify all eligible employees and support settlement status application. Our HR recording has been amended so that employees can state their specific nationality in order to ensure we can assess the number of staff with EU citizenship;
- All staff have received an email reiterating the Council's support for our EU workforce and signposting relevant staff to guidance and support to assist them through the settled status process;
- Existing Home Office Communications material on the Settlement Scheme will be distributed to all tier 4 managers to allow them to support members of their teams through the process;
- Businesses will be signposted to Settlement Scheme and business preparation guidance from the Home Office through material sent out with rates bills;
- The Chief Executive has invited EU staff working for the Council to join a Settled Status Scheme Support Group. The group will draw on the skills, particularly language skills, and knowledge of our EU staff to further develop the support and guidance we offer to our staff and residents.

2.27 The current position, as described on the Settlement Scheme website, is that *there will be no fee when the scheme opens fully on 30 March 2019. Anyone who has applied already, or who applies and pays a fee during the test phases, will have their fee refunded.*

2.28 As noted above, we are currently gathering data on how many employees are eligible for settlement status in order to identify support and guidance needs. National estimates suggest that 7% of the workforce are EU citizens. If Bradford Council is similar, then there will be around 560 eligible staff.

2.29 Wider Workforce

What are the issues?

2.30 The consensus amongst economic forecasters is that a no deal Brexit will lead to a sharp down turn in the economy. The impact on the business community is expected to be “deep and not wide”. More than 75% of the impact of a no deal Brexit will fall on 5 sectors. The impact will vary, dependent on whether the business:

- Exports to the European Union;
- Is part of a global supply chain (such as in the automotive and aeronautic parts industry prevalent in Keighley and Baildon);
- Relies on migrant labour;
- Relies on EU subsidies and grants such as the R&D sector and agriculture.

2.31 Eastern European nationals have become an increasingly important part of the local labour force in Bradford since the mid 2000s. Employment is in a range of sectors but concentrated in manufacturing, retail, hospitality, construction, health and social care.

2.32 The Health and Social Care workforce is the largest employment sector in Bradford – 31, 000 employees are in this sector out of an employee workforce of approximately 200,000 in the Bradford District. This is 1 in 7 of the workforce. Nationally, around 6% of the health and social care workforce are estimated to be of EU origin. It is difficult to get accurate figures for Bradford but Skills for Care, based on national survey data, estimate around 3% of the social care workforce to be of EU origin. This is likely to be an underestimate.

2.33 The latest Government guidance for the health and social care sector is that *the current expectation is that there will not be a significant degree of health and care staff leaving around exit day.*

2.34 Workforce Sectors Most Likely to be Affected by Brexit and the Implications for Bradford

2.35 A report in 2018 by Oliver Wyman found that over three quarters of the impact of Brexit will be shouldered by only five sectors (Financial Services, Automotive, Agriculture, Food and Drink, and Chemicals and Plastics).

2.36 The implications for Bradford businesses may not be the same as national trends (for example, our local financial services sector tends to serve a domestic market so may not be as affected by Brexit). Table 1, below, provides an indication of what a no deal Brexit could mean in terms of scale of employers and employees in the district affected.

Table 1: Employment Profile in the Five Sectors Most Affected by Brexit

Sector	<i>Employment in Bradford</i>	<i>% of employment in Bradford</i>	<i>% of employment nationally</i>	<i>Key businesses in the district</i>
<i>Financial Services</i>	7,900	3.7	10.2	Provident / Yorkshire Building Society / Santander/ Natwest/ UKAR / Congregational /TL Dallas/
<i>Automotive</i>	5,900	2.9	2.7	JCT 600 / Borg Warner / Federal Mogul / Autoelectric / M1Engineering / Gesipa
<i>Agriculture</i>	950	0.4	1.6	None of note – mostly small farmers – sheep and dairy farming mainly
<i>Food and Drink</i>	5,600	2.7	1.3	Farmers Boy / Seabrook/ Sparks / Princes / Mumtaz / J Wild/ Aagrah/ Premier Foods / Timothy Taylor / Yaadgaar / ABF / McCambridge
<i>Chemicals and plastics</i>	3250	1.5	0.9	Solenis / Kemira/ Nufarm / Styrene / Christeyns / Whiteghyll / McBride

What are we doing?

2.37 As our Economic Strategy points out, Bradford is *home to enterprising and creative people and strong and productive businesses* and we are *one of the most international cities in the UK, globally connected by businesses trading across the world. Our exports are estimated to value £2 billion per year and we*

are the ninth largest city economy in England. We will continue to work with our businesses, partners such as the Chamber of Commerce and the Local Economic Partnership to reposition ourselves in the global economy. We will continue to focus on the four key opportunities identified in our economic strategy, building on our economic strengths and global connections, to take advantage of any emerging opportunities following Brexit.

- 2.38 More specifically, as part of Bradford Council's work in preparation for Brexit, we are engaging with partners such as the Chamber of Commerce to gain a better understanding of business concerns around a no deal Brexit and the implications for employment and economic output in the district. An item on Brexit has been tabled for the next Local Economic Partnership. We have established weekly reporting to the Cities and Local Growth Unit –YHNE which identifies Brexit issues raised by local businesses. These reports are sent onto MHCLG and BEIS (Department for Business, Energy and Industrial Strategy).
- 2.39 The Chambers of Commerce have developed a Brexit preparedness toolkit and we are raising awareness of this and the Home Office toolkit on the settlement scheme. This is being done through signposting and guidance delivered with Bradford Rate Bills and by working with the Bradford Economic Partnership. Business workshops were held at the end of 2018 by the European Enterprise Network, in cooperation with the Local Economic Partnership and Department for Industry and Transport. The Network is recording business enquiries on its customer relationship database and the Local Economic Partnership has guidance pages on its website.
- 2.40 The Local Economic Partnership has put in place a range of support to help businesses and the regional economy adapt to the economic conditions post Brexit. This includes: signposting by the LEP's Growth Service to support from public and private sector bodies; the exploration of flexibilities to LEP business grant programmes to help businesses cope with potential market volatility immediately after the UK's withdrawal; and focused support to maintain record-high levels of inward investment and exports after Brexit.
- 2.41 We are working with NHS partners, and others on the health and social care workforce, as there are already labour shortages in this sector (regardless of Brexit). This work includes setting up a Health and Social Care Industrial Centre of Excellence which will improve the numbers of people coming into these professions.
- 2.42 In the short term, the Department of Health and Wellbeing and Children's Services are planning to work with NHS and other partners to ensure that the existing EU workforce is supported. We know that many of our partners (especially the NHS) are planning to support their EU workforce in a similar way to the Bradford Council Workforce plans outlined above.

2.43 It was agreed at the Integration and Change Board Meeting, on the 15th February, that a common Bradford message needs to be agreed and shared with public, community and voluntary sector services. The purpose of this district-wide communication will be to encourage EU residents in the district to apply for settled status and signpost them to available guidance and support. The Council's Brexit Communications Working Group will work on this with partners.

2.44 Supporting Bradford Residents Directly Affected by The EU Settlement Scheme

What are the potential issues?

2.45 The demographic profile of Bradford means that there are large numbers of people within our community who are directly affected by the Settlement Scheme. They have diverse characteristics and particular problems are posed by issues such as lack of documentation, levels of literacy, access to online facilities and so on.

2.46 The Home Office have recognised the specific difficulties different groups might face. They have established a settlement scheme fund of £9 million. **This money is only open to voluntary and community groups. Local authorities cannot bid for this money.**

What are we doing?

2.47 We have worked closely with partners in the voluntary and community sector to develop bids. To date, this has included identifying partners, identifying a lead partner and scoping how support might be developed. Partners in the sector have confirmed that two bids have been submitted. One bid covering areas of Leeds and Bradford, another focussing specifically on Bradford. In addition, the Council is looking at ways in which we can work with communities to support our EU employees and residents through the settlement process.

2.48 A Settlement Scheme Working Group has been established. Colleagues from across the Council are working through our commissioned services, as well as in house services, to identify those communities directly affected by the Settlement Scheme who may need support and guidance. We are also working with our voluntary and community sector partners to identify those communities and assess their support needs

2.49 As a Corporate Parent, the Council is responsible for securing the settled status of any eligible Looked After Children (LAC). We have begun to identify how many children are eligible – a difficult process given that some children and their families arrived without documents such as birth certificates and passports. To date, Children's Services have identified 50 LAC who are eligible for the Settlement Scheme. This number may increase. We are liaising with Sheffield

Local Authority to identify best practice lessons from their pilot scheme. The Government have not issued guidance, as yet, on how to apply for settled status for LAC. Children's Services are continuing to identify any potential issues that we can feed back to Government.

2.50 A Community Engagement Event was held on the 13th February. This event was attended by over 50 community group representatives. It highlighted the following issues:

- There is a general anxiety among a wide range of communities, not just European communities, about the impact of Brexit;
- There is a mistrust of Government information and authority figures;
- Those most likely to need support, guidance and reassurance trust community groups and civil society networks they personally know: local churches, community groups, specialist advice centres, for example;
- For guidance, support and signposting to be effectively delivered, it needs to be delivered through community and voluntary sector networks. Hubs in the community and outreach support are crucial in ensuring groups can access information and gain support;
- The Council should build on formats that have already worked well, for example, communicating changes around universal credit;
- There should be a strong emphasis on celebrating the strengths of Bradford as a diverse community.

2.51 The feedback from the Community Engagement Event, together with discussions in the Council's Brexit Steering Group and consultation with partners in the health and community sectors, has been used to inform proposals for how best to spend the additional funding allocated by MHCLG to support local authority Brexit preparations. Bradford will receive £210,000, divided equally into two payments of £105,000, for 2019-2021. The Government have stated that the money is for Councils to spend but that *it is expected that money will be spent on resources like recruiting extra staff to ensure councils have the capacity to provide timely and accurate information to residents who have questions on how Brexit will affect them.*

2.52 As recommended by Corporate Overview and Scrutiny Committee, this funding should be focused on supporting vulnerable residents through the process of Brexit. It is proposed that the £210,000 be allocated as outlined in Table 2, below.

Table 2: Proposed Allocation of MHCLG Brexit funding

Area	Suggested Amount	Purpose of money and rationale
OCX	£30,000	Supporting on-going corporate work co-ordinating, organising and implementing Brexit preparations across the District.
Contact Centre	£50,000	Development of capacity to provide support, guidance and reassurance to our residents, particularly by developing foreign language support services. This will include funding for the contact centre to roll out support for those who have IT or English literacy issues which might limit their ability to complete the settlement scheme application process.
Community and Voluntary Sector Fund	£130,000	Supporting the development and delivery of front line services of advice, guidance, advocacy and signposting, both in community hubs and through outreach services.

2.53 Funding and Public Finances

What are the potential issues?

- 2.54 Government economic forecasts highlight that a no deal Brexit is considered the worst scenario. The Treasury estimates that, over a 15 year period, the economy will be 7.7% smaller if there is a no deal exit than it otherwise would have been. For Yorkshire and the Humber, the Treasury estimates the economy being 8% smaller if there is a no deal Brexit than it would have been in a negotiated exit or remaining in the EU. The Bank of England estimates that the Yorkshire and Humber regions will lose 7-10% productivity two years after leaving the EU in the event of a no deal Brexit.
- 2.55 If these forecasts are correct, the contraction in the UK economy will lead to a reduction in tax receipts and potentially the funding available for Local Government. A reduction in economic activity would also have an impact on locally collected taxes (particularly business rates).
- 2.56 Any short or long term supply constraints in the event of a no deal Brexit may also increase the cost of delivering Council services.
- 2.57 Preparations for Brexit are delaying decisions on national policies which will impact on Local Authorities. This includes finalising the financial settlement for local authorities, publishing a Green Paper on Adult Social Care and confirming

decisions on specific streams of project funding. Also, the preparations for Brexit impose an additional financial burden on local authorities.

- 2.58 Financial risks also arise from the cost of planning for Brexit and from the impact on specific services. This is difficult to model both because the type of Brexit the UK will follow is not yet determined and because the full implications of Brexit are unknown, as yet.

What are we doing?

- 2.59 As part of the Local Government Finance Act, the Section 151 officer is required to determine the robustness of the budget and the adequacy of the level of the Council's reserves set against an assessment of a variety of risks facing the Council, Brexit being one such example. Our Budget setting process and medium term financial strategy includes considerations around potential risks to the budget, including the impact of Brexit.
- 2.60 As noted earlier, the Government announced, on the 28th January, that they would make additional funds available to help Local Authorities prepare for Brexit. Bradford will receive £210,000, divided equally into two payments of £105,000, for 2019-2021.

2.61 Supply Chain Disruption

What are the potential issues?

- 2.62 Whilst the risk is currently low, there have been some suggestions that some supply chain issues might occur in a no deal Brexit. The most immediate issues often cited are:
- The impact of disruptions to supply chains caused by any delays in imports, price rises or panic buying/stockpiling which could create shortages of essential goods;
 - The impact of a general economic slowdown due to a range of potential impacts: labour market shortages, business relocations, supply chain difficulties, price rises leading to lower sales and profitability for companies.

What are we doing?

- 2.63 The Civil Contingencies Act 2004 requires local authorities to make assessments and plans for possible civil emergencies and provide contingency advice to the public. Co-ordination is through the Local Resilience Forum. As part of our

standard emergency planning approach, the Council has existing contingency plans for a number of scenarios. This includes a 30 day reserve supply of fuel and a standard contingency planning for fuel disruption. This will ensure that the council can still continue to run key services in the event of a disruption to fuel supply.

- 2.64 There has already been some activity in parts of the council to identify supply chain risks around a no deal Brexit and appropriate mitigations. This includes Facilities Management work on school dinner and other food supplies such as community meals; work in the Waste, Fleet and Transport Service on transportation parts and an ongoing regional ADASS exercise on commissioned home and residential care services.
- 2.65 To ensure that we are considering the impact of Brexit on all areas of business, all Assistant Directors in the authority have been commissioned to assess risks for contracts and procurement in their areas and identify mitigations for this. We will update Executive on this work on an on-going basis.
- 2.66 As the uncertainty around Brexit continues, the Council is preparing for an increase in demands for guidance, advice and reassurance, and for media stories about the impact of Brexit in terms of potential shortages to foodstuffs, fuel and supply chains for business.
- 2.67 We are working to develop how we can use ward networks, provide briefing and support to members in responding to questions on Brexit, and provide scripts for Council contact centres to help reassure and advise the public on issues as they evolve.

