

## ***CABINET Agenda***

Date Monday 28 January 2019

Time 6.00 pm

Venue Crompton Suite, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

Notes 1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Sian Walter-Browne in advance of the meeting.

2. CONTACT OFFICER for this Agenda is Sian Walter-Browne Tel. 0161 770 4710 or email [sian.walter-browne@oldham.gov.uk](mailto:sian.walter-browne@oldham.gov.uk)

3. PUBLIC QUESTIONS – Any member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the Contact officer by 12 Noon on Wednesday, 23 January 2019.

4. FILMING – This meeting will be recorded for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items and the footage will be on our website. This activity promotes democratic engagement in accordance with section 100A(9) of the Local Government Act 1972. The cameras will focus on the proceedings of the meeting. As far as possible, this will avoid areas specifically designated for members of the public who prefer not to be filmed. Disruptive and anti social behaviour will always be filmed.

Any member of the public who attends a meeting and objects to being filmed for the Council's broadcast should advise the Constitutional Services Officer who will instruct that they are not included in the filming.

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Recording and reporting the Council's meetings is subject to the law including the law of defamation, the Human Rights Act, the Data Protection Act and the law on public order offences.

### MEMBERSHIP OF THE CABINET IS AS FOLLOWS:

Councillors Chadderton, Chauhan, Fielding (Chair), Jabbar, Jacques, Mushtaq, Roberts, Shah and Ur-Rehman

Item No

- 1 Apologies For Absence
- 2 Urgent Business  
Urgent business, if any, introduced by the Chair
- 3 Declarations of Interest  
To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 4 Public Question Time  
To receive Questions from the Public, in accordance with the Council's Constitution.
- 5 Minutes of Previous Meeting (Pages 1 - 10)  
The Minutes of the meeting of the Cabinet held on 17<sup>th</sup> December 2018 are attached for approval.
- 6 Pursuit of Accreditation by the Living Wage Foundation to be a Living Wage Employer (Pages 11 - 18)
- 7 School Admission Arrangements 2020-2021 (Pages 19 - 52)
- 8 Northern Roots (Pages 53 - 56)
- 9 Alexandra Park Re-Build of Depot Site (Pages 57 - 62)
- 10 Exclusion of the Press and Public  
That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 3 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.
- 11 Northern Roots (Pages 63 - 172)
- 12 Alexandra Park Re-Build of Depot Site (Pages 173 - 184)
- 13 Commercial Investment Opportunity (Pages 185 - 192)



**CABINET**  
**17/12/2018 at 6.00 pm**

**Present:** Councillor Fielding (Chair)  
Councillors Chauhan, Jabbar, Jacques, Mushtaq, Roberts, Shah  
and Ur-Rehman

1           **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chadderton.

2           **URGENT BUSINESS**

There were no items of urgent business received.

3           **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

4           **PUBLIC QUESTION TIME**

There were no public questions received.

5           **MINUTES OF PREVIOUS MEETING**

RESOLVED - That the minutes of the Cabinet meeting held on 19<sup>th</sup> November 2018 be approved as a correct record.

6           **SCHOOLS NATIONAL FUNDING FORMULA**

Consideration was given to a report of the Schools Finance Manager which provided an update following the Government announcement at the end of July about School Funding for 2019/20 and subsequent consultation with schools and Schools Forum. The Cabinet was asked to consider the options and agree an approach as to how the funding for Schools and Academies should be distributed in 2019/20.

The report provided a breakdown of the Dedicated Schools Grant (DSG) for 2019/20 and information about the National Funding Formula for Schools and High Needs Blocks for Oldham. It also presented a recommended approach for the distribution of the Schools block of the DSG to schools and academies from 2019/20.

The report highlighted the consultation process that had taken place during October and November in order to consider a means of allocating resources for 2019/20 and a way forward in reducing the cumulative deficit on the DSG.

Options/Alternatives considered:-

Option 1 - Continue to use Oldham's formula and move further to the National Funding Formula by providing a minimum per pupil funding level of £3,500 per primary pupil and £4,800 per secondary pupil with an MFG of zero per cent and a cap on gains.

Option 2 - Continue to use Oldham's formula and move further to the National Funding Formula by providing a minimum per pupil funding level of £3,500 per primary pupil and £4,800 per

secondary pupil with Prior attainment, Lump Sum and Basic per Pupil at NFF values and Income deprivation affecting children index (IDACI) bands E and F included at 20% NFF values. This option also includes an MFG of zero per cent and a cap on gains.

Option 3 - Continue to use Oldham's formula and move further to the National Funding Formula by providing a minimum per pupil funding level of £3,500 per primary pupil and £4,800 per secondary pupil, basic per Pupil at NFF values and Income deprivation affecting children index (IDACI) bands E and F included at 50% NFF values. This option also includes an MFG of zero per cent and a cap on gains.

Option 4 - Continue to use Oldham's formula and move further to the National Funding Formula by providing a minimum per pupil funding level of £3,500 per primary pupil and £4,800 per secondary pupil with an MFG of zero per cent and a cap on gains for Primary Schools and move further to the NFF for secondary schools. For secondary schools only bands E and F have been included at 10% NFF values funded by a reduction in basic per pupil entitlement.

The Cabinet was recommended to approve Option 4. This ensured no school would lose funding and there would be additional resources for those with higher needs.

Members noted that most local authorities had insufficient funding and, although there was expected to be additional government funding to help with the DSG recovery plan, it was unlikely this would be sufficient to meet the need.

RESOLVED - That:

1. Option 4 be approved, which would provide a minimum per-pupil funding level of £3,500 per primary pupil, £4,800 per secondary pupil and for secondary schools IDACI (income deprivation affecting children index) was been included at 10% values, together with a 1% transfer of funding between the Schools and the High Needs Blocks.
2. The development of a DSG recovery plan would continue as a means of reducing the cumulative DSG deficit in consultation with Schools Forum, with the option of implementing the reduction to top up funding for mainstream and special schools and over capacity funding in special schools (as outlined in section 2.5) from September 2019 if necessary.

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## **COUNCIL TAX TAX BASE AND NON-DOMESTIC RATES TAX BASE FORECAST 2019/20**

Consideration was given to a report of the Director of Finance which presented to the Cabinet the Council Tax Tax Base and provisional Non-Domestic Rates (NDR) Tax Base forecast for 2019/20, which would underpin the forthcoming Council Budget and Medium Term Financial Strategy scheduled for consideration at Council on 27<sup>th</sup> February 2019.

The report also sought delegated authority to finalise the 2019/20 Non-Domestic Rates (Business Rates) forecast in order

to reflect the information contained in the Local Government Finance Settlement and up to date Non-Domestic Rates details to be submitted to Central Government by 31<sup>st</sup> January 2019 via the annual NNDR 1 return.



Approval was sought to delegate the final decision to join in the pooling of Business Rates in 2019/20 with other Greater Manchester Districts, Cheshire East & Cheshire West and Chester Councils. Oldham had pooled Business Rates with neighbouring Authorities since 2015/16. The receipt of the Provisional Local Government Finance Settlement marked the start of a 28 day period for confirming Oldham's membership within the 2019/20 Business Rates Pool and the timing did not align with Cabinet meetings.

The Cabinet were informed that the total number of chargeable properties included in the Council Tax Tax Base calculation in Oldham for 2019/20 was 94,662. This figure was reduced to 85,761 after allowing for discounts and exemptions and translated to the equivalent of 68,018 Band D properties. After applying adjustments for the Local Council Tax Support scheme, the additional charging to empty properties and an anticipated increase in the number of properties to be included in the valuation list over the year, the number of Band D equivalent properties reduced to 58,446. The final Tax Base after the application of the anticipated collection rate of 97% was 56,693 which was an increase of 1,027 over the Council Tax Tax Base for 2018/19.

The 2019/20 Tax Bases for Saddleworth and Shaw and Crompton Parish Councils of 8,627 and 5,438 respectively, had been calculated using the same methodology.

Under the current local government finance system introduced on 1 April 2013, local billing authorities were required to prepare and submit to the Ministry of Housing, Communities and Local Government (MHCLG) a locally determined and approved Business Rates forecast through the NNDR 1 return by January 31 each year. This forecast would be used to determine the 2019/20 "demand" and payment schedule for Business Rates between Oldham Council and the Greater Manchester Combined Authority. Being a participant in the Greater Manchester 100% Rates Retention Pilot Scheme meant the Council no longer paid a share of Business Rates to Central Government. Instead, Oldham currently retained 99% of the income with 1% being paid to the Greater Manchester Combined Authority for Fire and Rescue services.

The estimated rating income for 2019/20 attributable to Oldham Council was currently £53.469m. Delegation was sought to enable the Business Rates forecast to be updated to take account of the Local Government Finance Settlement and up to date Non-Domestic Rates information to be submitted to Central Government by 31 January 2019 via the annual NNDR 1 return.