2. 68 Procurement Processes, Regulation and Inspection Systems:

What are the potential issues?

- 2.69 In a no deal exit, where the UK becomes a third partner, the whole system of rules, regulations and procedures used in the EU can no longer be relied on. The key immediate issues are:
- The status of legal contracts and commercial arrangements with EU companies would be unclear because the UK would become a “third country” overnight;
 - Regulation and inspection framework changes may impact on Bradford Council services, other public sector partners and businesses;
 - An increase in demand on environmental health if there are increased demands for inland inspection and for Export Health Licences.

What are we doing?

- 2.70 Work with national government is on-going to develop understanding of what will replace the OJEU procurement framework. The government position is that *a replacement UK-specific e-notification service will be made available. Changes to the procurement rules will be made via amendments to existing legislation, to ensure continued operability.*
- 2.71 The Council is undertaking a review of existing contracts with EU providers. Services are conducting reviews of their own contracts and how they might be affected by different Brexit scenarios.
- 2.72 As noted above, existing contracts that cover critical supplies essential to continuing service delivery are being reviewed to assess resilience to supply chain disruptions.

2.73 Communications and Community Leadership

What are the potential issues?

- 2.74 If the current levels of uncertainty continue, we are expecting an increase in demand for advice and guidance services and leadership, as business, community groups and residents look to the Council for reassurance and information.

What are we doing?

- 2.75 The Council is preparing for an increase in demands for guidance, advice and signposting services. This will cover all the key issues identified earlier and include our partnership working. We are developing a corporate communications strategy. Lead officers have been identified and planning discussions are taking place. As noted above, the strategy will address a range of areas. It will include ensuring training and guidance is available to support both members and officers; preparing scripts for contact centres; the development of signposting services and work with ward officers and neighbourhood teams. More generally, it will include ensuring we have signposting to guidance and advice services offered by Government, public sector partners, voluntary and community organisations and business sector partners, such as the Chamber of Commerce and WYCA.
- 2.76 The communications strategy will change and develop as government advice and guidance changes and develops. To date, we have:
- Established weekly reporting to a regional hub which reports directly to MHCLG;

- Established weekly reporting to the Cities and Local Growth Unit –YHNE, identifying Brexit issues raised by local businesses. These reports are sent on to MHCLG and BEIS;
- Developed a corporate message of reassurance and support for EU employees, along with signposting to the Government Settlement Scheme Page;
- Issued guidance and signposting on Brexit preparations to schools;
- Prepared signposting advice on business preparation for Brexit to be delivered with rate bills;
- Developed a Brexit webpage. This contains signposting to guidance and advice sites for EU citizens, local businesses, residents and voluntary and community sector groups. It can be found at www.bradford.gov.uk

2.77 As noted in paragraph 2.43, it was agreed at the Integration and Change Board Meeting on the 15th February, that a common Bradford message needs to be agreed and shared with public, community and voluntary sector services. The Council will take the lead on this.

2.78 As recommended by Corporate Overview and Scrutiny Committee on the 14th February, a separate report will be written on social cohesion issues raised by Brexit.

3 OTHER CONSIDERATIONS

3.1 There is a great deal of work taking place in regional bodies, for example, West Yorkshire Trading Standards and WYCA. Government is working with LRFs on contingency planning.

3.2 Brexit clearly has implications for many of our partners and we are working with them. This includes the following activity:

- NHS - we are keeping in touch with the leads in each local NHS organisation working on the implications of Brexit and making sure there is alignment to our own approach; especially on workforce and supplies of critical medicines (in a no deal Brexit). The impact of Brexit was discussed with health stakeholders at the Integration and Change Board on the 15th February. It was agreed that partnership working focus on four key issues: communications, workforce, vulnerable groups and resilience;
- Police - we are working closely through the Local Resilience Forum framework to understand the issues raised by a no deal Brexit and how we prepare for these. We worked with the Police to organise the Community Engagement Event, held on the 13th February, and work closely with them on the Bradford Hate Crime Alliance. The Bradford Hate Crime Action Plan addresses issues that may be raised by Brexit;

- CVS sector - we attended a CNet event on Brexit and are working with the VCS alliance on issues related to Brexit. This has included encouraging the sector to apply for the Home Office funding scheme to support EU residents achieve settlement status and running the Community Engagement Event;
- Business community - we are working with partners, such as the Chambers of Commerce and the Combined Authority Local Enterprise Partnership, to understand the current views and plans of the business community, and doing what we can to roll out supportive communications through our economic development teams. An item on Brexit has been tabled at the next LEP meeting;
- Bradford University – we are in regular dialogue with the University on the workforce and research implications of Brexit;
- As noted in paragraph 1.4, a Bradford Brexit Area Planning Group has been established.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 The budgetary implications are difficult to estimate– especially given that the type of Brexit is unknown, although there is provision in the Budget. HR is leading on support for employees with the settlement scheme. A communication strategy will be crucial to the Council’s Leadership role and is being developed.
- 4.2 The overall financial and resource implications will depend on which Brexit scenario unfolds.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 Brexit affects all the service provision and governance functions of the Council.

6. LEGAL APPRAISAL

- 6, 1 Legal services have seen a copy of this report and will advise further as the situation develops.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- 7.2 The full impact of Brexit on protected groups is unknown and will, in part, depend on the type of Brexit.

7.2 SUSTAINABILITY IMPLICATIONS

- 7.21 These are unknown, as yet.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

7.31 None directly arising from this report.

7.4 COMMUNITY SAFETY IMPLICATIONS

7.41 We are working with the Police and the Local Resilience Forum to understand and mitigate for any potential threats that might arise.

7.5 HUMAN RIGHTS ACT

7.51 None directly arising.

7.6 TRADE UNION

7.61 Will be consulted, where necessary, in relation to workforce issues.

7.7 WARD IMPLICATIONS

7.71 Unknown, as yet, but neighbourhood teams will play a role in monitoring area impacts and offering guidance and advice where necessary.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

7.81 None directly arising from this report.

7.9 IMPLICATIONS FOR CORPORATE PARENTING

7.91 Identified in section 2 in relation to Looked After Children.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

7.11 None arising.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 Not applicable.

9. OPTIONS

9.1 Not applicable.

10. RECOMMENDATIONS

- 10.1 That the engagement with regional and national partners emphasises the specific support needs of our citizens, given our socio demographic profile
- 10.2 That the Committee approve the proposed allocation of the additional £210, 000, as outlined in Table 2, below.

Table 2: Proposed Allocation of MHCLG Brexit funding

Area	Suggested Amount	Purpose of money and rationale
OCX	£30,000	Supporting on-going corporate work co-ordinating, organising and implementing Brexit preparations across the District.
Contact Centre	£50,000	Development of capacity to provide support, guidance and reassurance to our residents, particularly by developing foreign language support services. This will include funding for the contact centre to roll out support for those who have IT or English literacy issues which might limit their ability to complete the settlement scheme application process.
Community and Voluntary Sector Fund	£130,000	Supporting the development and delivery of front line services of advice, guidance, advocacy and signposting, both in community hubs and through outreach services.

- 10.3 That a clear message that Bradford is a place of welcome, proud of its diversity and that this will not change, whatever happens to our relations with other countries, is consistently reinforced and promoted by the Council.
- 10.4 That further community engagement events are held to monitor the impact of Brexit, identify emerging issues and plan and implement actions.
- 10.5 That the Council continue to support its staff through settled status.
- 10.6 That the Council continues to ensure that Looked After Children, and EU foster carers, are supported through settled status.



Report of the Interim Strategic Director of Children's Services to the meeting of Executive Committee to be held on 5 March 2019

BA

Subject:

DETERMINATION OF PRIMARY AND SECONDARY ADMISSION ARRANGEMENTS

Summary statement:

This report asks the Executive to determine the admission arrangements for September 2020 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools.
- Approving the Co-ordinated Admission Schemes for Annual and In-Year Admissions.
- Noting the 'own admission authority schools' proposing changes to their admission policies.
- Noting Published Admission Numbers.

Gladys Rhodes White
Interim Strategic Director, Children's Services

Report Contact: Marium Haque
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Portfolio:

Education, Employment and Skills

Overview & Scrutiny Area:

Children's Services

1. SUMMARY

This report asks the Executive to determine the admission arrangements for September 2020 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools.
- Approving the Co-ordinated Admission Schemes for Annual and In-Year admissions.
- Noting the 'own admission authority schools' proposing changes to their admission policies.
- Noting Published Admission Numbers.

BACKGROUND

2.1 Admission Arrangements:

- 2.1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places available. Admission arrangements are determined by Admission Authorities.
- 2.1.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for the schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation Schools and Academies are responsible for determining their own admission arrangements.
- 2.1.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications in the following academic year. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. For admission arrangements for entry in September 2020, consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. All admission authorities must determine admission arrangements every year even if they have not changed from the previous year and consultation has not been required. Admission authorities must determine admission arrangements for entry in 2020 by 28 February 2019.
- 2.1.4 The only proposed change to admission arrangements for community and voluntary controlled schools, is to extend the priority of previously looked after children to now include previously looked after children who were adopted from 'state care' outside England and Wales. Nick Gibb MP, Minister of State at the Department for Education wrote to all admission authorities and local authorities in 2017 to request that this change is introduced voluntarily. The Government intends to change legislation to include this priority at the earliest opportunity but has asked admitting authorities to include from 2020. See Appendix A.
- 2.1.5 The admission arrangements for community and voluntary controlled primary schools for 2020/21 are shown in Appendix B. Appendix C shows the admission arrangements for community secondary schools for 2020/21.

2.1.6 The co-ordinated Admissions Scheme for primary schools, secondary schools and in-year admissions can be found in Appendix D, E and F. The only changes from the 2019/20 scheme are the dates for 2020/21.

2.1.7 Published Admission Numbers (PANs) for Primary and Secondary Schools for entry in September 2020 are shown in Appendix G.

3. OTHER CONSIDERATIONS

3.1 Own admission authority schools

A number of own admission authority schools have consulted on changes to their admission policies. Changes include: the removal of sixth form; increases to PANs; priority for pupils from other schools in the Multi Academy Trust; amendment to sibling priority and introduction of priority admission area. Details can be found on individual school websites and will be published on the Bradford Council website in the Autumn term:

Primary Schools and Academies:

Barkerend	St Francis Catholic
Christ Church Academy	St John the Evangelist Catholic
Clayton St John CE Academy	St John's C of E Primary
Cullingworth Village Primary	St Joseph's Catholic, Bingley
East Morton Primary	St Joseph's Catholic, Bradford
Feversham Primary	St Mary's & St Peter's Catholic
High Crags	St Matthew's Catholic
Keighley St Andrew's CE	St Oswald's Academy
Myrtle Park	St Philips Academy
Our Lady and St Brendan's Catholic	St Walburga's Catholic
Oxenhope CE Primary	St William's Catholic
ShIPLEY CE Primary	St Winefride's Catholic
St Anne's Catholic	The Academy at St James
St Anthony's Catholic, Clayton	Thornbury

Secondary Schools and Academies:

Belle Vue Girls Academy	Dixons Cottingley
Bradford Forster Academy	Dixons McMillan
Buttershaw Business & Enterprise College	Immanuel College
Dixons Allerton	The Holy Family Catholic
Dixons City	

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks with the inclusion of previously looked after children who were adopted from 'state care' outside England and Wales as these cases are rare.

6. LEGAL APPRAISAL

- 6.1 The Local Authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 The School Standards and Framework Act 1998, and associated regulations, required admission authorities to determine the admission arrangements on an annual basis, including the admission criteria that will be used if a school is oversubscribed, for the schools for which they are responsible.
- 6.3 In accordance with the School Admissions Code 2014, when changes are proposed to admission arrangements for entry in September 2020, the admissions authority must consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.
- 6.4 All admission authorities must determine their admission arrangements even if there have been no changes and no consultation has taken place. Admission Authorities must determine their admission arrangements for entry in September 2020 by 28 February 2019. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole school year in which offers for places are made.
- 6.5 Admission Authorities must set a PAN for each 'relevant age group' when determining their admission arrangements.
- 6.6 Own admission authorities are not required to consult on their Published Admission Numbers (PAN) where they propose to either increase or keep the same PAN. For a community or voluntary controlled school the Local Authority (as admissions authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the Local Authority of their intention to increase the school's PAN and refer to the change on the school's website.

6.7 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years even if there have been no changes in that period. There is no requirement for local authorities to co-ordinate in-year applications but they must provide information in the composite prospectus on how in-year applications can be made and will be dealt with.

6.8 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Admission arrangements must not discriminate directly or indirectly against any group or individual.

Equality Impact Assessment completed 14 January 2019 see Appendix H.

7.2 SUSTAINABILITY IMPLICATIONS

There are no sustainability implications

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications from this report.

7.5 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report.

7.6 TRADE UNION

No implications for Trade Unions.

7.7 WARD IMPLICATIONS

No implications for Ward Councillors.

**7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS
(for reports to Area Committees only)**

N/A

7.9 IMPLICATIONS FOR CORPORATE PARENTING

As required by the School Admissions Code, Looked After Children are given the highest priority when allocating school places. Therefore no implications for the provision of places for Looked After Children.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

General Data Protection Regulation principles relating to individuals' data and rights under the Data Protection Act 2018 will be respected.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

9.1 Extend Priority of previously looked after children

- a) Approve the extension of the category of previously looked after children in the oversubscription criteria to include previously looked after children who were adopted from 'state care' outside England and Wales **or**
- or**
- b) Retain the existing criteria and not include previously looked after children who were adopted from 'state care' outside England and Wales

10. RECOMMENDATIONS

- 10.1 That the Executive approve the extension of the category of previously looked after children in the oversubscription criteria to include previously looked after children who were adopted from 'state care' outside England and Wales.
- 10.2 That the Executive approve the Primary and Secondary Admission Arrangements.
- 10.3 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.
- 10.4 That the Executive approve the In-Year Co-ordinated Admissions Scheme.
- 10.5 That the Executive note the proposed changes to admission oversubscription criteria for own admission authority schools listed in section 3.2.
- 10.6 That the Executive note the Published Admission Numbers contained in Appendix G.

11. APPENDICES

Appendix A: Letter from Nick Gibb MP to amend oversubscription criteria

Appendix B: Admission Arrangements for Community and Voluntary Controlled Primary Schools

Appendix C: Admission Arrangements for Community Secondary Schools

Appendix D: Co-ordinated admission scheme for primary schools 2020/21

Appendix E: Co-ordinated admission scheme for secondary schools 2020/21

Appendix F: In-Year co-ordinated admissions scheme for 2020/21

Appendix G: School Published Admission Numbers (PANs)

Appendix H: Equality Impact Assessment Form

12. BACKGROUND DOCUMENTS

School Admissions Code 2014

School Organisation Plan



Rt Hon Nick Gibb MP
Minister of State for School Standards

Sanctuary Buildings, 20 Great Smith Street, Westminster, London, SW1P 3BT
tel: 0370 000 2288 www.education.gov.uk/help/contactus

4 December 2017

To: local authorities and admission authorities

The admission into school of children previously in care outside of England

Children in care are amongst the most vulnerable in our society. We know that the vast majority of children taken into local authority care have experienced abuse or neglect and therefore require additional support. Wherever possible, they should be admitted to the school which is best able to meet their needs. School admission authorities have been required to give looked after children¹ highest priority in their admission arrangements since 2007.

In February 2012, this priority was extended to previously looked after children – children who have been looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. Our intention was to ensure that all children who receive highest priority whilst in care of the local authority continue to receive that priority once they have left care.

We have now also decided that when the opportunity arises, we intend to make further changes to the School Admissions Code to ensure that children who were previously in care outside of England also receive highest priority for admission into a school in England. We are doing this because these children are also vulnerable and may have experienced abuse and neglect prior to being placed in care. We therefore feel it is right that these children should be on an equal footing for the purposes of admission to school as those children looked after and previously looked after by a local authority in England.

Any changes to the School Admissions Code will be subject to consultation and the will of Parliament. However, until we are able to change the Code to require admission authorities to give such children highest priority for

¹ A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions.

admission into school, I would like to encourage admission authorities, when setting school admission arrangements, to use their discretion and give these children second highest admissions priority in their oversubscription criteria.

I understand that many admission authorities may have already started to consult on making changes to their admission arrangements for the 2019/20 intake and many may not need to consult at all. If that is the case, I would like to encourage admission authorities to introduce this change for the following school year.

Yours sincerely

Nick Gill

Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2020/2021

ENTITLEMENT

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also be entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to the school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

MULTIPLE BIRTHS

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSION POLICIES

A) Schools with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

Addingham, Ben Rhydding, Cottingley Village, Eldwick, Long Lee primary schools.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. *Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1)*
2. *Children who were Previously Looked After Children outside of England and Wales who were adopted (see Note 2)*
3. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
4. *Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 3)*
4. Children whose home address is within the school's priority admission area*. (see Note 4)
5. Children whose home address is outside the school's priority admission area.

** For Cottingley Village and Eldwick primary schools, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

B) All other community schools and All Saints CE (Bradford)

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1).
2. Children who were Previously Looked After Children outside of England and Wales who were adopted (see Note 2)
3. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school

to meet the child's needs and why no other school could provide the appropriate support for the child.

- 4 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (*see Note 3*).
- 4 Other children.

C) Bowling Park Primary School (Community School)

Application Procedure

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. Parents must indicate which site they are applying for by naming the site on the online common application form by using the 'Notes' available on the online system. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site. Applicants will only be considered for both sites if both sites are preferenced on the online common application form in the 'Notes' of the application form.

Oversubscription Criteria

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (*see Note 1*).
- 2 Children who were Previously Looked After Children outside of England and Wales who were adopted (*see Note 2*)
- 3 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 4 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending that at the time of admission (*see Note 3*).
- 5 Other children.
- 6

Late and refused applications and in-year admissions

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

Appeals

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to the Independent Appeals Panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

E) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE
Low Moor CE
St Luke's CE

St Matthew's CE

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
2. Children who were Previously Looked After Children outside of England and Wales who were adopted (see *Note 2*)
3. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
4. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see *Note 3*).
5. Children of parents who are members* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see * below).
6. Other children.

** For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

F) All Saints CE Primary School (Ilkley) - voluntary-controlled

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1)
2. Children who were Previously Looked After Children outside of England and Wales who were adopted (see Note 2)
3. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
4. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order. (refer to notes below for additional information*)
 - a. Weekly Worship
 - b. Fortnightly Worship
 - c. Monthly Worship
5. Remaining places will be allocated to other applicants.

When demand exceeds places for any one of the above criteria, the shortest distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place.

1 ** In order to meet this criterion, parents will be required to complete a supplementary application form, signed by their minister or church leader, confirming their attendance at church at least fortnightly over the last three years. The supplementary information form is available from the school or the Local Authority and must be returned to the school by the closing date.*

NOTES

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. A 'previously looked after child' is a child who has been in 'state care' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

4. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF) (attached), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.
5. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
6. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
7. Proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by the Local Authority.
8. Multiple Births – where the parents of children of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Admission Arrangements for Community Secondary Schools 2020/2021

These arrangements apply to Carlton Bolling College and Titus Salts School.

Pupils with an Education, Health and Care Plan

The admission of pupils with a Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school named without reference to the oversubscription criteria below.

Tie Break

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Multiple Births

Where a family of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Oversubscription Criteria

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

5. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (*see Note 1*).
6. *Previously looked after children from outside of England and Wales who were adopted (see Note 2)*
7. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
8. Children whose home address in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (*see Note 3*).
9. Other children whose home address is in the school's priority admission area (*see Note 3*).
10. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission.
11. Other children whose home address is outside the school's priority admission area (*see Note 3*).

NOTES

1. A '*looked after child*' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A previously '*looked after child*' who is no longer looked after in England and Wales because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.
2. A '*previously looked after child*' who has been in '*state care*' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included, cousins are not siblings.
4. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

Titus Salts School Admission Policy for Entry into Sixth Form

Entry requirements are set by each school and full details of these can be found in the respective schools' sixth form prospectus. Students not currently on roll of the school who wish to join the sixth form must complete an application form and return it to the school by the date specified.

Year 11 students currently on roll at the school may proceed to Year 12 where the entry requirements are met.



**Co-ordinated Admission
Scheme for the Bradford Metropolitan District
Area**

**For applications made during the normal admissions
round
for Primary Schools
2020-2021**

1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all local authorities (LAs) must draw up a scheme which co-ordinates admission arrangements covering all maintained primary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be expressed by an online application via their local authority website or in exceptional circumstances on a 'paper' form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all primary school allocations must be communicated to parents on the national offer date which is 16 April (or the next working day) each year.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any primary school maintained by BMDC, or any infant, primary or junior school in any other local authority on the **common application form (CAF)** by using the online application system via the Bradford Council website, www.bradford.gov.uk. Paper forms will only be available in exceptional circumstances from the Admissions Team, Margaret McMillan Tower, Princes Road Bradford BD1 1NN from mid November. Parents of children resident within the Bradford district but attending a nursery school within another authority or attending any private pre-school setting will be sent an Admissions booklet by post (based on data provided from various sources), however it remains the parents legal responsibility to ensure they apply online and on time, regardless of whether they receive any information from the Local Authority.
- b) Any parents applying for a church aided school or academy for faith reasons will need to fill in a **supplementary information form (SIF)** in addition to completing the **CAF** online. This form is only to be used where additional information is required in order for the governing body to apply their admission criteria, i.e. faith grounds. Copies of SIFs are available from individual schools. The completed SIFs must be returned by the specified closing date to the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, would be ranked lower than those that have provided evidence of their faith. An application cannot be considered without a completed CAF.
- c) Dixons Music Primary require parents applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- d) For pupils resident in another LA, parents must use the online CAF or complete a paper CAF through their home LA.
- e) The closing date for all applications is **15 January**.

- f) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, is on the Bradford Council website and is also available from the Admissions Team.
- g) All early years providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Parents applying after the closing date or due to an offset request the previous year can only apply on a paper CAF and cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **Week beginning 11 November 2019**, summary information for parents in the form of a booklet will be available to parents of nursery children and will be distributed to all Bradford LA nursery, primary schools and early years settings. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** primary schools and must apply online or return the CAF to their child's primary school, to their first preference school or to the Admissions Team by **15 January**.
- c) Parents are required to return the completed SIFs to the relevant school by **15 January at the latest or by the closing date outlined in the individual schools admissions policy** (e.g. Dixons Music Academy's).
- d) Any supporting evidence for an application regarding looked after or formerly looked after children or from relevant professionals for children applying under social or medical needs must be sent to the Admissions Team by the **15 January**.

Stage 2

- a) By **Friday 7 February 2020**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) By **Friday 14 February 2020**, the Admissions Team will forward preferences (including those from out-of-authority pupils) to own admission authority schools for them to apply their admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be uploaded on to Bradford Schools Online for schools to view.
- c) By **Friday 28 February 2020**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) By **Friday 6 March 2020**, in the first cycle of exchange of information, the Admissions Team will have:

- notified other LAs whether a place can be offered in a Bradford school to applicants resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;
 - made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- b) By **Friday 20 March 2020**, in the final exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) By **Thursday 9 April 2020**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.
- d) On **16 April** parents who applied online will receive emails confirming their allocated school. All other applicants will receive a letter after 16th April via Royal Mail.
- e) On **16 April** any applicant requiring a letter should receive the offer in writing. All letters will be posted to the child's home address. Where the allocated school is not the highest ranked school, the email/letter will explain the reasons why. The email/letter will also inform parents about the waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- f) By **30 April 2020**, parents must accept the place offered by completing and returning an acceptance slip to the allocated school. Waiting list forms must be returned to the Admissions Team by the same date.
- g) **Tuesday 18 May 2020**, deadline by which parents should return appeal forms.
- h) Appeals received by the deadline date will be heard within 40 school days during **June, July and by 7 September 2020 at the latest**, in accordance with the School Appeals Code of Practice

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as on time.

After allocations have been completed, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', ie until 31 August each year. However, parents may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent

resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2020-2020 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

Voluntary-aided, Foundation, Trust schools and Academies

The School Admissions Code states that waiting lists must be maintained at least until the end of the Autumn term (December). Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, trust schools or academies, if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the academic year.
- c) Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

8. IN-YEAR APPLICATIONS AND TRANSFERS

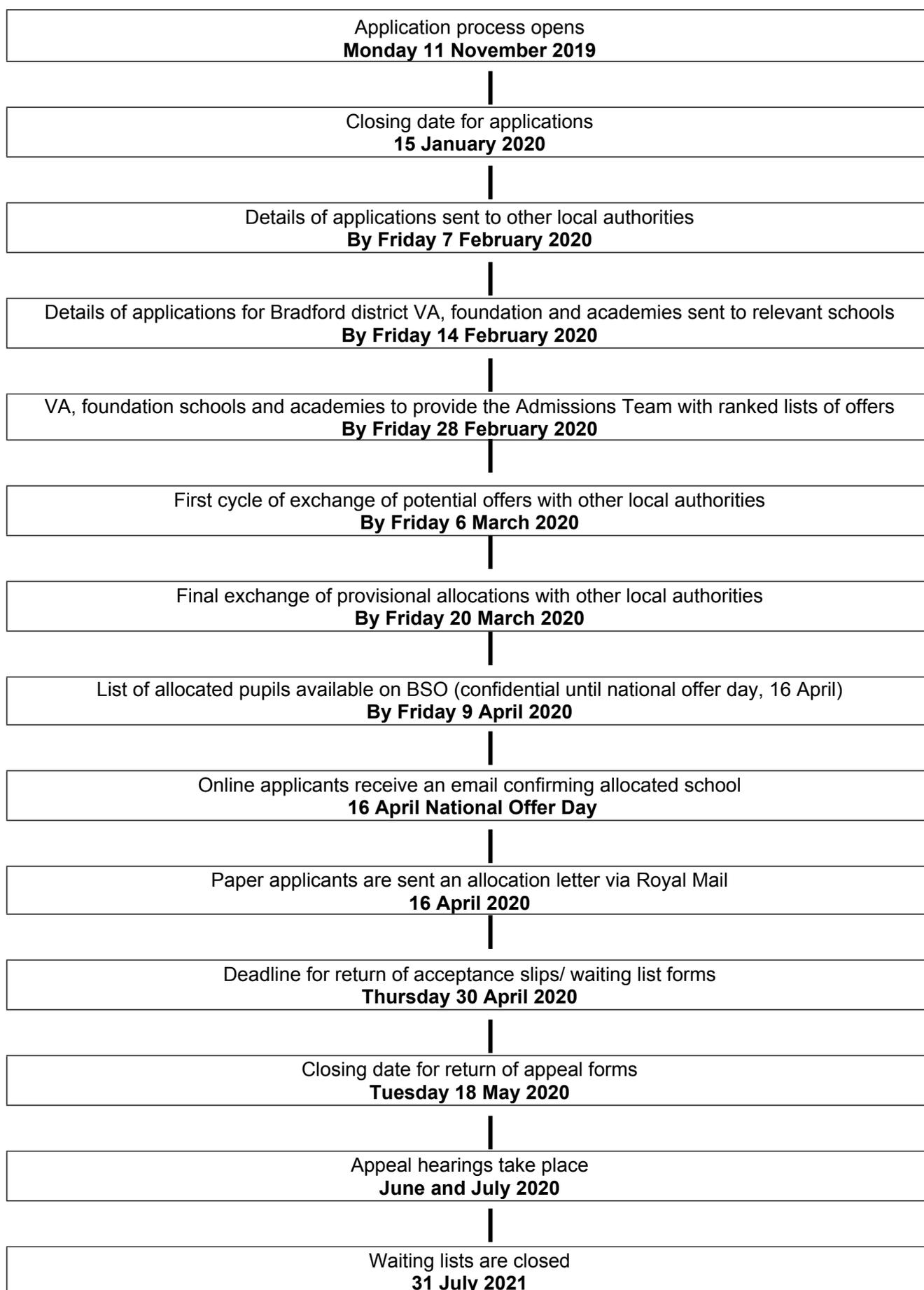
- a) 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.