The Cabinet noted that Oldham had pooled Business Rates revenues with other Greater Manchester districts and the two Cheshire Unitary Authorities since 2015/16 (Cheshire West & Chester joined the pool from 2016/17). The aim of pooling was to retain the benefits of any Business Rates growth within Greater Manchester for the benefit of the region. Approval was sought (subject to the notification of the for Provisional Local Government Finance Settlement (PLGFS)) and the decision of Cheshire East to remain within the pool for the continuation of this arrangement on the basis that no Local Authority should be worse off by pooling than it would be if it did not pool.

Delegation was sought to enable a final decision to be made subject to the PLGFS and the decision of Cheshire East Council.

#### Options/Alternatives

The Council had little discretion in the calculation of the number of properties incorporated into the Council Tax Tax Base given the legislative framework that was in place. However, there was some discretion over estimating the number of new properties that would be included on the Council Tax register during 2019/20. A prudent view had been taken in this regard. The main area for an alternative approach was over the level of assumed collection rate. An increase in the collection rate would boost the anticipated Council Tax income and a decrease in the rate would decrease income. The Council had chosen to maintain its 2018/19 collection rates at 97%. This decision had been taken in light of a continuing and targeted focus on Council Tax collection rates.

The NNDR1 return generated the figures upon which the Business Rates Tax Base was prepared. It was not therefore appropriate to consider an alternative approach. However, as the figures included on the NNDR1 return on 31 January 2019 may vary from the estimated level, delegation was sought to allow the opportunity to revise the Business Rates forecast and approve a revised and more accurate position for budget setting.

#### RESOLVED - That:

1. The Council Tax Tax Base for 2019/20 at 56,693 Band D equivalent properties be approved.
2. The latest estimate for 2019/20 Business Rates revenue that is attributable to Oldham Council as being £53.469m be approved.
3. The Tax Bases for Saddleworth and Shaw and Crompton Parish Councils of 8,627 and 5,438 respectively be noted.
4. The decision to vary the final Business Rates forecast and hence the Business Rates Tax Base, if required, be delegated to the Cabinet Member for Finance and Corporate Resources in consultation with the Deputy Chief Executive Corporate and Commercial Services and the Director of Finance.
5. The final decision (subject to the information contained in the Provisional Local Government Finance Settlement and the decision of Cheshire East Council to remain



within the pool) of the Council's membership of the proposed Greater Manchester, Cheshire East & Cheshire West and Chester Councils Business Rates Pool for 2019/20 be delegated to the Cabinet Member for Finance and Corporate Resources in consultation with the Deputy Chief Executive Corporate and Commercial Services and the Director of Finance.

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## **SINGLE USE PLASTICS**

The Cabinet gave consideration to a report of the Principal Policy Officer with regards to the draft Strategy that responded to a motion to the Council on single-use plastics.

At its meeting on 28<sup>th</sup> March 2018, the Council had received a motion in relation to the elimination of single-use plastic materials to achieve a significant reduction in plastic waste. The Council had resolved to ask the Cabinet to:

- Develop a robust strategy to make Oldham a 'single-use plastic-free' authority by the end of 2018 and encourage the Borough's institutions, businesses and citizens to adopt similar measures;
- End the sale and provision of single use plastic products such as bottles, cups, cutlery and drinking straws in council buildings, or council supported venues, wherever possible; promoting the use of non-plastic recyclable alternatives e.g. paper straws to ensure our venues remain accessible to those with additional needs.
- Encourage traders across the Borough to sell re-usable containers and invite customers to bring their own.
- Consider the merits and practicalities of introducing a 'window sticker' scheme to accredit local businesses that are committed to reducing plastic waste through, for example, offering free water bottle refills.
- Investigate the possibility of requiring pop-up food and drink vendors at council supported events to avoid single use plastics as a condition of their contract; with a view to phasing out all single use plastics at markets and events in the Borough by the end of 2018.
- Work with tenants in commercial properties owned by Oldham Council to encourage them to phase out single use plastic cups, bottles, cutlery and straws.

Members noted that the Council had already been considering how to reduce plastic waste and there was an opportunity to lead by example. The report set out the draft strategy and supporting action plan to address the Council motion.

Four objectives had been identified:-

- a) Reduce Council use of single use plastics
- b) Engage strategic partners and businesses
- c) Engage schools and community groups
- d) Engage residents

The Action Plan had actions for each of these objectives, including specific actions on communications for each objective, which formed an overall communications plan.

Members noted that the strategy highlighted the existence of replacement products for those that would cease to be available from 2020. It was recognised that these may be more expensive initially and there would be a need to keep up to date with new products as they came on the market.

The Cabinet noted that small lifestyle changes by everyone could make a significant difference in the amount of plastic re-used and recycled.

Options/Alternatives considered:

Option 1 – Recommend to Council the implementation of the Single-Use Plastics Strategy 2019-2022.

Option 2 – Do not recommend to Council the implementation of the Single-Use Plastics Strategy 2019-2022.

RESOLVED - That the Single-Use Plastics Strategy 2019-2022 be recommended to the Council for approval.

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### **CONTRACT ARRANGEMENTS – RIGHT START SERVICE, BRIDGEWATER COMMUNITY NHS TRUST**

Consideration was given to a report of the Assistant Director of Safeguarding and Partnerships which informed the Cabinet that the current contract for the delivery of Oldham's integrated early years offer – Right Start Service – was due to end on 31st March 2019. This contract had an option to extend for a period of up to two years. The Cabinet noted that the majority of the functions in this service were statutory in nature, applicable to both Public Health and Education.

Cabinet was informed that, on 1<sup>st</sup> April 2016, the new integrated delivery model for Oldham Early Years Offer – Right Start and School Nursing Service - was brought together from a number of providers into a single service delivered by Bridgewater Community Healthcare NHS Trust. The aim of the service was to tackle a number of key early childhood outcomes through the delivery of a number of functions:-

- Health Visiting (HCP)
- Children's Centres
- Family Nurse Partnership (FNP)
- Oral Health; and
- deliver Oldham's version of the GM 8 stage assessment and intervention model

In addition the School nursing service was also commissioned to Bridgewater and aligned to the Right Start service to create an integrated 0-19 universal child health service.

Overall performance against the contract had been as expected. The rise in safeguarding demands across the whole system locally had an impact on Health Visiting and School Nursing



services and, in responding to this, Bridgewater had seen a negative impact on their ability to deliver the universal element of their roles. This was kept under continual review by Council commissioners.

The Cabinet noted that the SEND inspection of Oldham in October 2017, had highlighted the integrated early years model as a key strength.

The Cabinet was informed that there was encouraging performance in respect of the key ambition around the 'school readiness' agenda, with a higher % of mandated reviews at 2 – 2.5 years being undertaken than regional and national averages. The results of these reviews showed that the percentage of children who were at or above the expected level in all five areas of development was higher than the regional average but it remained a key area of focus as children were tracked through the new model.

The Cabinet noted there was ongoing development and improvement activity overseen by Council commissioners linked to other developments around place-based working and the review of Oldham's preventative offer.

Bridgewater were part of the Alliance under the Oldham Cares arrangements and as such may play a key future role as integrated models for children and young people were developed across the system.

Cabinet noted that Bridgewater NHS Trust had recently been subject to a sustainability review by NHS Improvement as a result of changes across the health and social care system in Wigan which would see a large number of services being transferred from Bridgewater into the new provider arrangement. Such a review was the norm in such circumstances and the outcome was expected in December. The outcome of the review would inform the consideration of the recommended option to extend as would the outcome of the recent CQC inspection.

It was explained that the Council had the ability to extend the contract for up to two years but a one year extension was felt to be appropriate, given that the outcome of the sustainability review was not known and there was a need for the Council to retain flexibility in its ability to commission alternative arrangements from 2020 on the back of new delivery models currently being scoped.

Options/Alternatives considered:

Option 1 – Extend the current arrangements for a period of one year for the period 1st April 2019 – 31st March 2020.

Option 2 – Extend the current arrangement for a period of two years for the period 1st April 2019 – 31st March 2021.

RESOLVED - That the Cabinet would consider the commercially sensitive information contained at Item 12 of the agenda.

## **OLDHAM HOUSING AND SOCIAL WELFARE ADVICE SERVICES CONTRACT EXTENSION**



The Cabinet considered a report of the Principal Housing Strategy Officer which set out two options for the future procurement arrangements for the services currently provided by First Choice Homes Oldham Ltd. These services included social welfare advice and a range of statutory and non-statutory housing advice and support services for people in Oldham.