- b) A separate co-ordinated scheme for in-year admissions sets out this process, however all Catholic schools and some Church of England VA schools deal with their own in-year applications.
- c) Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

9. FAIR ACCESS PROTOCOL

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

PRIMARY SCHOOL ADMISSIONS TIMETABLE 2020-2021





**Co-ordinated Admission
Scheme for the Bradford Metropolitan District
Area**

**For applications made during the normal admissions
round
for Secondary Schools
2020-2021**

1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all Local Authorities (LA's) must draw up a scheme which co-ordinates admission arrangements covering all maintained secondary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be made by an online application via their local authority website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all secondary school allocations must be communicated to parents on the national offer date which is 1 March (or the next working day).

The scheme does not apply to special schools or sixth form applications.

Wherever the phrase '**common application form**' (CAF) is used, this refers to the online application system www.bradford.gov.uk/admissions. A paper version is available from the LA but only for those who can demonstrate an inability to use the online system. Parents are able to use computers in public Local Authority buildings e.g. libraries or make an appointment with officers from the Admissions Team for assistance.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any secondary school maintained by BMDC or by any other LA on a CAF. Parents should apply online via the Bradford Council website, www.bradford.gov.uk. Paper forms are available from the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Parents of pupils resident within the Bradford district but attending a primary school within another authority will be sent an admissions booklet by post (based on data provided by other LA's).
- b) Any parents applying for a school or academy, for faith reasons or that require fair banding assessments; will need to fill in supplementary **information forms (SIF's)** in addition to completing the common application form. Supplementary information forms are only to be used where additional information is required in order for the governing body to apply their admission criteria. The SIF is available from individual schools. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, will be ranked lower than those that have provided evidence of their faith. An application **cannot** be considered without a completed CAF.
- c) Bradford Girls Grammar School and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require applicants to complete a SIF in order to register for their non-verbal reasoning tests.
- d) For pupils resident in another LA area but attending a Bradford LA primary school, parents should apply online through their home LA.

- e) **The closing date for applications is 31 October. Parents should consult individual schools regarding the closing date for SIF.**
- f) Primary schools should ensure that a child starting in year 6 during the school year is given a booklet advising parents how they apply online. If this is after the closing date a paper form will need to be completed. All late applications must be forwarded to the Admissions Team as soon as possible.
- g) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

3. PROCEDURE

Stage 1

- a) **Week beginning 9 September 2019**, a booklet containing summary information for parents will be distributed to all Bradford LA primary schools for their Year 6 children. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** secondary schools and must apply online or return the completed CAF to their child's primary school or to the Admissions Team **by 31 October**.
- c) Parents are required to return the completed SIF to the relevant school or academy by the specified closing dates.
- d) Any required evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team **by 31 October**.

Stage 2

- a) **By Monday 18 November 2019**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team details of preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) Week commencing **25 November 2019**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be uploaded on to Bradford Schools Online (BSO) for schools to view.
- c) By **Friday 13 December 2019**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) By **Friday 17 January 2020**, in the first cycle of exchange of information, the Admissions Team will have:
 - notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;

- made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- d) By **Monday 10 February 2020**, in the final cycle of exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) On **Monday 24 February 2020**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view. Parents who apply online will be sent an email on **2 March National Offer Day**. Parents who applied on a paper form will be sent a letter on 2 March via Royal Mail, as will any parent who applied online but who indicated they did not wish to receive an email, Parents who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- d) Some schools within Bradford and other LAs may require parents to accept the offer. It will be made clear where this is the case and failure to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.
- e) **By Monday 16 March 2020**, parents need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.
- f) **Friday 27 March 2020**, deadline by which parents should return appeal forms if they wish to have them heard before the end of the academic year.
- g) **May – July 2020** appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been made on 1 March, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', i.e. until 31 August each year. However, parents may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as on time.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

7. WAITING LISTS

Waiting lists must be maintained for all schools until 31st December 2020, in accordance with the Code of Practice.

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2020-2021 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

Voluntary-aided, Foundation, Trust schools and Academies

Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, trust schools or academies, if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the academic year.
- c) Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house removal. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

8. IN-YEAR APPLICATIONS AND TRANSFERS

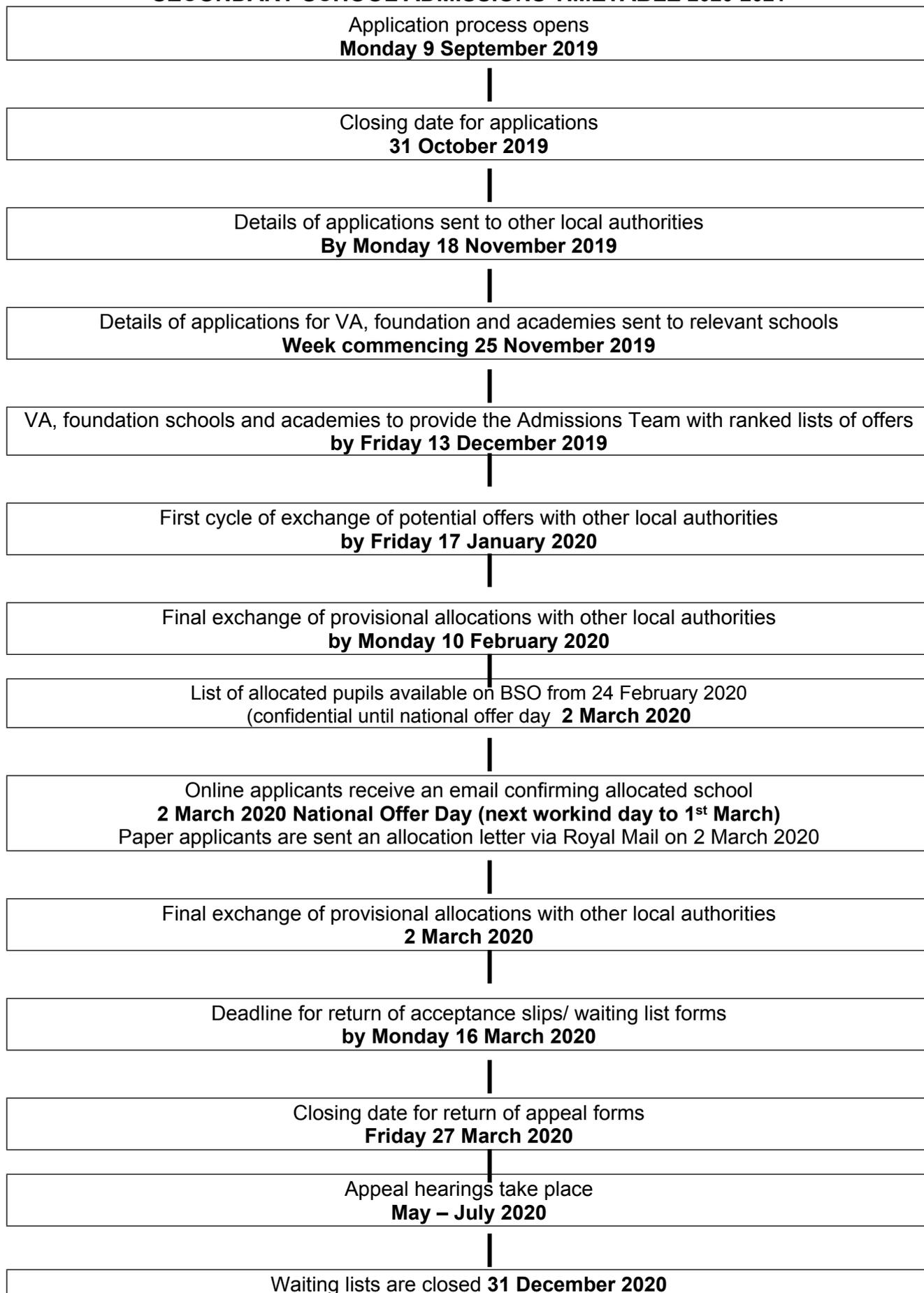
- a) 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- b) A separate co-ordinated scheme for in-year admissions sets out this process; however some secondary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid Year Admissions policies for further details.

- c) Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

10. FAIR ACCESS PROTOCOL

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

SECONDARY SCHOOL ADMISSIONS TIMETABLE 2020-2021



**In-year Co-ordinated
Admissions Scheme & Mid Term Transfer Policy**

**For applications and mid-term transfers during
the school year for all schools in the Bradford
Metropolitan District Area
2020-2021**

1. INTRODUCTION

Although there is no legal requirement to co-ordinate in year admissions, the Local Authority will continue to do so for all community and voluntary-controlled schools and any own admission authority school that wishes to participate in co-ordination. The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

An 'in-year admission' is defined as admissions to a school outside the normal transfer times or for a year group that is not the normal year of entry. For community and voluntary controlled schools, Bradford LA will co-ordinate admissions. The scheme does not apply to nursery schools, special schools or sixth form applications.

2. APPLICATION FORMS

- 2.1 Bradford District residents who wish to apply for a community or voluntary-controlled school must complete the ***common in year application form***. Applications for own admission authority schools (voluntary-aided, foundation, trust schools and academies) for which the LA administer their in year applications, should also be made using the LA's application form. The in year application form is available from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN. A copy of the form can also be downloaded from the Council's website (www.bradford.gov.uk) or Bradford Schools Online (<https://bso.bradford.gov.uk/content/admissions>).
- 2.2 Parents/carers will be asked to give reasons why they wish their child to transfer. The form also lists the Fair Access categories and the parent is required to tick any that apply to their child. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the Head of Year or a member of the Senior Leadership Team at the child's current school, must complete Part Two of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed the application process may be delayed if Fair Access placement is required.
- 2.4 Parents must return the completed application form to the Admissions Team. If any community or voluntary-controlled school receives an application or a request for a place direct from the parent, whether the school has places or not, the application should be forwarded to the Admissions Team.
- 2.6 Applications for any Catholic school or Idle CE primary schools, must be made on the individual school's application form which are available from the school and returned directly to the school.
- 2.7 **In accordance with the School Admissions Code, these schools must inform the LA's Admission Team of every application made for their school and the outcome of the application and provide copies of any letters sent to the parent.**

3 NUMBERS ON ROLL

All schools and academies are required to communicate the availability of places to the LA's Admission Team when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, ie fortnightly. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

4 APPLICATION PROCEDURES

4.1 Applications for community and voluntary-controlled schools

- 4.1.1 The LA's Admissions Team (as the Admissions Authority for community and voluntary-controlled schools) will determine whether an applicant can be offered a place in any of these schools. If there are more applications than places available in the year group, the Admissions Team will consider the application against its published 'oversubscription criteria'.
- 4.1.2 Where a community or voluntary-controlled school is ranked higher on the application form and a place can be offered, the Admissions Team will aim to process the application within **20** school days from receipt of the form.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school ranked highest on the application form.
- 4.1.4 If none of the schools listed can be offered, a place will be offered at an alternative available school, unless the child's current school is within a reasonable distance. If this is the case, no other school will be offered.
- 4.1.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school **must** contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.2 Applications for own admission authority schools for whom the LA co-ordinates admissions

- 4.2.1 The Admissions Team will forward details of the application to the relevant school. This will be done within 7 school days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- 4.2.2 If, at any one time, there are more applicants than there are places in the year group or a waiting list, the school's oversubscription criteria must be used to determine who will be offered the place. Where a vacancy exists and an application qualifies based on the school's oversubscription criteria, the Admissions Team will inform the school; the governing body (or delegated persons to determine the application), as the admission authority, will confirm whether the applicant can be offered a place at their school.
- 4.2.3 Following receipt of the application, the school must inform the Admissions Team whether the applicant can be offered a place within a maximum of **five** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant may be kept on the school's waiting list if one is maintained.
- 4.2.4 Following receipt of the school's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.
- 4.2.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school must contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.3 Applications for Catholic schools and other own admission authority schools dealing with their own in year admissions

4.3.1 Applications should be made on the school's own in year application form.

4.3.2 Once any application has been considered by the school, the Admission Team **must** be notified of the details and outcome of the application and provided with copies of all correspondence sent to the parent regarding the outcome of the application.

4.3.3 Where a place is not available, the school must send details to the Admissions Team, **with a copy of the refusal letter sent to the parent**, who will then offer an alternative school if the child is not on roll at another local school.

4.4 Applications for schools in other local authorities

4.4.1 Parents resident in the Bradford district who wish to apply for a school maintained by another local authority must make direct contact with the relevant authority. Parents will be informed of the outcome of their application either by the relevant authority or the school applied for.

4.4.2 Residents in other local authorities who would like their child to attend a school in the Bradford LA must complete a Bradford In Year Application form. Parents will be informed by the Bradford Admissions Team, of the outcome.

4.4.3 Bradford will accept applications from other LA's where parents are yet to move into the local area, in order to facilitate the allocation of a school place in a timely manner; proof of an impending move may be required before an offer is confirmed. If parents living in Bradford who are moving to other LA's wish to make their applications through Bradford LA we will facilitate this, however it may be quicker for parents to approach those LA's directly as not all LA's co-ordinate In Year applications.

OFFERS OF SCHOOL PLACES

5.1 Where the application is for a community, voluntary-controlled school or another admission authority school that the LA is co-ordinating admissions for, the Admissions Team will write to parents informing them of the result of their application. Parents will be given the opportunity to place their child on a waiting list and informed of their right of appeal if not given their preferred school.

5.2 When a school has been allocated, the Admissions Team will inform the relevant school that the offer has been made.

5.3 Parents will be required to contact the school to make an appointment, within **five** school days of the decision letter being sent. The school must contact parents to chase up any parents who have failed to make an appointment or agree a start date. If a parent refuses the allocated school and no other school is available the allocation will remain unless the place is required due to a shortage of places in an area. Any appeal hearing will be informed of the refused allocation and of the nearest school with places. If an appeal for the preferred school is refused, the case may be referred to the Education Safeguarding Team.

5.4 Where the application is for a Catholic school or an own admission authority school that is dealing with its own in year admissions, they **must** confirm the offer in writing **and** inform the LA's Admissions Team immediately.

6 ADMISSION TO SCHOOL

Once a school place has been determined and the allocated school informed, the pupil should be admitted to the school within the following timescales:

i) Pupils new to the district or who have moved house

Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.

ii) Pupils transferring from another local school

The authority's *'Mid Term Transfer Policy'* which is attached to this document, states that pupils who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to take into account the allocation and the reserved place.

7 WAITING LISTS

After an unsuccessful application, parents can request that their child is placed on a waiting list for their preferred school(s). The Admissions Team will maintain waiting lists for all year groups for community and voluntary-controlled schools until the end of the school year in which the application was received (for primary schools) and the end of the term (for secondary schools).

Schools which are their own admission authority may choose to keep waiting lists or not. All waiting lists must be maintained in the order of the oversubscription criteria. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

Allocations made through the Fair Access Protocol are made without reference to waiting lists.

8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Applications for these children will be dealt with by the Special Educational Needs Team (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

9 FAIR ACCESS PROTOCOL

All LA's **must** have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, including after an appeal hearing.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the Code of Practice for School Admissions 2014.

Pupil Mid-Term Transfer Policy

1. Introduction

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

2. Background

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff have to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

3. Legal Framework

Under the Schools Standards and Framework Act (1998) as amended by the Education Act 2002, a parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to the Education & Skills Funding Agency for consideration in relation to academies and free schools.

4. School Transfer Process

Any in-year admission request (whether the child is already attending a Bradford District school or is new to the area) shall be co-ordinated by the local authority. An *'In Year Common Application Form'* is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team.

For all applications, parents will be required to ask the Head of Year or a member of the Senior Leadership Team at the child's current school to complete Part Two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. The information provided by the current school will assist in determining whether the transfer request may require being dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

5. Exceptions

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

For pupils with an Education, Health & Care Plans (EHCP), any change of school must be made through a review of the EHCP by the school / SEN Team. Children with EHCPs are not dealt with through the admissions process as they have their own process enshrined in legislation.

6. Information for parents

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental affects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.

Primary School Published Admission Numbers (PANs)

School	PAN
Addingham	30
All Saints' CE (Bradford)	90
All Saints' CE (Ilkley)	60
Appleton	60
Ashlands	60
Atlas Community Primary	30
Baildon CE	60
Bankfoot	30
Barkerend	90
Beckfoot Allerton	60
Beckfoot Heaton Primary	90
Beckfoot Priestthorpe	30
Ben Rhydding	30
Blakehill	60
Bowling Park	90
Brackenhill	60
Bradford Academy	60
Bradford Girls Grammar	52
Burley & Woodhead CE	30
Burley Oaks	60
Byron	90
Carrwood	60
Cavendish	60
Christ Church Primary Academy	30
Clayton St John's CE	60
Clayton Village Primary	30
Co-op Academy Parkland	30
Copthorne	60
Cottingley Village Primary	60
Crossflatts	60
Crossley Hall	90
Cullingworth	45
Denholme	30
Dixons Allerton Academy	60
Dixons Manningham Academy	60
Dixons Marchbank Academy	60
Dixons Music Academy	60
East Morton CE	30
Eastburn Junior & Infant	30
Eastwood	60
Eldwick	75
Fagley	30

School	PAN
Farfield	60
Farnham	60
Fearnville	60
Feversham	60
Foxhill	30
Frizinghall	60
Girlington	60
Glenaire	30
Green Lane	90
Greengates	30
Grove House	60
Harden	30
Haworth	45
Heaton St Barnabas' CE	60
High Craggs	60
Hill Top CE	30
Hollingwood	60
Holybrook	30
Holycroft	60
Home Farm	60
Horton Grange	90
Horton Park	60
Hoyle Court	45
Idle CE	60
Ingrow	60
Iqra	90
Keelham	15
Keighley St Andrew's CE	60
Killinghall	90
Knowleswood	60
Lapage	90
Laycock	15
Lees	30
Ley Top	60
Lidget Green	90
Lilycroft	60
Lister Primary	60
Long Lee	60
Low Ash (to be reviewed Nov/Dec)	90
Low Moor CE	60
Lower Fields	60
Margaret McMillan	90

School	PAN
Marshfield	60
Menston Primary	60
Merlin Top	45
Miriam Lord Community	60
Myrtle Park	30
Nessfield	60
Newby	60
Newhall Park	60
Oakworth	60
Oldfield	8
Our Lady & St Brendans Catholic	30
Our Lady Of Victories Catholic	30
Oxenhope CE	30
Parkwood	30
Peel Park	90
Poplars Farm	60
Princeville (Subject to Executive approval)	60
Rainbow	60
Reevy Hill	30
Riddlesden St Mary's CE	60
Russell Hall	30
Ryecroft	60
Saltaire	60
Sandal	60
Sandy Lane	45
Shibden Head	60
ShIPLEY CE	30
Shirley Manor	30
Silsden Primary	90
Southmere	60
St Anne's Catholic	30
St Anthony's Catholic (Clayton)	30
St Anthony's Catholic (Shipley)	18
St Clare's Catholic	30
St Columba's Catholic	50
St Cuthbert & The First Martyr's	30
St Francis' Catholic	30
St John The Evangelist	30
St John's CE	60
St Joseph's Catholic (Bradford)	40
St Joseph's Catholic (Bingley)	30
St Joseph's Catholic (Keighley)	45

School	PAN
St Luke's CE	30
St Mary's & St Peter's Catholic	30
St Matthew's Catholic	30
St Matthew's CE	60
St Oswald's CE	60
St Paul's CE	30
St Philip's CE	30
St Stephen's CE	60
St Walburga's Catholic	30
St William's Catholic	30
St Winefride's Catholic	60
Stanbury Village School	15
Steeton Primary	45
Stocks Lane	30
Swain House	60
Thackley	60
The Academy At St James	60
The Sacred Heart Catholic	30
Thornbury	90
Thornton	90
Thorpe	30
Trinity All Saints CE	60
Victoria	45
Wellington	60
Westbourne	60
Westminster CE	90
Whetley	90
Wibsey	90
Wilsden	60
Woodlands CE	15
Woodside	60
Worth Valley	30
Worthinghead	30
Wycliffe CE	60

Secondary School Published Admission Numbers (PANs)

School	PAN
Appleton Academy	180
Beckfoot Oakbank	300
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton	145
Belle Vue Girls	180
Bingley Grammar	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	104
Buttershaw	300
Carlton Bolling	300
Dixons Allerton Academy	245
Dixons City Academy (subject to Trust approval)	180
Dixons Kings Academy	160
Dixons McMillan (subject to Trust approval)	134
Dixons Trinity Academy (subject to Trust approval)	134
Feversham College	120
Grange Technology College	300
Hanson School	300
Ilkley Grammar	300
Immanuel College	300
Laisterdyke	180
Oasis Academy Lister Park	160
One In A Million	75
Parkside	210
Queensbury	210
St Bede's & St Joseph's Catholic	290
The Holy Family	165
The Samuel Lister	180
Titus Salt	250
Tong (subject to approval)	180
University Academy Keighley	180

Equality Impact Assessment Form

Reference –

Department	Education Client Services	Version no	1
Assessed by	Claire Marshall-Swales	Date created	14/01/2019
Approved by	Marium Haque	Date approved	01/02/2019
Updated by	Claire Marshall-Swales	Date updated	19/02/2019
Final approval		Date signed off	

The Equality Act 2010 requires the Council to have due regard to the need to

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

2 Section 1: What is being assessed?

1.1 Name of proposal to be assessed.

Extension of the category of previously looked after children in the oversubscription criteria to include previously looked after children who were adopted from 'state care' outside England and Wales

1.2 Describe the proposal under assessment and what change it would result in if implemented.

Currently, children in care and children who were previously looked after, are given the highest priority in schools admission arrangements. The inclusion of previously looked after children who were adopted from 'state care' outside England and Wales will ensure that all children with the previously looked after status are given the same priority for school admissions.

3 Section 2: What the impact of the proposal is likely to be

2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.

N/A

2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.

N/A

2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.

N/A

2.4 Please indicate the level of negative impact on each of the protected characteristics?

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact (H, M, L, N)
Age	L
Disability	N
Gender reassignment	N
Race	N
Religion/Belief	N
Pregnancy and maternity	N
Sexual Orientation	N
Sex	N
Marriage and civil partnership	N
Additional Consideration:	
Low income/low wage	N

2.5 How could the disproportionate negative impacts be mitigated or eliminated?
(Note: Legislation and best practice require mitigations to be considered, but need only be put in place if it is possible.)

N/A

4 Section 3: Dependencies from other proposals

3.1 Please consider which other services would need to know about your proposal and the impacts you have identified. Identify below which services you have consulted, and any consequent additional equality impacts that have been identified.

N/A

5 Section 4: What evidence you have used?

4.1 What evidence do you hold to back up this assessment?

The inclusion of previously looked after children from outside England and Wales will ensure all children with this status are given the same priority.

4.2 Do you need further evidence?

No

6 Section 5: Consultation Feedback

5.1 Results from any previous consultations prior to the proposal development.

None

5.2 The departmental feedback you provided on the previous consultation (as at 5.1).

N/A

5.3 Feedback from current consultation following the proposal development (e.g. following approval by Executive for budget consultation).

N/A

5.4 Your departmental response to the feedback on the current consultation (as at 5.3) – include any changes made to the proposal as a result of the feedback.

N/A



Report of the Interim Strategic Director of Children's Services to the meeting of Executive Committee to be held on 5 March 2019

BB

Subject:

PROPOSED REDUCTION OF PUBLISHED ADMISSION NUMBER AT PRINCEVILLE PRIMARY SCHOOL

Summary statement:

This report asks the Executive to:

Approve the reduction of the published admission number at Princeville Primary School from 90 to 60 from 1 September 2020.

Gladys Rhodes White
Interim Strategic Director, Children's Services

Report Contact: Marium Haque
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Portfolio:

Education, Employment and Skills

Overview & Scrutiny Area:

Children's Services

1. SUMMARY

This report asks the Executive to:

Approve the reduction of the published admission number at Princeville Primary School from 90 to 60 from 1 September 2020.

2 BACKGROUND

2.1 Proposal to reduce the Published Admission Number at Princeville Primary School:

2.1.1 When planning primary school places in Bradford, the District is split into 26 primary school planning areas. Princeville Primary School is situated in the South West 4 planning area. Over recent years the number of younger children requiring a school place in this area has reduced. The reception class at Princeville Primary School has not filled in the last three years.

2.1.2 Funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools do not receive the maximum possible revenue.

2.1.3 Data received from the NHS shows that the number of younger children living in this area who will require a school place in the coming years is lower than the number of school places available.

2.1.4 There are a number of housing developments in the South West 4 planning area that had received planning permission but have not materialised. One is now a retail park, one did not proceed and the planning permission expired. The third is still outstanding but development has not commenced. As required by the Department for Education, a calculated number of possible additional children who could come to live in approved housing developments were included in previous forecasts. As the housing has not been built this means that actual numbers of children requiring a school place is lower than predicted.

3. OTHER CONSIDERATIONS

3.1 Consultation to reduce PAN at Princeville Primary School:

3.1.1 In line with the School Admissions Code, consultation to reduce the PAN at Princeville Primary School from 90 to 60 from 1 September 2020 was carried out between 7 December 2018 and 31 January 2019. Sample consultation letter can be seen in Appendix A.

3.1.2 The list of those consulted is shown in Appendix B. Details of the consultation were placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.

- 3.1.3 A total of 2 responses were received, see comments and summary in Appendix C. Of the two responses, one agrees with the proposal to reduce PAN; the other disagrees and questions how any children who might come to the country seeking asylum will be educated if the number of places is reduced. The forecasted number of places required in the South West 4 planning area is significantly lower than the number of places currently available at schools in this area. According to the forecast, even with a reduction of PAN at Princeville Primary School, there will still be sufficient places available to meet demand. If however there is an increase in demand that cannot be met by other schools in the area, a bulge class may be admitted to Princeville Primary School utilising existing space within the school building.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school. Bradford Council believes that reducing the PAN at Princeville Primary School will assist the school to provide stability in their long-term planning.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks with the reduction in PAN at Princeville Primary School there is still forecast to be enough schools places available within the South West 4 planning area.

6. LEGAL APPRAISAL

- 6.1 The Local Authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 The School Standards and Framework Act 1998, and associated regulations, required admission authorities to determine the admission arrangements on an annual basis, including the admission criteria that will be used if a school is oversubscribed, for the schools for which they are responsible.
- 6.3 In accordance with the School Admissions Code 2014, when changes are proposed to admission arrangements for entry in September 2020, the admissions authority must consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.
- 6.4 All Admission Authorities must consult in accordance with paragraph 1.42 of the School Admissions Code where they propose to lower a school's PAN.
- 6.5 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Admission arrangements must not discriminate directly or indirectly against any group or individual.

Equality Impact Assessment completed 14 January 2019 see Appendix D

7.2 SUSTAINABILITY IMPLICATIONS

There are no sustainability implications

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications from this report.

7.5 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report.

7.6 TRADE UNION

Trade Unions have been informed of the proposal to reduce the PAN at Princeville Primary School.