The Cabinet was informed that the Oldham Housing and Social Welfare Advice Services (OHSWAS) was procured in December 2015 and was delivered by the lead partner First Choice Homes Oldham Ltd (FCHO). The current contract, approved by Cabinet in August 2015, was for a period of up to 7 years. After an initial 3 year period, a yearly extension could be granted, provided that the term of the contract did not exceed a total of 7 years.

The Cabinet noted that demand for all the services under this contract had created significant challenges. All of the services provided under the current contract had been subject to regular monitoring and performance review and, despite the current challenges and pressures, the contractor had performed relatively well and had delivered the desired outcomes for the people of Oldham over the period of the contract.

The Cabinet were informed that the Council was developing a new Housing Strategy and reviewing its Residential Development Prospectus. There were also a number of important pieces of work underway at Greater Manchester (GM) level, including the development of a GM Housing Strategy, Spatial Framework, Homeless Strategy, exploration of the future options of Supported Accommodation, GM Social Lettings Agency and access to social housing in the GM districts. The outcome of these work-streams and the emerging strategies would need to be reflected in the forthcoming options appraisal. It was anticipated that these strategies and, in particular, the new Housing Strategy would underpin the delivery of new redesigned service.

It was explained that an extension to the contract would enable the Council to undertake a full review, accurately reflecting the impact of the homeless legislation, housing related supply and demand issues, challenges and pressures across other Council services, and carry out a detailed options appraisal. This would allow the Council to fully explore and evaluate a number of different delivery models which best met its strategic objectives and priorities.

Options/Alternatives considered:

Option 1 – Extend the Housing Advice Contract for 12 months at the same terms and conditions as last year.

Option 2 – Do not extend the contract and bring the services in-house.



RESOLVED - That the Cabinet would consider the commercially sensitive information contained at Item 13 of the agenda.

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**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraph 3 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

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**CONTRACT ARRANGEMENTS – RIGHT START SERVICE, BRIDGEWATER COMMUNITY NHS TRUST**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 9 – Contract Arrangements – Right Start Service, Bridgewater Community NHS Trust.

RESOLVED - That the recommendation as detailed within the report be approved.

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**OLDHAM HOUSING AND SOCIAL WELFARE ADVICE SERVICES CONTRACT EXTENSION**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 10 – Oldham Housing and Social Welfare Advice Services Contract Extension

RESOLVED - That the recommendation as detailed within the report be approved.

The meeting started at 6.00 pm and ended at 6.25 pm

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## Report to CABINET

# Pursuit of accreditation by the Living Wage Foundation to be a Living Wage Employer

### **Portfolio Holder:**

Councillor Fielding – Leader of the Council & Cabinet Member for Economy & Enterprise

**Officer Contact:** Ray Ward, Deputy Chief Executive Corporate and Commercial and Rebekah Sutcliffe, Strategic Director of Reform

**Report Author:** Jonathan Downs, Strategy, Partnerships & Policy Manager (Corporate) & Corrina Sutton, Strategic Reward & Recognition Lead

**Extension:** 5691 & 3703

**Date:** 28<sup>th</sup> January 2019

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### **Reason for Decision**

Improving wages plays a significant role in building an inclusive economy, therefore the Living Wage is an important tool because it provides a level of pay that adequately allows workers to provide for themselves and their families. As such, the Living Wage can help tackle inequality. Paying a living wage can also boost the economy by giving workers more money to spend on goods and services.

### **Executive Summary**

This report sets out an approach for the Council to become a Living Wage Accredited employer through the Living Wage Foundation (LWF). If the Council were to secure this, there would be a three year period in which to achieve full compliance. The report includes proposals to develop a three-year milestone plan with an ambition to secure full compliance within that time.

Our ambition for Oldham is to build an inclusive economy, with thriving communities and co-operative services. We want Oldham to be a place where everyone has a fair and real chance to access opportunities and improve their own lives. We strive for an ambitious

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and socially mobile borough through making significant progress in living standards, wages and skills for everyone.

The Living Wage Foundation recognises and celebrates the leadership shown by Living Wage employers across the UK. The aim is to increase the number of employers in the UK who are recognised for paying their staff the Living Wage. The Living Wage is an hourly rate set independently and updated annually. This is UK wide and announced in November of each year during Living Wage Week. The current rate for the Living Wage is £9.00 per hour (announced in November 2018). This rate is above the Government's current National Living Wage of £7.83 per hour (£8.21 from April 2019).

Improving wages plays a significant role in building an inclusive economy, therefore the Living Wage is an important tool because it provides a level of pay that adequately allows workers to provide for themselves and their families. As such, the Living Wage can help tackle inequality. Paying a Living Wage can also boost the local economy by giving workers more money to spend on goods and services.

If the Council decides to apply for formal accreditation, it would require providers/suppliers to the Council, including sub-contractors, to all pay the Foundation Living Wage, in addition to that rate being paid for directly employed staff.

Phased accreditation recognises that full compliance won't be made at the outset, and the Council will have three years to achieve this, which is in line with the approach that other Councils have taken. The report includes proposals to develop a three year milestone plan with an ambition to secure full compliance within that time.

## **Recommendations**

1. To agree that Oldham Council applies for Living Wage Accreditation, and endorse that the detailed work proceeds, with a further report presented back to Cabinet including the proposed milestone plan and full procurement and future financial implications.
2. To note the annual cost of £480 to be paid to the Living Wage Foundation to become and remain accredited. The detail of which will be included in the next Cabinet report as part of the overall implementation proposal.



## **Pursuit of accreditation by the Living Wage Foundation to be a Living Wage Employer**

### **1 Background and Current Position**

- 1.1 A decision was taken by Members in 2014 to ensure that all employees, casual workers and agency staff were paid the Living Wage Foundation's recommended Living Wage. This was above the Government's National Living Wage (excluding Apprentices and Trainees).
- 1.2 In March 2016 Council approved a motion to seek accreditation with the Living Wage Foundation. Since then positive progress has been made. All directly employed staff have been paid the Foundation Living Wage since 2015.
- 1.3 In addition, all community primaries and voluntary controlled schools, where the Council is deemed to be their employer, have signed-up, and further engagement has resulted in all maintained schools, i.e. that group plus voluntary aided and foundation schools, signing-up too.
- 1.4 The Council's tender documents were also updated as part of the activity undertaken, and includes more specific questions on the Living Wage, highlighting the Council's ambition to be a Living Wage employer. Oldham's Procurement team have been actively engaging with suppliers to gather information on who currently pays the living wage, allowing the Council to model a more accurate financial impact of Living Wage Accreditation. This piece of work is ongoing.
- 1.5 For 2016/17 the Council made further positive steps, allocating £2.7m for the adult social care sector to remit the lesser National Living Wage (NLW), and in 2017/18, the additional revenue budget needed was £2.5m. The funding being applied from April 2019 to increase the rate paid for commissioned services is £1.7m. For 2018/19 the minimum hourly rate for commissioned adult social care is £8.35, which is well above the NMW, but currently 65p per hour short of the Foundation Living Wage (as of November 2018).<sup>1</sup> Further detailed work will need to be undertaken to understand the full financial implications associated with Foundation Living Wage accreditation.
- 1.6 As a wholly owned organisation of the Council, MioCare Group CIC (MioCare) consists of two subsidiary companies, Oldham Care & Support (OCS) and MioCare Services Limited (MSL). Staff at OCS typically have been TUPE transferred from the Council, so the salary scales for them are living wage compliant. However, the trading arm of Miocare pays the same hourly rate determined by the Council as part of their adult social care commissioning arrangements as described above.
- 1.7 It is now considered an appropriate time to review our position against the Foundation Living Wage criteria with a view towards moving to accreditation from the LWF. Work has been ongoing within the Strategic Sourcing Team to determine the position of the Council's current suppliers before compiling a short list of providers/suppliers to request details of their minimum hourly rates of staff provided to work on Oldham Council contracts.

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<sup>1</sup> The requirement on providers to pay on average £8.35/hour relates only to care at home, extra care housing and supported living services. It doesn't apply to care homes.

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1.8 Contact has been ongoing with the LWF who have been able to give guidance to prepare for a submission for application. Contracts entered into with other Councils, either on a GM basis or jointly with one/two other Councils would be excluded as Oldham Council would not be able to set the minimum salaries for those employees, although we would be expected to use our influence to try and encourage payment of the Living Wage.

## 2 Options/Alternatives

2.1 The Council will need to make a decision with two potential outcomes:-

- Making an application to be a Living Wage employer
- Not making an application to be a Living Wage employer (although continuing to pay our directly employed staff the appropriate hourly rate from April each year)

2.2 Making an application to be a living wage employer:

At Full Council in November 2018, it was announced that Oldham Council would be seeking accreditation to become a Living Wage employer. This means that all directly employed Oldham Council staff will be paid the FLW (£9 per hour), subject to agreement by Cabinet in January. It was also confirmed that Oldham Council is working to secure Living Wage accreditation from the Living Wage Foundation.

2.3 The council is able to apply to the Living Wage Foundation for phased accreditation. This approach provides a three year period during which the Council can work towards achieving full compliance. This is in line with the approach that other Councils such as Salford and Blackpool have taken. On making a successful application for phased accreditation, employers are then licensed to use publically the mark of a Living Wage employer.

2.4 In order to achieve full accreditation at the end of this three year period all providers and suppliers to the Council, including sub-contractors, would be required to pay the Foundation Living Wage, in addition to that rate being paid for directly employed staff aged over eighteen (excluding apprentices and interns, but not trainees).

2.5 **In order to secure Living Wage accreditation the Council needs to:**

- Ensure all staff are paid the Foundation Living Wage (£9 per hour).
- Ensure that the proposed updates to the Get Oldham Working traineeship scheme are implemented.
- Develop the Milestone Plan for the Council, highlighting which contracts are currently compliant with the Living Wage and which contracts will need to be reviewed over the next three years (this work is ongoing).

2.6 **Ensure all staff are paid the minimum Foundation Living Wage:** For Directorate staff, there is already an ongoing commitment to increase the minimum hourly rate in line with the Foundation Living Wage, effective from April each year.

2.7 Schools would also have to pay their staff the Foundation Living Wage from the 1<sup>st</sup> April 2019. Unity Partnership, where they are the payroll provider, supports schools to meet their ongoing commitment to pay the Foundation Living Wage. However, the Council may have to remind schools where they have an alternative payroll provider than the uplift will need to start from the 1<sup>st</sup> of April 2019. Academies are outside of scope for consideration, however, we would anticipate having discussions with Academies taking a borough-wide approach to building an inclusive economy.

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- 2.8 We would also need to work with wholly owned companies MioCare and Unity Partnership to identify the implications of paying the Foundation Living Wage to all of their staff. With respect to Unity Partnership, the issue was taken to the Unity Partnership Board in October 2018, where the matter was discussed and approval given to pay current and future employees the minimum of the Foundation Living Wage.
- 2.9 **Ensure that the proposed updated to the Get Oldham Working traineeship scheme are implemented:** The Living Wage Foundation require trainees to either be paid the Living Wage or to be working towards a nationally recognized qualification. The Get Oldham Working team are therefore currently making preparations for the new trainee cohorts to undertake an NVQ1 in a work-relevant topic. Additional funding circa £15k - £20k per annum would be required, as most participants already have a qualification higher than this level, and so require the full subsidy to pay for it. The LWF have advised that this would meet their criteria for us becoming accredited.
- 2.10 **Develop the Milestone Plan for the Council, highlighting which contracts are currently compliant with the Living Wage and which contracts will need to be reviewed over the next three years:** The Strategic Sourcing Team are liaising with all of the suppliers identified in the scoping exercise to identify if they currently pay the living wage voluntarily, or if additional budgets would need to be available to allow them to pay for it. The relevant Commissioning teams will also need to be involved for contracts in their specific areas.
- 2.11 Contracts entered into with other Councils, either on a GM basis or jointly with one/two other Councils would be excluded as Oldham Council would not be able to set the minimum salaries for those employees, however, we would be expected to use our influence to try and encourage payment of the Living Wage.
- 2.12 Detailed work has begun and is ongoing to fully understand the implications of applying for accreditation and to develop a milestone plan that includes the steps that will be taken in order to achieve accreditation over the course of the next three years. It is this milestone plan that will form the basis of our application to the Living Wage Foundation. Additionally this work will establish the budget implications of working towards full accreditation over that three year period
- 2.13 Not making an application to be a Living Wage employer (although continuing to pay our directly employed staff the appropriate hourly rate from April each year):
- The reasons for not making an application would relate to the costs of bringing providers and suppliers to the Council/MioCare/Unity Partnership up to the required level and the permanent additional financial burden which the Council will be obliged to maintain, and/or a desire to leave the GOW traineeship scheme as is to meet the targets and objectives as previously agreed for that programme.
- 3 **Preferred Option**
- 3.1 To agree a commitment in principle to apply for Living Wage Accreditation, and endorse that the detailed work proceeds, with a further report presented back to Cabinet including the proposed milestone plan and full financial implications before Annual Council.
- 4 **Consultation**
- 4.1 In March 2016 Council approved a motion to seek accreditation with the Living Wage Foundation.
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4.2 The trade unions have previously been consulted on the payment of the living wage for directly employed staff and were fully supportive of this uplift for the lowest paid in the Council.

## 5 **Financial Implications**

5.1 The Council already has allocated sufficient budgetary provision to facilitate the payment of salaries for Council staff at a minimum of the Foundation Living Wage in 2019/20. Resources are also available to support the update to the Get Oldham Working traineeship scheme to ensure accreditation. With regard to the two Council wholly owned companies, the Unity Partnership will accommodate from within its existing resources, any financial implications from paying at staff in accordance with the Foundation Living Wage and the Council has budgetary provision to support such costs arising for MioCare CIC.

5.2 Moving toward full accreditation is likely to have a significant financial implications for the Council in both 2020/21 and 2021/22 (years two and three of the proposed accreditation timeline) in relation to contracted services. As advised above, detailed work has begun to determine the budgetary impact. Such costs will have to be considered in the context of budget setting for 2020/21 and 2021/22 and built into the financial planning estimates as appropriate. (Anne Ryans)

## 6 **Legal Services Comments**

6.1 If the matter is progressed, new contracts entered into by the Council will require conditions which reflect the Living Wage commitment. Existing contracts will need to be considered as to whether there is provision enabling contracts to be varied unilaterally or by consent and any corresponding payment increase. (Paul Entwistle)

## 7. **Co-operative Agenda**

7.1 Becoming accredited through the Living Wage Foundation links to our Oldham Model and our ambitions for an Inclusive Economy, with Thriving Communities and Co-operative Services. Our Social Value Framework and Oldham's Fair Employment Charter (soon to adopt the GM Good Employer Charter) supports the Council's priority to tackle the issues associated with low pay, including health inequalities, productivity, dignity and social inclusion.

7.2 Continuing to implement the Living Wage, as advocated by the Living Wage Foundation, is a cornerstone of how the Council intends to model being a fair employer under its Fair Employment Charter, and how it leads the way with social value. Although there is no mandate that other employers must adopt the living wage as part of their accreditation to the Council's Charter, employers must provide their pay rates and demonstrate, amongst other things, how they are tackling low pay to improve the terms and conditions of the lowest paid, where this is possible. This report goes further than previous, with considering if the Council should extend the provision of the living wage to the majority suppliers of service, modelling social policy by example. (Jonathan Downs)

## 8 **Human Resources Comments**

8.1 As the report has been written by People Services, HR comments have been integrated, (where appropriate) throughout the report. (Corrina Sutton)

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9 **Risk Assessments**

9.1 The Council should balance the reputational risks and opportunities associated with its commitment to being a Co-operative Council against the potential financial investment/costs associated with the application.

10 **IT Implications**

10.1 Work will be required to ensure appropriate data is aligned to ensure compliance with the Living Wage Foundation. (Ray Ward)

11 **Property Implications**

11.1 None.

12 **Procurement Implications**

12.1 In the event that the Council seeks phased accreditation, Strategic Sourcing will build upon the work that has been undertaken to date.

12.2 The potential increase in costs as a result of suppliers implementing the Living Wage is difficult to establish as it is affected by all, or some, of the following factors:

- Enforcement of the Living Wage as a contractual condition will be imperfect
- Suppliers implementation will produce variations in pricing:
  - Low margin suppliers will be less able to absorb increased salary costs
  - Those in competitive markets will minimise any price increase
  - Those in non-competitive markets will maximise any price increase
  - As markets move through their competitive to non-competitive cycles, price increases will vary

12.3 Notwithstanding the above factors, Strategic Sourcing will work with Finance colleagues to build a model, which will establish potential cost increases.

12.4 The method to enable full and active monitoring of both procured and commissioned services needs to be developed.

12.5 Strategic Sourcing will input into the Council's Living Wage Accreditation milestone plan. (Joe Davies)

13 **Environmental and Health & Safety Implications**

13.1 None.

14 **Equality, community cohesion and crime implications**

14.1 The potential implications external to the Council for equalities, community cohesion and crime are outlined in the Co-operative Agenda section above. The section below on Equality Impact Assessments highlights why impact cannot be measured more specifically for different sections of the Oldham community, plus many suppliers will be providing labour who are not resident of the Borough.