7.7 WARD IMPLICATIONS

Ward Councillors have been consulted about the proposed change to the PAN at Princeville Primary School.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

N/A

7.9 IMPLICATIONS FOR CORPORATE PARENTING

As required by the School Admissions Code, Looked After Children are given the highest priority when allocating school places. Therefore no implications arising from the proposed reduction of PAN for the provision of places for Looked After Children.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

General Data Protection Regulation principles relating to individuals' data and rights under the Data Protection Act 2018 will be respected. Privacy implications arising from this proposal have been addressed by anonymising consultees' personal information together with any information which may enable them to be identified from their responses and the summary of their responses.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Considering the results of the consultation, the Executive can decide to:

9.1 Princeville Primary School

- a) Approve the reduction of Published Admission Number (PAN) at Princeville Primary School from 90 to 60 from 1 September 2020
- or**
- b) Retain the existing PAN of 90 at Princeville Primary School.

10. RECOMMENDATIONS

- 10.1 That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Princeville Primary School from 90 to 60 from 1 September 2020.

11. APPENDICES

Appendix A: Sample consultation letter for reduction of PAN at Princeville Primary School

Appendix B: List of Consultees

Appendix C: Summary and all responses received for Princeville consultation

Appendix D: Equality Impact Assessment Form

12. BACKGROUND DOCUMENTS

School Admissions Code 2014

School Organisation Plan

Parents/Carers of Pupils at
Princeville Primary School

Department of Place

Education Client Services
Margaret McMillan Tower
Princes Way
Bradford
BD1 1NN

Tel: (01274) 43 9207

Fax: (01274) 320003

Email: Claire.Marshall-Swales@bradford.gov.uk

Date: 7 December 2018

Dear Parents/Carers

Statutory consultation on the proposed reduction in Published Admission Number for Princeville Primary School for the 2020/21 academic year

The current Published Admission Number (PAN) at Princeville Primary School is 90. This means that the number of children admitted to the school in reception each year is a maximum of 90.

When planning primary school places in Bradford, the District is split into 26 primary school planning areas. Princeville Primary School sits in the South West 4 planning area.

The population growth in Bradford over the last decade increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. Due to a significant increase in demand in the South West 4 planning area, Princeville Primary School increased PAN in reception from 60 to 90 in September 2010. This moved up through the school each year until all year groups had a PAN of 90 in 2016. The net capacity for the building is 630, made up of 90 places in each year from reception to year 6.

Whilst there are still small areas of population growth, overall across the Bradford District, there is a decrease in the number of younger children registered with the NHS. This has led to a high level of surplus places in some of the primary school planning areas including South West 4, where Princeville Primary School is situated. Recent information published by the Office of National Statistics (ONS) shows that the number of births in 2017 was the lowest recorded both nationally and in Bradford, since 2006; therefore the Council does not anticipate that the numbers of children requiring school places in the South West 4 planning area will increase significantly in the near future.

Following consultation in the autumn term 2017, Rainbow Primary School Academy, which is also in the South West 4 Primary planning area, is to reduce its PAN from 75 to 60 from September 2019. This reduction takes the total PAN for the South West 4 planning area to 760 places for reception children in 2019. Current published forecasts indicate that the number of reception places required for reception for the next four intake years are:

2019/20: 643

2020/21: 674

2021/22: 630

2022/23: 630

In the South West 4 planning area, there were three proposed large housing developments which had received planning permission but have not materialised. One of these areas is now a retail park, one did not proceed and the application was then withdrawn. The third is still outstanding and has

not yet commenced. A calculation was made for the possible additional children that could come to live in these developments and then as required by the Department for Education (DfE) these additional children were included in previous forecasts.

The School Admissions Code requires that all admission authorities consult where they propose to reduce a PAN. Bradford Council, as the Admission Authority, is therefore seeking representations on the proposed change to the PAN for Princeville Primary School in the South West 4 planning area.

In accordance with the School Admissions Code (2014), the Council is consulting with key stakeholders, including;

- Princeville Primary School – Head/Governing Body/ Staff
- Parents/carers of current pupils and prospective parents of pupils
- All other Admission Authorities within the District
- Neighbouring Local Authorities
- Councillors and MPs
- Trade Unions
- Anyone else who has an interest in the proposed changes

A copy has been sent to the Schools Adjudicator

The school will be asked to publish the proposal on their website.

This consultation will run for six weeks from 7 December to 31 January, after which time any representations received will be considered and a report taken to the Council's Executive Committee for a decision to be made on the PAN for Princeville Primary School.

Specific Proposal

Bradford Council proposes to reduce the PAN at Princeville Primary School from 90 to 60 from September 2020.

This means that the maximum number of pupils intended to be admitted in Reception in 2020, and all subsequent Reception cohorts, will be 60. For children who already have a place at the school in other year groups there will be no change but the admission number for all other year groups will reduce to 60 from 2020 onwards.

There is a further change to the admission arrangements at Princeville Primary as all admissions authorities have been asked to extend the priority of previously looked after children to now include previously looked after children who were adopted from 'state care' outside England and Wales.

Factors that have been considered by the Council when deciding to consult on this proposal include:

- A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools will not receive the maximum possible revenue. Therefore the Council is proposing to reduce the number of available places to enable the school to operate more efficiently and cost effectively.
- The school is located in South West 4 planning area where there continues to be a falling demand for primary school places, resulting in a significant surplus across the area. This has meant that the reception class has not filled in the last three years.
- The total number of pupils from reception to Year 6 recorded by the school on the October 2018 census is 511 and is well below the current PAN of 630

- Due to the lower numbers of younger children registered with the NHS who will require a school place in the coming years, the Council expects that there will be sufficient school places available for local children if the PAN is reduced. If agreed, the overall PAN for the South West 4 planning area will be 730 from 2020.

Bradford Council believes that reducing the PAN will assist the school to provide stability in their long-term planning and allow them to deliver high quality educational outcomes for the pupils currently on roll. The reduction in PAN will ensure that an appropriate number of places are provided for future pupils, in line with forecasts.

Any representations should be made on the attached form and forwarded to Claire Marshall-Swales at the above address, or by email to educationconsultation@bradford.gov.uk quoting Princeville Primary School. Alternatively, representations can be made on the [Bradford Council consultation website](#) under current consultations.

Yours Sincerely



Claire Marshall-Swales
Senior Provision and Places Officer

Response form

Please complete details and return to:

Claire Marshall-Swales
Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 31 January 2018 at
the very latest

Consultation on the reduction of the Published Admission Number of Princeville Primary School

Name (optional)

Full postcode (of your home address) *eg BD1 1NN*

Please indicate which of the following applies to you - *please tick all that apply*

- Parent/carer
- Member of school staff
- School Governor at Princeville Primary
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other

If other please give details

Please indicate your response to this consultation below

- I agree with the proposal to reduce the admission number at Princeville Primary School from 90 to 60
- I disagree with the proposal and think the admission number should remain at 90

Please use this space to give reasons for your response

List of Consultees

Director/ADs Children's Services
Director/ADs Place
All Councillors
All Neighbourhood Forums
All Schools
Education and Learning (Formerly Bradford Achievement Service)
Bradford Youth Service
Catholic Diocese
CE Diocese
Children's Services Managers
Council for Mosques
Early Years Officers
Head / Chair of Governors
Media
MPs
Muslim Association
Other Officers: Planning; Highways
Parents/Carers
Parish Councils
Playgroups and other Early Years providers
Private/Independent schools
School Staff
Unions
Wider public audience: Bradford Schools Online (BSO), Bradford Council Website, Facebook, Twitter

Summary and all responses to consultation on reducing PAN at Princeville Primary School

Consultation was open between 7 December 2018 and 31 January 2019.

A total of 2 responses were received.

Breakdown of responses:

Group	Agree	Disagree	Other	Total
Parent / Carer				
Staff member				
Princeville Primary School Governor				
Other School Governor				
Local Councillor				
Member of Local Community				
Parent of younger child				
Other/Unknown	1	1		2
Total	1	1		2

Responses agreeing with the proposal to reduce the PAN:

- I support the reduction of PAN at Princeville Primary School

Responses disagreeing with the proposal to reduce the PAN:

- How does the Authority know that there will not be a need for the additional places in this school if there is an increase in the number of families coming into the country seeking asylum? These children will need educating and could potentially place unnecessary strain on the other schools who will now be filling their places due to Princeville's PAN reduction?

In response to this comment:

The forecasted number of places required in the South West 4 planning area is significantly lower than the number of places currently available at schools in this area. According to the pupil place forecast, even with a reduction of PAN at Princeville Primary School, there will still be sufficient places available to meet demand. If however there is an increase in demand that cannot be met by other schools in the area, a bulge class may be admitted to Princeville Primary School, utilising existing space within the school building.



Equality Impact Assessment Form

Reference –

Department	Education Client Services	Version no	1
Assessed by	Claire Marshall-Swales	Date created	14/01/2019
Approved by	Marium Haque	Date approved	01/02/2019
Updated by	Claire Marshall-Swales	Date updated	19/02/2019
Final approval		Date signed off	

The Equality Act 2010 requires the Council to have due regard to the need to

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

2 Section 1: What is being assessed?

1.1 Name of proposal to be assessed.

Proposed Reduction of Published Admission Number at Princeville Primary School

1.2 Describe the proposal under assessment and what change it would result in if implemented.

Consultation has been carried out to seek the views on the proposal to reduce the Published Admission Number (PAN) at Princeville Primary School from 90 to 60 from 1 September 2020.

3 Section 2: What the impact of the proposal is likely to be

2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.

N/A

2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.

N/A

2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.

N/A

2.4 Please indicate the level of negative impact on each of the protected characteristics?

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact (H, M, L, N)
Age	L
Disability	N
Gender reassignment	N
Race	N
Religion/Belief	N
Pregnancy and maternity	N
Sexual Orientation	N
Sex	N
Marriage and civil partnership	N
Additional Consideration:	
Low income/low wage	N

2.5 How could the disproportionate negative impacts be mitigated or eliminated?
(Note: Legislation and best practice require mitigations to be considered, but need only be put in place if it is possible.)

N/A

4 Section 3: Dependencies from other proposals

3.1 Please consider which other services would need to know about your proposal and the impacts you have identified. Identify below which services you have consulted, and any consequent additional equality impacts that have been identified.

N/A

5 Section 4: What evidence you have used?

4.1 What evidence do you hold to back up this assessment?

Admission arrangements must not discriminate directly or indirectly against any group or individual.

4.2 Do you need further evidence?

No

6 Section 5: Consultation Feedback

5.1 Results from any previous consultations prior to the proposal development.

None

5.2 The departmental feedback you provided on the previous consultation (as at 5.1).

N/A

5.3 Feedback from current consultation following the proposal development (e.g. following approval by Executive for budget consultation).

N/A

5.4 Your departmental response to the feedback on the current consultation (as at 5.3) – include any changes made to the proposal as a result of the feedback.

N/A

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 13 DECEMBER 2018 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Barry Collins (Substitute)	Calderdale Council
Councillor Judith Blake CBE	Leeds City Council
Councillor Peter Box CBE	Wakefield Council (to minute 70)
Councillor Stewart Golton	Leeds City Council
Councillor David Hall	Kirklees Council (to minute 69)
Roger Marsh OBE	Leeds City Region Enterprise Partnership
Councillor John Pennington	Bradford Council
Councillor Andrew Waller	City of York Council

In attendance:

Richard Thorpe	MHCLG (minute 78)
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority (minute 65)
Angela Taylor	West Yorkshire Combined Authority (minute 68)
Heather Waddington	West Yorkshire Combined Authority (minute 78)
Jacqui Warren	West Yorkshire Combined Authority (minute 78)
Patrick Bowes	West Yorkshire Combined Authority (minute 78)
Ruth Chaplin	West Yorkshire Combined Authority

56. Apologies for Absence

Apologies for absence were received from Councillors Shabir Pandor and Tim Swift.

57. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

58. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 3 to Agenda Item 6 and Appendix 1 to

Agenda Item 14 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

59. Chair's Comments

The Chair advised that Councillor Tim Swift had sent his apologies as he was receiving his MBE and Members offered their congratulations on his award.

60. Minutes of the Meeting of the Combined Authority held on 11 October 2018

Further to minute 50, Rail Performance and Governance Update, Councillor Blake advised that she had raised the Combined Authority's concerns in respect of rail performance at the Transport for the North Rail North Committee. She also reported that Jo Johnson had resigned and been replaced by Andrew Jones, MP for Harrogate as the new Parliamentary Under Secretary of State for Transport. He would now be working with Councillor Blake on the Rail North Review and an update would be brought to the next meeting.

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 11 October 2018 be approved and signed by the Chair.

61. Brexit/Autumn Budget Implications

The Combined Authority considered a report of the Director of Policy, Strategy and Communications which:

- Provided an update on continuing organisational work to support preparations for the UK's exit from the European Union.
- Provided an update on the latest intelligence relating to the Government's proposed transition deal.

It was noted that although the Autumn Budget had not provided any clarity on key funding and policy going forward, the Government had announced that the competitive element of the Transforming Cities Fund will be increased by £440 million.

The key messages that have been communicated to Government seeking potential flexibilities to support future delivery and additional capacity development in forward planning was outlined in the report. Members also noted the summary of detailed impact assessment work which had been undertaken by the Bank of England and HM Treasury.

Members discussed the importance of continuing to support businesses, people and communities and to ensure that they are aware of the Combined

Authority and LEP's activities to support business in developing products and providing services. It was reported that Councillors Judith Blake and Peter Box were members of the Government's Brexit Delivery Board which was looking at the possible implications and significant impacts on future decisions and the important role local government and the Combined Authority will have. Further information will be brought to the next meeting.

In responding to the Ministry of Housing, Communities and Local Government (MHCLG) on local preparations for Brexit, the Combined Authority had emphasised that more flexibility on Growth Deal funding will be sought in order to deploy it at short notice. A copy of the letter sent to MHCLG was attached at Appendix 1.

The impact of Brexit on the City Region economy and businesses will continue to be monitored.

Resolved:

- (a) That the report be noted.
- (b) That the funding update and announcement relating to the allocation of the Transforming Cities Fund be noted.
- (c) That the key messages from the latest Brexit economic impact work undertaken by HM Treasury and the Bank of England be noted.