15 **Equality Impact Assessment Completed?**

15.1 No – with respect to internal, direct employees of the Council being paid the Living Wage, this has already been agreed by Members in 2014. As this report focuses more on the

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external situation with suppliers, after consulting with the Policy team, it has been deemed that there will not be sufficient data available to be able to undertake any meaningful analysis with respect to equality impact. It would not be practical to request this type of data from suppliers, particularly as many are smaller suppliers where giving details of protected characteristics of employees are mean that they are personally identifiable.

16 **Key Decision**

16.1 Yes

17 **Key Decision Reference**

17.1 ECEN-16-18

18 **Background Papers**

18.1 No background papers.

19 **Appendices**

19.1 None.





## Report to Cabinet

# School Admission Arrangements 2020-2021

**Portfolio Holder:** Cllr P Jacques, Cabinet Member for Education and Culture

**Officer Contact:** Andrew Sutherland, Director Education and Early Years

**Report Author:** Rita Arya – Interim Education Provision Manager, Ext. 3351

**28 January 2019**

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## Reason for Decision

1. To set out the Council's statutory obligations to determine the admission arrangements for community and voluntary controlled schools in Oldham for the academic year 2020-2021.
2. To inform Cabinet of the proposed Co-ordinated Scheme for admissions for 2020-2021 and to seek approval for the proposals.
3. To inform Cabinet of the proposed admission arrangements for admissions to community and voluntary controlled primary and secondary schools for the academic year 2020-2021 and to seek approval for the proposals.
4. To seek Cabinet approval to continue the current arrangements for appeals to the Independent Appeal Panel.

## Recommendations

That the Co-ordinated Scheme and arrangements for admissions to community and voluntary controlled primary and secondary schools (as set out in Appendices A to C) and the current arrangements for appeals to the Independent Appeal Panel be determined, for the academic year 2020-2021.

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## Admission Arrangements 2020/2021

### 1 Background

- 1.1 The School Standards and Framework Act 1998 requires all Admission Authorities to determine and publish their admission arrangements annually. The Council is the admission authority for community and voluntary controlled schools and is responsible for determining the admission arrangements for those schools.
- 1.2 Schools that are their own admissions authority (voluntary aided, foundation/trust and academies), the governing body for that school is responsible for determining its admission arrangements.
- 1.3 The Education Act 2002 introduced a requirement for LAs to co-ordinate requests for admissions in to the reception class and year 7 for all schools and academies and to determine the allocation of a single school place for each child. The purpose of co-ordination of admissions is to establish a mechanism for ensuring that every parent of a child living within the LA area can apply for all school places on a single application form and receive an offer of only one school place.
- 1.4 The Education and Inspections Act 2006 imposed a mandatory requirement to treat all parents' preferences as equal. An equal preference scheme ensures that more parents will be offered a place in one of the schools of their preference.
- 1.5 The requirement to formulate a single scheme for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal entry has now been removed (from September 2013) by the Education Act 2011.
- 1.6 All admission authorities are required to establish an appeal process for those parents refused admission to a school.
- 1.7 Once admission arrangements have been determined, they must be published on the LA website no later than 15<sup>th</sup> March in the determination year.
- 1.8 The statutory admissions framework has been strengthened to ensure that all schools adopt fair and lawful admission practices. LAs have an important role to monitor compliance with the Code and are now required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area.

### 2 Current Position

- 2.1 The Council is required to determine the admission arrangements that will apply for admissions in September 2020 to community and voluntary controlled schools. The practices and the criteria used in the allocation of school places must be reasonable, clear, objective and procedurally fair and must comply with the mandatory terms and conditions of legislation on school admissions and the School Admissions Code 2014 including:
  - Ensuring that all parents will be offered a place in a school that they prefer providing there are sufficient places available to accommodate all requests
  - Identifying fair and transparent over subscription criteria that will be applied in all cases where a school receives more requests than there are places available
  - Allowing parents to submit at least three preferences of school
  - Ensuring that all preferences are treated as equal applications

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- 2.2 The term 'Admission Arrangements' includes the publication of an admission number for the age group relevant to this year's determination, the oversubscription criteria that will be applied in the event that there are more applications than places available and the schemes for co-ordination of admissions to all Oldham schools and academies.
  - 2.3 By the 28<sup>th</sup> February each year the LA must notify the Secretary of State for Education that there are schemes in place for the co-ordination of admissions to all maintained schools and academies in their area for the following offer year. The proposed single co-ordinated scheme is attached at Appendix A.
  - 2.4 The proposed admission policies for Oldham maintained community and voluntary controlled primary and secondary schools are attached at Appendices B & C.
  - 2.5 All parents have the right to submit an appeal to an independent panel in respect of any refusal of a school place.

### 3 **Options/Alternatives**

- 3.1 To approve the proposed Co-ordinated Scheme at Appendix A, the arrangements for admission to community and voluntary controlled primary and secondary schools, as set out in the Appendices B & C and the continuation of existing arrangements for appeals to the Independent Appeal Panel.
- 3.2 To request changes to the proposed admission arrangements.

### 4 **Preferred Option**

- 1.1 That the proposed Co-ordinated Scheme and arrangements for admission to community and voluntary controlled primary and secondary schools, as set out in Appendices A, B and C and the current arrangements for appeals to the Independent Appeal Panel be determined for 2020-2021.

### 5 **Consultation**

- 5.1 The School Standards and Framework Act 1998 requires that consultation on school admission arrangements should take place for admissions once every seven years unless there are significant changes.
- 5.2 There has been a formal consultation on the admission policies for Oldham community and voluntary controlled schools as this was concluded on Friday 15 December 2017. There were no objections or negative representations received.
- 5.3 The governing bodies of Oldham schools that are their own admission authority were asked to consider whether they would be making any significant changes to their existing arrangements. As the admission arrangements of other admission authorities are determined, the Oldham Council website will be updated.

### 6 **Financial Implications**

- 6.1 There are no financial implications. (Liz Caygill)

### 7 **Legal Services Comments**

- 7.1 The primary legislation referred to in this report is supplemented by regulations on school admission arrangements and the School Admissions Code 2014. Admission authorities have a statutory duty to act in accordance with the Code as well as with all relevant statutes and regulations.

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- 7.2 On 1st January every year a local authority must publish on its website an up to date scheme to co-ordinate the admission arrangements for all publicly funded schools within its 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 its 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 during that period.
- 7.3 A local authority must inform the Secretary of State whether it has secured the adoption of a qualifying scheme by 28 February.
- 7.4 Academies are required under their Funding Agreements to participate in and comply with requirements in relation to local authority co-ordination of admission arrangements.
- 7.5 There is no requirement for local authorities to co-ordinate in-year applications but they must provide information in its composite prospectus on how in-year applications can be made and will be dealt with. Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority
- 7.6 Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. (Colin Brittain)
8. **Cooperative Agenda**
- 8.1 Local Authorities are required to operate a single scheme of co-ordination that applies to all schools and admission authorities within the relevant area and to determine admission arrangements that will apply to all community and voluntary controlled school within the area.
- 9 **Human Resources Comments**
- 9.1 There are no HR implications. (Andy Collinge)
- 10 **Risk Assessments**
- 10.1 Admissions authorities have a statutory duty to ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. Failure by an authority to comply with the mandatory requirements of the Code is a breach of the authority's statutory duty to act in accordance with the Code.
- 10.2 If Oldham does not have in place admission arrangements that are reasonable, clear, objective and procedurally fair and comply with the mandatory provisions of the Code, there exists the potential risk of challenge by parents about the allocation of school places, and the potential for reference to the Ombudsman for maladministration.
- 11 **IT Implications**
- 11.1 There are no ICT implications as a result of the proposed admission arrangements. (Alison Heneghan)
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12 **Property, Environmental and Health & Safety Implications**

12.1 None.

13 **Procurement Implications**

13.1 None.

14 **Equality, community cohesion and crime implications**

14.1 Admission authorities have a legal duty to comply with parental preference. Consequently, Oldham's school admission arrangements are based primarily on expressions of parental preference.

14.2 It is a requirement of the School Admissions Code that admission arrangements and over-subscription criteria are clear and objective and comply with other legislation including the Equality Act 2010 and Human rights Act 1998.

14.3 The LA makes every effort to ensure that parents are not only aware of the published admission arrangements but that they also fully understand them. The level of satisfaction with a complex process contributes directly to community cohesion.

14.4 Clear communication with parents will need to continue, to support them in fully understanding the admission arrangements and co-ordinated admission schemes in order to make an informed decision. Therefore, continued communication will be necessary to ensure that parental preference continues to be maximised.

14.5 Parents who may have difficulty with making an informed application for a school place are supported by Schools and LA Officers at regular organised drop in sessions.

14.6 The governing bodies of voluntary aided, trust, foundation schools and academies are also fully aware of the importance of clear, objective admission arrangements. They continue to work closely with the LA in ensuring that admission arrangements are transparent, equitable and communicated clearly to parents.

15 **Equality Impact Assessment Completed?**

15.1 Yes.

16 **Key Decision**

16.1 Yes.

17 **Key Decision Reference**

17.1 The Key Decision reference number is EDC-06-18

18 **Background papers**

18.1 School Admissions Code, December 2014.

19 **Appendices**

- **Appendix A**  
Co-ordinated Admissions Scheme to Oldham Schools 2020/2021

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- **Appendix B**  
School Admissions Policy – Oldham Community and Voluntary Controlled Primary Schools September 2020
  - **Appendix C**  
School Admissions Policy – Oldham Community Secondary Schools September 2020



# **Coordinated Admission Scheme Admissions to Oldham Schools 2020-2021**

February 2019

## **Introduction**

### **1 Statutory Framework**

- 1.1 This scheme applies to arrangements in Oldham whereby children are to be admitted to primary and secondary schools in the normal admissions round for the academic year 2020-2021. Oldham will operate an equal preference scheme in line with the School Admissions Code.

### **2 Interpretation**

- 2.1 In this scheme - "Admission arrangements" means the arrangements for a particular school or schools which govern the procedures and decision making for the purpose of admitting pupils to the school.
- 2.2 "Admission authority" in relation to a community or voluntary controlled school means the Local Authority and, in relation to a foundation, trust, voluntary aided school or academy, means the governing body of that school.
- 2.3 "Eligible for a place" means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number.
- 2.4 "School" means a community, voluntary controlled, foundation, trust or voluntary aided school or an academy.
- 2.5 "Nearest appropriate school" is defined by distance measured as a straight line from the child's home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of the school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.
- 2.6 "The Local Authority" means Oldham Council acting in its capacity as local education authority.
- 2.7 "The Local Authority area" means the area in respect of which the Local Authority is the local education authority.
- 2.8 "The specified year" means the school year commencing 01 September 2020 and ending the following 31 August 2021.
- 2.9 "Parent" means the parent or carer who has parental responsibility for the child.

### 3 The Scheme

3.1 The following admission authorities are covered by the scheme:

#### Primary Sector – 88 schools

Admissions Authority	Number and Type of School
Oldham Local Authority	34 x Community/Voluntary Controlled schools
Individual schools	4 x Foundation (Trust) school
Individual schools	18 x Voluntary aided Church of England primary school
Individual schools	12 x Voluntary aided Roman Catholic primary school
Individual schools	18 x Academy
Individual schools	2 x Special Academy

#### Secondary Sector – 16 schools

Admissions Authority	Number and Type of School
Oldham Local Authority	1 x Community
Individual schools	10 x Academy
Individual schools	1 x Foundation School
Individual schools	1 x Voluntary Aided Roman Catholic Secondary School
Individual schools	1 x Pupil Referral Unit
Individual schools	3 x Special Academy

### 4 Admission to Primary Schools

4.1 This part of the scheme (paragraphs 4 -10) applies to arrangements in Oldham whereby children are to be admitted to a primary school in the normal admissions round for the academic year 2020-2021.

4.2 The application must be used as a means of expressing three or more preferences for the purposes of section 84 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any primary school excluding an independent school.

4.3 The application will:-

- Invite the parent to express preferences for any school they wish to apply for
- Invite the parent to rank the schools applied for in order of preference
- Request information about any siblings who will be attending any of the requested schools in September 2020
- Specify that the forms should be submitted to Oldham Council by 15 January 2020, the closing date.

4.4 The Local Authority will make appropriate arrangements to ensure:-

- That parents can apply online



- That there is a written explanation on the coordinated admissions scheme
  - That parents are clearly informed that the online application should be used to apply for schools both within and outside the Local Authority area.
- 4.5 Oldham Local Authority (LA) will identify those Oldham residents who are the parents of children whose birth date falls between 1 September 2015 and 31 August 2016. All information about starting school and the process that needs to be followed will be available to view on the Oldham Council website. Oldham LA will exchange information with other Local Authorities about children resident in their areas.
- 4.6 Oldham LA will forward a covering letter (via early years providers) to parents that will detail how to apply for a primary school place in September 2020. Parents will be able to complete the application online.
- 4.7 Parents applying for a place at a voluntary aided, trust or foundation school may be required to provide additional information on a supplementary form and/or complete supplementary details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with the individual school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
- 4.8 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.
- 4.9 Parents of children resident in other authorities must submit an application to their home authority on the application provided by that authority.
- 4.10 The closing date by which parents must submit their application online is 5.00pm on 15 January 2020.

## **5 Processing Applications**

- 5.1 Applications must be submitted to the School Admissions Team at Oldham LA by the closing date and time. If any parent approaches a voluntary aided school direct about admissions, the governing body must advise the parent to complete and submit an application to their home local authority.
- 5.2 Oldham LA will forward details of the application, together with any additional information provided by the parent, to all foundation, trust and voluntary aided schools and Academies where the school is a parental preference and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 5.3 All admissions authorities will consider all applications for their school regardless of the preference order, apply the school's oversubscription criteria and provide Oldham LA with a list of applicants ranked according to the school's oversubscription criteria according to their determined admission arrangements. For those schools for which the LA is the admissions authority, Oldham LA will apply the oversubscription criteria to produce a ranked list of applicants.

- 5.4 The LA will collate all information and, in agreement with other local authorities, will ensure that a parent receives only one offer of a school place.
- 5.5 Oldham LA will inform other local authorities whether or not a place can be offered at an Oldham school to pupils resident in their area. Where Oldham LA has forwarded an application to another local authority, that authority will advise Oldham LA whether or not a place could be offered at a school within its area.
- 5.6 If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application form. Where schools are oversubscribed and the LA is not able to offer any of the parental preferences, the LA will allocate a place at the nearest appropriate primary school to the child's home with a place available.
- 5.7 Oldham LA will notify all Oldham schools of the names of children allocated places in their school.

## **6 Change of Preference**

- 6.1 Changes of preference, ranking order or pupil details cannot be changed after the closing date of 15 January 2020.

## **7 Notification of Decision to Parents/Carers**

- 7.1 Oldham LA will inform all parents/carers of pupils resident in Oldham of the school place allocated, including the offer of places on behalf of Oldham schools that are their own admissions authority and schools in other local authority areas; by email on 16 April 2020.
- 7.2 Where parents are not offered their highest ranking school, they will be informed of the reasons for this decision in the offer email/letter, which will also inform them of their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 7.3 Parents resident in other local authority areas who are allocated a place at an Oldham school will be informed of the offer by their home authority.
- 7.4 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

## **8 Late Applications**

- 8.1 The closing date for application is 5.00pm on 15 January 2020. Applications submitted or received after this time will be considered after all applications received on time have been processed.

## **9 Waiting Lists**

- 9.1 Oldham LA will operate waiting lists for all community and voluntary controlled schools (plus own admission authority schools that have requested the LA do it on their behalf). The waiting list will be maintained for the Autumn Term (until 31.12.2020) only.

- 9.2 Parents, who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.
- 9.3 If new or late applications have a higher priority under the oversubscription criteria than those already on the list, they will be ranked higher than those who have been on the list for some time. If the circumstances of the children on the waiting list change, for example, they move house, they should inform the admission authority immediately and provide supporting evidence.

## 10 Timetable of Coordinated Primary Admissions Scheme 2020-2021

<b>Date</b>	<b>Action</b>
01 September 2019	On line application available to parents.
15 January 2020	Closing date for applications to be submitted to the LA and supplementary forms to be submitted as required by any own admission authority school.
February 2020	Details of applications and any relevant supplementary forms to be sent to other local authorities if a preference for one of their schools has been expressed.
February 2020	Oldham LA provides schools that are their own admissions authority with details of all those who have named the schools as a preference to rank applications.
March 2020	Schools that are their own admissions authority submit in the School Admissions Module (SAM) the ranked lists of applicants to Oldham LA.
March 2020	Oldham LA will match the ranked lists of all schools and allocate places.
March 2020	Begin exchanging offers with other local authorities.
March 2020	Oldham LA will notify other local authorities of its determination with regard to children living in their area.
16 April 2020	Notification of offers sent to parents by email.
16 April 2020	Notification to Oldham schools of which pupils have been allocated places at their school.
During April/May 2020	Oldham LA to process late applications.
May 2020	Closing date for receipt of appeals.
July 2020	Last date for hearing appeals.