62. Capital Spending and Project Approvals (considered at Investment Committee on 7 November 2018)

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Project Lapwing
- A61S Bus Priority Corridor
- Stourton Park and Ride
- Elland Road Park and Ride
- Leeds Enterprise Zone Power Solution
- A650 Bradford to Keighley Corridor (Hard Ings)
- York Outer Ring Road Phase 2 (Monks Cross)

Members also considered the following schemes which have had change request reports assessed in line with the Combined Authority's assurance process and also been considered and recommended by the Investment Committee for approval:

- Rail Park and Ride Programme Phase 1
- Outwood Station Park and Ride

Details of all the schemes were provided in the submitted report and it was noted that these had been considered and recommended for approval by the Investment Committee at their meeting held on 7 November 2018.

Resolved:

(a) In respect of Project Lapwing –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Lapwing project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the Combined Authority's contribution of £1million (which will be funded through the Local Growth Fund's Strategic Inward Investment Fund) is given with full approval to spend being granted, once the scheme has progressed through the Assurance Process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(b) In respect of A61S Bus Priority Corridor , Leeds –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the A61 South project proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the total project value of £14.15 million is given from the Leeds Public Transport Investment Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's



Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(c) In respect of Stourton Park and Ride –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Stourton Park and Ride project proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval is given to the total project value of £30.1 million, of which £27.3 million will be funded by the Combined Authority from the Leeds Public Transport Investment Fund, with full approval to spend being granted once the scheme has progressed through the Assurance Process to decision point 5 (full business case with finalised costs). This indicative approval is subject the scheme being successful in gaining ERDF funding for the scheme. In the event that the ERDF bid is not successful an indicative approval of £25.4 million from the Leeds Public Transport Investment Fund will be applied.
- (iii) That further development costs of £635,000 are approved in order to progress the scheme to decision point 5 (full business case with finalised costs).
- (iv) That the Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council to increase by £635,000 from the Leeds Public Transport Investment Fund.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(d) In respect of Elland Road Park and Ride Phase 3 –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Elland Road Park and Ride Phase 3 project proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the total project value of £5.75 million is given to be funded from the Combined Authority from the Leeds Public Transport Investment Fund with full approval

to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

- (iii) That further development costs of £165,000 are approved in order to progress the scheme to decision point 5 (full business case with finalised costs) taking the total development cost expenditure approval to £410,000.
- (iv) That the Combined Authority enters into an addendum to the existing Funding Agreement with Leeds City Council to increase by £165,000 from the Leeds Public Transport Investment Fund for expenditure of up to £410,000.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(e) In respect of Leeds Enterprise Zone Power Solution –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the project proceeds through decision point 4 (full business case) and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the total project value of £5 million is given which will be funded by the Combined Authority from the Local Growth fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(f) In respect of A650 Bradford to Keighley Corridor (Hard Ings) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Hard Ings Road Improvements, Keighley project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs)
 - (ii) That an indicative approval to the total project value of £10.3 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs)
 - (iii) That further development costs of £2.718 million are approved in order to progress the scheme to decision point 5 (full business case with finalised costs) to be funded from the West Yorkshire plus Transport Fund, taking the total project approval to £3.86 million.
 - (iv) That the Combined Authority enters into an addendum to the existing funding agreement with Bradford City Council for expenditure of up to £3.86 million from the West Yorkshire plus Transport Fund
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (g) In respect of York Outer Ring Road Phase 2 (Monks Cross) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the York Outer Ring Road Phase 2 project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs)
- (ii) That an indicative approval to Phase 2 to the value of £3.585 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.



(h) In respect of the Rail Park & Ride Programme Phase 1 –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request to the Rail Park & Ride Programme phase 1 re-programming and re-allocation of funds within the programme is approved. This highlights as to which schemes will progress in phase 1 and which schemes will be moved into phase 2.
- (ii) That development costs of up to £150,000 for the Ben Rhydding scheme from West Yorkshire plus Transport Fund are approved, subject to confirmation from the City of Bradford Metropolitan District Council that land will be made available.
- (iii) That the Rail Park and Ride Phase 1 programme-level expenditure approval will increase from £1.161 million to £1.701 million to be funded from the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the report.

(i) In respect of Outwood Station Park and Ride –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request to extend the scope at Outwood Rail Station is approved to include the provision of an access road.
- (ii) That indicative approval is given to the revised scheme costs of £1.540 million which will be funded from the West Yorkshire plus Transport Fund.
- (iii) That additional development costs of £29,400 are approved taking the total expenditure approval for project development to £140,000.
- (iv) That the Combined Authority enter into a funding agreement with Wakefield Council for expenditure up to the value of £130,000.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.



63. Capital Spending and Project Approvals (considered at Investment Committee on 5 December 2018)

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Investor Readiness Support Programme
- Transformational – A1620 Leeds Northern Outer Ring Road Improvements
- Corridor Improvement Programme Phase 1 – A647 Dawsons Corner
- Corridor Improvement Programme Phase 1 – Dyneley Arms
- Corridor Improvement Programme Phase 1 – Fink Hill scheme
- Corridor Improvement Programme Phase 1 – A650 Newton Bar
- Institute of High Speed Railways and System Integration – Phase 1

Councillor Box provided an update on the schemes as they had been considered by the Investment Committee on the same day as the Combined Authority agenda was published. He advised that all the schemes presented were recommended by the Investment Committee to the Combined Authority for approval.

In discussing the High Speed Railways and System Integration scheme, it was reported that the Investment Committee had deferred consideration of the item from their November meeting pending further information being provided. A presentation had been given at the December meeting and, in recommending the scheme to the Combined Authority for approval, the Investment Committee had asked that it be noted that the Combined Authority's contribution to the scheme will be capped at £13.047 million regardless of any future increases to the total scheme costs.

Members also considered the Business Growth Programme which has had a change request report assessed in line with the Combined Authority's assurance process. This had also been considered and recommended by the Investment Committee for approval.

Resolved:

- (a) In respect of the Investment Readiness Project –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Investment Readiness project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the Combined Authority's contribution of £1.429 million is given (which will be funded from £714,500 from the Leeds City Region Business Rates Pool and £714,500 from ESIF), with Full Approval to spend being granted once the scheme has progressed through the



Assurance Process to Decision Point 5. The total project value is £1.429 million with funding already secured.

- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team subject to the scheme remaining within the assurance tolerances outlined within the report.

- (b) In respect of the Transformational – A6120 Leeds Northern Outer Ring Road Improvements, Leeds –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the A6120 Leeds Northern Outer Ring Road Improvements (A647 to A65) proceeds through decision point 2 and work commences on the feasibility study.
- (ii) That an expenditure approval is given to the total value of £392,500 to Leeds City Council to fund a feasibility study.
- (iii) That the Combined Authority enter into a funding agreement with Leeds City Council for expenditure of up to £392,500 to be funded from the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

- (c) In respect of Corridor Improvement Programme Phase 1 – A647 Dawsons Corner –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Dawson's Corner project proceeds through decision point 3 and work commences on activity 4 (full business case).
- (ii) That an indicative approval is given to the total project value of £20.159 million, with the Combined Authority's contribution of £19 million (which will be funded through £15 million from the CIP Phase 1 fund and £4 million from the LPTIP fund) is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5

(full business case with finalised costs). The total project value is £20.159 million.

- (iii) That development costs of £1.599 million, (including £499,000 additional development costs and £1.1 million land assembly costs) are approved in order to progress the scheme to decision point 5 (full business case with finalised costs), taking the approval to £2.607 million
 - (iv) That the Combined Authority issue an addendum to the existing funding agreement with Leeds Council for additional expenditure of up to £1.599 million from the West Yorkshire plus Transport Fund taking the total value to £2.607 million.
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (d) In respect of Corridor Improvement Programme Phase 1 – Dyneley Arms –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Dyneley Arms junction project proceeds through decision point 3 and work commences on activity 4 (full business case) and 5.
- (ii) That an indicative approval to the total project value of £2.747 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs)
- (iii) That additional development costs of £373,000 (which include £250,000 for land assembly) are approved in order to progress the scheme to decision point 5 (full business case with finalised costs) taking the total approval to £775,000.
- (iv) That the Combined Authority issues an addendum to the existing funding agreement with Leeds Council for additional expenditure of up to £373,000 from the West Yorkshire plus Transport Fund (giving a total funding agreement value of £775,000).
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report through a delegation to the Combined Authority's Managing Director following a recommendation by



the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

- (e) In respect of Corridor Improvement Programme Phase 1 – Fink Hill scheme –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Corridor Improvement Programme Phase 1 Fink Hill project proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) That an indicative approval to the total project value of £4.150 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That additional development costs of £404,000 are approved in order to progress the scheme to decision point 4 (full business case) taking the total project approval to £519,000.
- (iv) That the Combined Authority enter into an addendum to the existing funding agreement with Leeds City Council for additional expenditure of up to £404,000 from the West Yorkshire plus Transport Fund taking the total value to £519,000.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject remaining within the tolerances outlined in the report.

- (f) In respect of Corridor Improvement Programme Phase 1 – A650 Newton Bar scheme –

That the Combined Authority approves

- (i) That the Corridor Improvement Programme Phase 1 A650 Newton Bar project proceeds through decision point 3 and work commences on activity 4 (full business case).
- (ii) That an indicative approval to the total project value of £6.752 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).



- (iii) That development costs of £129,800 are approved in order to progress the scheme to decision point 4 (full business case) taking the total project approval to £204,800.
 - (iv) That the Combined Authority enters into an addendum to the existing funding agreement with Wakefield Council for additional expenditure of up to £129,800 from the West Yorkshire plus Transport Fund taking the total value to £204,800.
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report (including through delegation to the Combined Authority's Managing Director at decision points 4 and 5) following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (g) In respect of Institute of High Speed Railways and System Integration (IHSRSI) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Institute for High Speed Rail and System Integration scheme Phase 1 proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
 - (ii) That an indicative approval to the Combined Authority's contribution of £13.047 million is given, which will be funded through over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total Phase 1 value is £26.093 million (The University of Leeds will contribute match funding of £13.047 million). The Combined Authority's contribution is capped at £13.047 million regardless of any future increases to the total scheme costs.
 - (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report
- (h) In respect of the Business Growth Programme –



That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request to the Business Growth Programme is approved to provide additional £7 million of funding to the Business Growth Programme. This will be funded from over programming against the Local Growth Fund. This would take the expenditure approval for the total programme to £34 million.
- (ii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined within the report.

64. Planning for Growth: The Leeds City Region Connectivity Strategy

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on Planning for Growth: The Leeds City Region Connectivity Strategy which:

- Provided an update on the ongoing development of the Inclusive Growth Corridor Programme which will help shape the future connectivity pipeline across all modes of transport serving the Leeds City Region.
- Sought endorsement for the commencement of a conversation with the public and stakeholders around the new 21st century connectivity and services technologies required to address the economic and transport challenges facing West Yorkshire, to complement future strategic infrastructure including HS2 and Northern Powerhouse Rail (NPR).
- Sought endorsement for establishing a member working group to oversee the development of the emerging City Region Transit Network.
- Sought the Combined Authority's continued endorsement for the oversight of the Connectivity Strategy, including role of Mass Transit, to be delegated to the Transport Committee.

The report provided an update on the development of the Leeds City Region Connectivity Strategy. A copy of a report, which had been considered by the Transport Committee at its meeting held on 9 November 2018, was attached at Appendix 1.

It was noted that no commitment was being made at this stage to develop a mass transit system, and more work would need to be undertaken around demand and a business case analysis. It was proposed to open a conversation with the public and stakeholders on solutions to future capacity requirements and delivering inclusive growth. The proposals were welcomed but discussion highlighted that there was no reference to Calderdale and parts of Kirklees in the maps provided and it was noted that work was underway to address this. It was stressed that the new transport



routes must be evidence based and provide benefits to the whole region and also that current connectivity should be taken into account.

It was reported that the HS2 Environmental Impact Report had been published and a copy of the Combined Authority's response to the consultation would be circulated to Members prior to its submission. A report would be brought to the next meeting.

It was agreed that the Transport Committee continue to oversee the development of the Connectivity Strategy and that a member working group be established. Progress reports would be brought to future meetings.

Resolved:

- (a) That the ongoing development of the Inclusive Growth Corridor Programme which will help to shape the future connectivity pipeline across all modes of transport serving the Leeds City Region as set out in Appendix 1 to the submitted report be noted.
- (b) That the commencement of a conversation with the public and stakeholders around the new 21st century connectivity and services technologies required to address the economic and transport challenges facing West Yorkshire, to complement future strategic infrastructure including HS2 and Northern Powerhouse Rail (NPR) be endorsed.
- (c) That the establishment of a member working group to oversee the development of Connectivity Strategy and Mass Transit be endorsed.
- (d) That the Transport Committee continue to oversee the Connectivity Strategy, including the role of Mass Transit, with further updates brought to the Combined Authority throughout 2019.

65. Transforming Cities Fund

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on the Transforming Cities Fund (TCF) which

- Provided an update on Transforming Cities Fund.
- Sought endorsement to the continuation of the Transforming Cities Fund member working group sessions to oversee the development of the Transforming Cities Fund stage 2 submission.
- Sought agreement for the Combined Authority's Managing Director, in consultation with the Chair of the Combined Authority and Chair of the Transport Committee, to submit the 'small bid'.
- Sought delegated authority for the Transport Committee to oversee and submit the 'big bid' and the Future Mobility bid.
- Sought approval to spend the £50,000 grant funded by the Department for Transport to support the development of the Stage 2 bid.



It was reported that the Transforming Cities Fund had been updated in the recent Budget announcement and the Government had now made a total of £1.28 billion available and extended the period to 2022-23. The key points arising from the announcement were outlined in the submitted report which had included confirmation that West Yorkshire had been successful in reaching stage two of the application process.

The Combined Authority's bid on behalf of the Leeds City Region for stage 1 had focussed around 3 themes and detailed proposals would be developed for the stage 2 submission. The Department for Transport (DfT) had made a contribution of £50,000 which would support the development of three bids, a 'small', 'big' and 'future mobility' bids, as part of the stage 2 submission. The DfT had released guidance for the 'small bid' which would have a value of up to £10m. This has to be submitted by 4 January 2019 and it is expected that a decision will be made by February 2019. In view of the timescales, it was proposed that a Member working group be convened at the earliest opportunity to consider the scope of the small bid. Information would be circulated to all Members of the Combined Authority and the transport Portfolio Holders. It was agreed that the submission of the 'small bid' be delegated to the Combined Authority's Managing Director in consultation with the Chairs of the Combined Authority and Transport Committee.