## **11 Admission to Secondary Schools**

- 11.1 This part of the scheme (paragraphs 11 – 17) applies to arrangements in Oldham whereby children are to be admitted to secondary schools in the normal admissions round for the academic year 2020-21.
- 11.2 The application must be used as a means of expressing three or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any secondary school, Academy or UTC, excluding independent schools.
- 11.3 The application will:-
- Invite the parent to express preferences for any school they wish to apply for
  - Invite the parent to rank the schools applied for in order of preference
  - Request information about any siblings who will be attending any of the requested schools in September 2020
  - Specify that the forms should be submitted to Oldham Council by 5.00 pm on 31 October 2019, the closing date.
- 11.4 The Local Authority will make appropriate arrangements to ensure:-
- That parents can apply online
  - That there is a written explanation on the coordinated admissions scheme
  - That parents are clearly informed that the online application should also be used to apply for schools outside the Local Authority area.
- 11.5 Oldham Local Authority (LA) will identify those Oldham residents who are the parents of children whose birth date falls between 1 September 2008 and 31 August 2009. Those parents will receive from their child's primary school a leaflet that details how to apply for a secondary school place. Parents are able to complete the application on line. All information about transferring to secondary school and the process that needs to be followed will be available to view on the Oldham Council website. Oldham LA will exchange information with other Local Authorities about children resident in their areas.
- 11.6 Parents applying for a place at a foundation, trust, voluntary aided and Academies may be required to provide additional information on a supplementary form and/or complete supplementary details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with the individual school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
- 11.7 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.
- 11.8 Parents of children resident in other authorities must submit an application to their home authority on the application provided by that authority.
- 11.9 The closing date by which parents must submit their application online is 5.00pm on 31 October 2019.





## **12 Processing of Common Application Forms**

- 12.1 Applications must be submitted to the Admissions Team at Oldham LA by the closing date and time. If any parent approaches a voluntary aided school direct about admissions, the governing body must advise the parent to complete and submit an application to their home local authority.
- 12.2 Oldham LA will forward details of the application, together with any additional information provided by the parent, to all foundation, trust and voluntary aided schools and Academies where the school is a parental preference and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 12.3 All admissions authorities will consider all applications for their school regardless of the preference order, apply the school's oversubscription criteria and provide Oldham LA with a list of applicants ranked according to the school's oversubscription criteria according to their determined admission arrangements. For those schools for which the LA is the admissions authority, Oldham LA will apply the oversubscription criteria to produce a ranked list of applicants.
- 12.4 Oldham LA will inform other local authorities whether or not a place can be offered at an Oldham school to pupils resident in their area. Where Oldham LA has forwarded an application to another local authority, that authority will advise Oldham LA whether or not a place could be offered at a school within its area.
- 12.5 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application form. This may not be the first preference school. Where schools are oversubscribed and the LA is not able to offer any of the parental preferences, the LA will allocate a place at the nearest appropriate secondary school to the child's home with a place available.
- 12.6 Oldham LA will notify all Oldham schools of the names of children allocated places in their school.

## **13 Change of Preference**

- 13.1 Changes of preference, ranking order or pupil details cannot be changed after the closing date of 31 October 2019.

## **14 Notification of Decision to Parents/Carers**

- 14.1 Oldham LA will inform all parents of pupils resident in Oldham of the school place allocated, including the offer of places on behalf of Oldham schools that are their own admissions authority and schools in other local authority areas, by email on 02 March 2020.
- 14.2 Where parents are not offered their highest ranking school, they will be informed of the reasons for this decision, which will also inform them of their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 14.3 Parents resident in other local authority areas who are allocated a place at an Oldham school will be informed of the offer by their home authority.

- 14.4 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

## 15 Late Applications

- 15.1 The closing date for application is 5.00pm on 31 October 2019. Applications submitted or received after this time will be considered after all applications received on time have been processed.

## 16 Waiting Lists

- 16.1 Oldham LA will operate waiting lists for all community and voluntary controlled schools (plus own admission authority schools that have requested the LA do it on their behalf). The waiting list will be maintained for the Autumn Term (until 31.12.2020) only.
- 16.2 Parents who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.
- 16.3 If new or late applications have a higher priority under the oversubscription criteria than those already on the list, they will be ranked higher than those who have been on the list for some time. If the circumstances of the children on the waiting list change, for example, they move house, they should inform the admission authority immediately and provide supporting evidence.

## 17 Timetable of Coordinated Secondary Admissions Scheme 2020- 2021

Date	Action
July 2019	Oldham LA will prepare leaflets for schools. Schools will issue the leaflet to the children in year 5 resident in Oldham and letters to the non Oldham children to refer them to their home authority.
01 August 2019	On line application available for parents.
31 October 2019	Closing date for applications to be submitted to the LA and supplementary forms to be submitted as required by the school.
November 2019	Details of applications and any relevant supplementary forms to be sent to other local authorities if a preference for one of their schools has been expressed.
November 2019	Oldham LA provides schools that are their own admissions authority with details of all those who have named the schools as a preference to rank applications.



December 2019	Schools that are their own admissions authority submit in the School Admissions Module (SAM) the ranked lists of applicants to Oldham LA.
During December/January	Oldham LA will match the ranked lists of all schools and allocate places.
January 2020	Begin exchanging offers with other local authorities.
02 March 2020	Notification of offers sent to parents, by email.
02 March 2020	Notification to Oldham schools of which pupils have been allocated places at their school.
During March	Oldham LA to process late applications.
April 2020	Closing date for receipt of appeals.
July 2020	Last date for hearing appeals.

## 18 Applying for a Place Outside of Normal Transfer Times

- 18.1 This part of the scheme (paragraphs 18 -27) applies to in-year transfers outside of the normal admissions round, throughout the academic year 2020/21.
- 18.2 Parents with children of statutory school age who move into or within Oldham, and require a school place outside the normal transfer times, should apply for a school place using the In Year Transfer Application Form. The In Year Transfer Application Form should be completed online for community and voluntary controlled schools and admissions authorities that have bought in to the LA's Charging Policy or sent direct to schools and academies that are their own admission authority. Parents must ensure that the form is completed in full and submitted with any supplementary documentation.
- 18.3 The admissions team, on request will provide information to parents about the places available in all schools within its area.
- 18.4 Oldham LA will not consider an incomplete transfer form or an application more than 30 school days in advance of the intended start date. Children must be in the UK before an application can be considered.

## 19 Application Forms

- 19.1 Parents **must** make an application using the In Year Transfer Application Form. The In Year Transfer Application Form allows parents to apply for any school (excluding independent schools).
- 19.2 The In Year Transfer Application Form will ask the parent for the following information:
- To express up to three preferences
  - List their preferences in rank order
  - Give details of siblings who currently attend the preferred school
  - Give details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
  - Indicate if the child has an EHC Plan or Statement of SEN



- Name the child's current school

19.3 If additional information is required by the governing body of a Foundation, Trust, Voluntary Aided or Academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form. Supplementary forms must be submitted with the application form: Applications cannot be considered until these forms have been received. Where any school requires parents to complete a supplementary information form, this is set out in the school's admission arrangements, and the form can be obtained from the school.

19.4 Parents are required to return the completed application form to the LA online or the School, whichever is the admission authority.

## **20 Applications for Community or Voluntary Controlled Schools**

20.1 Applications for a Community or Voluntary Controlled school will be processed by the School Admissions Team within 20 school days of receipt of a fully and accurately completed application form.

20.2 A place will be allocated if there is a place available.

20.3 If there are more applications than places available, the Admissions Team will apply the oversubscription criteria to determine which children will be allocated a place.

20.4 If the local authority is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent. Oldham Local Authority will inform parents in writing of the outcome of their application.

## **21 Applications for Foundation, Trust, Voluntary Aided Schools and Academies**

21.1 Foundation, trust, voluntary aided schools and academies should consider all applications without unnecessary delay. The school should admit the child if there is a place available. If there are more applications than places available the school are required to apply their oversubscription criteria.

21.2 Foundation, trust, voluntary aided schools and academies must, on receipt of an in-year application, notify the Oldham Local Authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

22.3 If the school is oversubscribed they should place the pupil on the waiting list, if the school holds one (over and above the statutory time limit of December for children in the academic year of admission).

- 22.4 To maintain public confidence and to ensure transparency, the Oldham Local Authority will periodically in agreement with schools, review school waiting lists. The admission authority must also inform the parents of their right to appeal against a refusal of a place.

## **23 Waiting Lists**

- 23.1 Parents' who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.
- 23.2 Places from the waiting lists will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the Oldham LA's Fair Access protocol (see below) or who is the subject of a direction by Oldham LA to admit must be given priority over any other children on the waiting list.

## **24 Right to Appeal**

- 24.1 Any parent who is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

## **25 Fair Access Protocol**

- 25.1 Oldham LA has a Fair Access protocol for in-year transfers that ensure the speedy admission and fair distribution throughout the borough of pupils with agreed vulnerability or additional needs. With specific short term exceptions, all schools in Oldham participate in the protocol, which may in some cases result in schools admitting pupils over their Published Admission Number. All applications will be scrutinised to determine whether or not they meet the criteria for consideration under the protocol.