In welcoming the opportunities the Transforming Cities Fund provided, it was requested that it be made clear to Government that a longer timeframe should be sought for such transformational programmes. Assurances should also be sought for year on year investment to provide more certainty. In respect of long term investment, it was reported that the City of York had submitted a bid for retrofitting buses which will be an issue affecting all parts of the City Region and was important for air quality and the economy through the jobs created.

A 'task and finish' working group had been set up to shape the stage 1 submission and it was proposed to continue with this approach for the development of stage 2 with representation widened to include North Yorkshire authorities.

Resolved:

- (a) That the progression of the Leeds City Region Transforming Cities Fund bid to the stage 2 co-development phase be noted.
- (b) That the setting up of further on-going member working groups to support the development of the Leeds City Region stage 2 Transforming Cities Fund bids be endorsed.
- (c) That the Combined Authority's Managing Director in consultation with the Chairs of the Combined Authority and Transport Committee submit the 'small bid' in consultation with the Chairs of the Combined Authority and Transport Committee.



- (d) That the Combined Authority delegates authority to the Transport Committee to oversee and submit both the 'big bid' and the 'Future Mobility bid'.
- (e) That the Combined Authority grants approval to spend the £50,000 contribution made available by the Department for Transport to support the development of the Stage 2 bids.

66. Policy Developments

The Combined Authority considered a report of the Director of Policy, Strategy and Communications which provided an update on the development of the Leeds City Region policy framework and recommended adoption of:

- Leeds City Region Digital Framework
- Green & Blue Infrastructure Strategy & Delivery Plan
- Energy Strategy & Delivery Plan

The report provided an update on progress with the long-term policy framework which would replace the Strategic Economic Plan (SEP) and an overview of the three strategies, copies of which were attached to the submitted report. Members welcomed the work being done and noted that the strategies would replace the SEP with a much broader, long term policy framework which includes the Local Inclusive Industrial Strategy aimed at tackling key challenges. A copy of the policy framework was attached at Appendix 1.

In respect of the Digital Framework, it was reported that working groups will be established to ensure the aspirations in the framework are realised and they will report to the Panels.

Members discussed and welcomed the ambition to be the first city region to meet the Paris Climate Agreement target. It was noted that further work would be undertaken in respect of the projects identified in the Energy Strategy and Delivery Plan to achieve this and a report would be brought to a future meeting.

It was noted that the Green and Blue Infrastructure Strategy and Delivery Plan had identified projects which will help to make the region more resilient to climate change and improve the quality of life for residents. These included natural flood management and additional investment in cycling and walking. It was noted that the Combined Authority had made an initial contribution for a shared resource to deliver the projects identified in the Green and Blue Infrastructure Strategy and Delivery Plan.

In adopting the strategies as part of the evolving policy framework, the need to link these to how people's lives could be improved was highlighted and agreed. The challenges were also noted and it was considered important to build on the strengths and achieved successes and be ready to take advantage of future funding opportunities to move towards being carbon neutral.

Resolved: That the Combined Authority adopts the following strategies:

- Leeds City Region Digital Framework
- Leeds City Region Green & Blue Infrastructure Strategy & Delivery Plan
- Leeds City Region Energy Strategy & Delivery Plan.

67. Statement of Common Ground and Strategic Planning Review

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on the Statement of Common Ground and Strategic Planning Review.

The report provided details of two work streams, the Leeds City Region Statement of Common Ground (SoCG) and the Leeds City Region Strategic Planning Review.

Members considered the draft SoCG which was attached at Appendix 1. It was noted that all local planning authorities are required to produce a SoCG and this had been drafted by Combined Authority officers in partnership with the Leeds City Region partner councils. Each partner would be signatories to the document and the Combined Authority is considered an 'additional signatory' as a body who have a role in the matters covered in a statement of common ground with plan-making powers.

It was reported that the recommendations agreed in 2015 in respect of the Strategic Planning Review Update have now been updated to reflect changing governance arrangements to progress in relation to cross-boundary working. Details of the changes were outlined in the report and these had been agreed by the partner councils and recommended to the Combined Authority for approval by the Place Panel.

Resolved:

- (a) That the report be noted.
- (b) That the Combined Authority endorses and signs the Leeds City Region Statement of Common Ground (SoCG) as an additional signatory.
- (c) That the updated Leeds City Region Strategic Planning Review be endorsed and approved.

68. Draft Business Plan and Budget 2019/20

The Combined Authority considered a report of the Director of Resources which provided outlined directorate business plans and the proposed draft revenue and capital budget for 2019/20.



Members noted the draft business plans for each directorate which were attached at Appendix 1.

The draft proposed revenue budget for 2019/20 was attached at Appendix 2. It was noted that this currently shows a required use of reserves of £1.8 million, against the target previously agreed of £1.2 million. This position has been developed through the Member Budget Working Group, and with input from the Overview and Scrutiny Committee and an overview from the Chief Executives. Details were outlined in the submitted report and it was noted that further work was underway to close the funding gap to the previously agreed use of reserves of £1.2 million.

In respect of the LEP merger, it was reported that a bid had been made for transitional funds to meet some of the additional costs in establishing the new organisation but the outcome was not yet clear.

Councillor Groves provided an update on the joint work with bus operators in response to questions about bus fares. She advised that aside from MCard, ticketing and fares are commercial decisions taken by the operators. However this would be raised and clarification sought as part of the discussions being held with operators regarding partnership working.

In noting the draft business plan, comment was made that there should be a clearer statement of priorities alongside everyday business. It was noted that work was continuing and the final business plan and budget for 2019/20 will be brought to the next meeting on 14 February 2019 to enable the transport levy to be set in accordance with legislative requirements.

Resolved: That the work being undertaken on the draft business plan and budget proposals for 2019/20 be noted.

69. Corporate Developments

The Combined Authority considered a report of the Director of Resources on the following corporate developments which:

- Proposed governance changes in relation to the role of the Investment Committee.
- Proposed governance changes to the Leeds City Region Enterprise Zone programme.
- Proposed changes in appointments to the membership of the Combined Authority and its committees and to consider the appointment of a Chair of the Overview and Scrutiny Committee.
- Informed the Combined Authority of the recommendations of a scrutiny review conducted by Calderdale Council into its engagement and relationship with the Combined Authority and agree a formal response.
- Provided an update on corporate performance including progress against 2018/19 corporate plan priorities, risk management and the current budget position.



Members discussed the proposal for the Investment Committee to be able to make decisions on behalf of the Combined Authority in respect of progressing schemes under the Assurance Framework to facilitate their delivery within the funding programme timescales. Details of the proposed changes were detailed in the report and the draft terms of reference and a revised bespoke assurance pathway and approval routes for the schemes were attached at Appendices 1 and 2. Members discussed the issues raised in respect of the political balance of the Investment Committee and the need to ensure projects were given the right level of scrutiny and investigation. They were advised that the intention for the proposed changes was to speed up the progression and delivery of projects. It was noted that there was geographic balance on the Committee and, in approving the changes, it was agreed that the issue of political balance would be considered further and addressed either at the Combined Authority's AGM or as part of the LEP merger.

It was noted that the Combined Authority had previously identified the need to prioritise the accelerated delivery of the EZ programme and the proposed governance changes, which had been considered by the LEP Board on 22 November 2018, were outlined in the report.

The report provided an update on changes in membership and revised schedules were attached at Appendices 3 and 4. In respect of the Overview and Scrutiny Committee it was agreed that Councillor Elizabeth Smaje be appointed as a member and Chair of the Committee following the resignation of Councillor Robert Light. In welcoming Councillor Smaje to her new role it was agreed that a letter of thanks be sent to Councillor Light on behalf of the Combined Authority.

It was noted that Bradford Council had advised that Councillor Rebecca Poulsen would replace Councillor Simon Cooke as the substitute 'balancing member' on the Combined Authority with effect from 26 October 2018.

It was reported that Calderdale Council's scrutiny boards had carried out a detailed review of their authority's engagement and relationship with the Combined Authority. The final report was endorsed by their Strategy and Performance Scrutiny Board and contained recommendations for both the Combined Authority and Calderdale Council. The report had been presented to the Combined Authority's Overview and Scrutiny Committee in September 2018 and an extract detailing the recommendations from Calderdale Council's Strategy and Performance Scrutiny Board report was attached at Appendix 5. In welcoming the report, Members considered and agreed the draft response to be sent on behalf of the Combined Authority which was attached at Appendix 6.

In respect of corporate planning and performance, Members noted the update on progress attached at Appendix 7 which included a summary of the strategic risks affecting the organisation.

A summary of the 2018/19 current spend to budget was attached at Appendix 8 and it was noted that there were currently no areas of concern to report.



Resolved:

- (a) That the Combined Authority approves amendments to the terms of reference for the West Yorkshire and York Investment Committee as set out in **Appendix 1** to the submitted report, authorising the Committee to make decisions on behalf of the Combined Authority to progress schemes under the Leeds City Region Assurance Framework, in accordance with each scheme's bespoke assurance pathway and approval route.
- (b) That the Combined Authority approves revised bespoke assurance pathway and approval routes for the schemes set out in **Appendix 2**.
- (c) That the Combined Authority approves the changes in governance arrangements for the Enterprise Zone programme as detailed in para 2.11 of the submitted report.
- (d) That the Combined Authority notes the resignation of the appointment of Councillor Robert Light as a member of the Overview and Scrutiny Committee and appoints Councillor Elizabeth Smaje as his replacement.
- (e) That the Combined Authority appoints Councillor Elizabeth Smaje as Chair of the Overview and Scrutiny Committee.
- (f) That a letter of thanks be sent to Councillor Light on behalf of the Combined Authority.
- (g) That the Combined Authority notes the termination of the appointment of Councillor Simon Cooke as a substitute Combined Authority member and that his replacement is Councillor Rebecca Poulsen with effect from 26 October 2018.
- (h) That the Combined Authority notes the updated member appointments as set out in **Appendices 3** and **4** to this report.
- (i) That the Combined Authority agrees the proposed response to the recommendations made by Calderdale Council's Strategy and Performance Scrutiny Board as set out in **Appendix 6**.

70. LEP Review Outcome

The Combined Authority considered a report of the Director of Policy, Strategy and Communications which provided an update on the latest position in response to Government's policy positions set out in 'Strengthened Local Enterprise Partnerships'.

It was reported that following discussions both LEPs had proposed a new LEP covering the whole of West and North Yorkshire from April 2020. A transition working group is being established to take forward activity with representatives from each LEP. Membership will include the Chair and



Managing Director of the Combined Authority, Chair of the LEP and Chair of the Business Innovation and Growth Panel and the working group will operate collaboratively and transparently to examine solutions across eight workstreams outlined in the submitted report.

Members welcomed the larger geography which will put the region in a stronger position to drive economic growth and provide opportunities to bid for a share of future central government funds and Roger Marsh was thanked for his leadership in progressing the merger.

Resolved: That the Combined Authority notes the clearer local consensus on the LEP Review and that a joint Transition Working Group will take forward activity.

71. Minutes of the Inclusive Growth and Public Policy Panel held on 4 September 2018

Resolved: That the minutes of the Inclusive Growth and Public Policy Panel held on 4 September 2018 be noted.

72. Minutes of the Business Innovation & Growth Panel held on 13 September 2018

Resolved: That the minutes of the Business Innovation & Growth Panel held on 13 September 2018 be noted.

73. Minutes of the Overview & Scrutiny Committee held on 14 September 2018

Resolved: That the minutes of the Overview & Scrutiny Committee held on 14 September 2018 be noted.

74. Draft minutes of the Green Economy Panel held on 23 October 2018

Resolved: That the draft minutes of the Green Economy Panel held on 23 October 2018 be noted.

75. Draft Minutes of the Place Panel held on 24 October 2018

Resolved: That the draft minutes of the Place Panel held on 24 October 2018 be noted.

76. Draft Minutes of the Governance & Audit Committee held on 1 November 2018

Resolved: That the draft minutes of the Governance & Audit Committee held on 1 November 2018 be noted.

77. Draft Minutes of the West Yorkshire & York Investment Committee held on 7 November 2018

Resolved: That the draft minutes of the West Yorkshire & York Investment Committee held on 7 November 2018 be noted.

78. European Structural and Investment Funds (ESIF) - Sustainable Urban Development (SUD)

The Combined Authority considered a report of the Director of Resources on the European Structural and Investment Funds (ESIF) – Sustainable Urban Development (SUD).

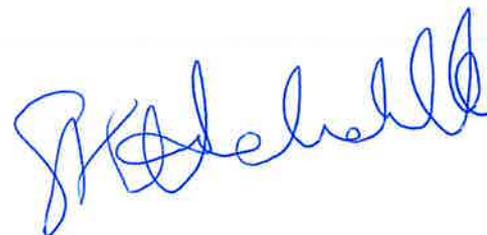
In its role as the Intermediate Body, the Combined Authority considered the advice included in the full application assessment form at Part 2 of exempt Appendix 1 and any respective conditions outlined in Part 4a.

It was reported that the full application had been considered by the Appraisal Team, under the responsibility of the Head of Research and Intelligence from the Combined Authority. The proposals had been discussed by the Investment Committee at their meeting on 7 November 2018 and they had agreed that they appropriately addressed:

- local domestic priorities, development needs/growth conditions and opportunities.
- the contribution and value for money proposed in the context of the Operational Programme and local ESIF Strategy.
- any local issues that need to be taken into account in the development and/or delivery of the project.

It was reported that the project is considered to be sufficiently developed to enable the Managing Authority to issue a funding agreement subject to the proposed conditions set out in the assessment being fully met.

Resolved: That the Combined Authority, in its role as the Intermediate Body for the SUD part of the ESIF programme, approves the advice included in the full application assessment forms of Part 2 of exempt Appendix 1, and any respective conditions outlined in Part 4a.



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