## **26 Children with Education, Health and Care Plans**

- 26.1 Children with an Education, Health and Care Plan will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

## **27. Summer born pupils**

- 27.1 The School Admissions Code allows for admission of summer born children to be deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request and the admission authority for the school can decide whether to admit summer born children in the following September into Reception or Year 1 depending on individual circumstances.



## **28 Providing Information on Pupil Numbers**

- 28.1 All Oldham schools should complete Admission and Withdrawal documentation (and return to the LA within 5 school days) and update the pupil numbers on roll by year group in the School Admissions Module (SAM) as and when pupils are admitted to or withdrawn from the school roll. A member of the Admissions team will also contact schools fortnightly to ensure numbers on roll information is accurate.

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# School Admission Policy

## September 2020

### Community and Voluntary Controlled Primary Schools

#### 1. Statutory Framework

- 1.1 Oldham Council is the admission authority for all community and voluntary controlled schools in Oldham.
- 1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admission Code 2014. The code details the mandatory requirements and refers to the statutory requirements (i.e. those imposed by primary or secondary legislation) with which all admission authorities must comply.
- 1.3 The acts relevant to school admissions and appeals are:-
  - a) Equality Act 2010
  - b) Human Rights Act 1998
  - c) School Standards and Framework Act 1998
  - d) Education Act 1996
- 1.4 The Regulations relevant to school admissions and appeals are:-
  - a) The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014
  - b) The School Admissions (Infant Class Sizes) (England) Regulations 2014
  - c) The School Admissions (Appeals) (England) Regulations 2014
  - d) The School Information (England) Regulations 2008

## **2. Infant Class Size Legislation**

- 2.1 Infant classes (reception, Year 1 and Year 2) must not contain more than 30 pupils with a single qualified teacher (as defined in Section 4 of the SSFA 1998). Additional children may be admitted under limited exceptional circumstances. These children will remain a 'permitted exception' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
- 2.2 Subsequent guidance has made it clear that local authorities are expected to ensure that older children who have experienced the benefit of restricted class numbers should continue to benefit from a similar limit on the size of junior classes.

## **3. Duty To Comply With Parental Requests**

- 3.1 Section 86 of the School Standards & Framework Act 1998 states the following:
- “Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;
- to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority's functions; and to give reasons for his preference.
- subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).
- subsection 3) The duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.”

## **4. Planned Admission Numbers**

- 4.1 The PAN is set for each 'relevant age group' and is the maximum number of pupils that can be admitted to the school.
- 4.2 The planned admission numbers for all community and voluntary controlled primary schools covered by this policy are listed at appendix A.

## **5. Application Procedures**

- 5.1 Oldham residents will apply for a reception school place by using the on-line facility. The application period will run from 01 September 2019 to 15 January 2020.
- 5.2 Applications received after the appropriate closing date will be regarded as late unless, in Oldham Council's judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

- 5.3 Late applications are not considered until all on-time applicants have been allocated places.
- 5.4 A child's name will be automatically placed on the waiting list for any school where they have been refused a place in the allocation round. The waiting list will only be maintained by the Local Authority for the Autumn Term (until 31 December 2020).
- 5.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2020, or to any other age group at any time, will apply for an in year transfer (this application is done online).
- 6. Oversubscription criteria for community and voluntary controlled primary schools.**
- 6.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies
- 6.2 If the number of applications exceeds the admission number it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.
- 6.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with an Education, Health and Care (EHC) Plan that names the school. This is not an oversubscription criterion and all children with EHC Plans naming a school will be admitted before other children are offered a place.
- 6.4 For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled primary schools:-
- Criterion 1.  
Looked after children or children who have previously been looked after will be given the highest priority for admission.
- Criterion 2  
Those children who are considered to have exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned. Parents must submit evidence to support their application under this criterion (see note (a) below).
- Criterion 3  
Those children who will have a sibling (see note (b) below) attending the school when the younger child is admitted.
- Criterion 4  
Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode (see note (c) below) and the schools postcode, measured

electronically by GIS software within the admission database using Post Office data and Ordnance Survey data.

Notes;

(a) Exceptional medical reasons must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

Exceptional welfare considerations must be supported at the time of application by a letter from a supporting agency (social worker, family support worker) indicating how the circumstances relate to the school preference. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

(b) Siblings – A sibling is defined as a brother or sister, step-brother or step-sister and half-brother or half-sister. A sibling must be living at the same address and not be a cousin or other relative. This criterion will apply to children who already have a sibling currently in attendance at the preferred school and also to children who have a sibling applying for a place at the preferred school that can be offered a place but are not currently on roll.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, children will be prioritised in proximity order, with those living nearest the school being admitted first. The distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school post code. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

## **7. Permanent Address**

- 7.1 The only address the council can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.
- 7.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the council cannot consider this address for the purpose of its admission process to schools.
- 7.3 The council will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

## **8. Intention To Move House**

- 8.1 An intention to change address cannot be considered by the council until such a move has actually taken place and proof is available to substantiate the change

of address. Proof of change of address for primary allocation will be accepted up until 7 February 2020.

## **9. Twins or Triplets**

- 9.1 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **10. Flats and equal distances**

- 10.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

## **11. Unsuccessful Applications**

- 11.1 On completion of the allocation of places on 16 April 2020 there may be applications where none of the parent's preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent's preferences the council will identify all the schools with vacant places and allow parents to submit a further preference.
- 11.2 The council has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the council will offer a place at a school that has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school closest to home.

## **12. Appeals**

- 12.1 All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Constitutional Services. A decision by an Admission Appeal Panel is binding on the council, school governors and parents. Details of this process will be sent out with the offer of a school place e-mail.

**COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

**PLANNED ADMISSION NUMBERS FOR SEPTEMBER 2020**

<b>Estab. Number</b>	<b>School</b>		<b>PAN SEPT 2020</b>
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**PRIMARY**

2000	Alexandra Park Junior		<b>90</b>
2072	Bare Trees C P		<b>90</b>
2091	Beal Vale C P		<b>30</b>
2002	Beever C P		<b>30</b>
2058	Blackshaw Lane C P		<b>30</b>
2085	Buckstones C P		<b>30</b>
2099	Burnley Brow C P		<b>60</b>
3011	Christ Church C E (Denshaw)	<b>VC</b>	<b>15</b>
2110	Crompton C P		<b>30</b>
2076	Friezland C P		<b>15</b>
2047	Glodwick Infant and Nursery		<b>90</b>
2077	Greenfield C P		<b>60</b>
3012	Hey With Zion VC	<b>VC</b>	<b>40</b>
3504	Higher Failsworth C P		<b>60</b>
3509	Hodge Clough C P		<b>60</b>
3009	Holy Trinity C E (Dobcross)	<b>VC</b>	<b>30</b>
2098	Horton Mill C P		<b>30</b>
2033	Limehurst C P		<b>45</b>
2044	Littlemoor C P		<b>45</b>
2054	Mather Street C P		<b>40</b>
2111	Medlock Valley C P		<b>45</b>
2052	Mills Hill C P		<b>90</b>
2071	Propps Hall C P		<b>30</b>
2059	Royton Hall C P		<b>45</b>
2065	Rushcroft C P		<b>30</b>

2062	South Failsworth C P		<b>60</b>
2078	Springhead Community Infant/Nursery		<b>90</b>
2109	Stanley Road C P		<b>60</b>
3010	Thornham St James CE	<b>VC</b>	<b>30</b>
2064	Whitegate End C P		<b>30</b>
3005	Woodhouses VC	<b>VC</b>	<b>20</b>
2113	Yew Tree C P		<b>90</b>



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# School Admission Policy

September 2020

## Community Secondary Schools

### 1. Statutory Framework

- 1.1 Oldham Council is the admission authority for all community and voluntary controlled schools in Oldham.
- 1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admissions Code 2014. The Code details the mandatory requirements and refers to the statutory requirements (i.e. those imposed by primary or secondary legislation) with which all admission authorities must comply.
- 1.3 The acts relevant to school admissions are:-
  - a) Equality Act 2010
  - b) Human Rights Act 1998
  - c) School Standards and Framework Act 1998
  - d) Education Act 1996
- 1.4 The Regulations relevant to school admissions are:-
  - a) The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014
  - c) The School Admissions (Infant Class Sizes) (England) Regulations 2014
  - d) The School Admissions (Appeals) (England) Regulations 2014

### 2. Duty To Comply With Parental Requests

Section 86 of the School Standards & Framework Act 1998 states the following:  
“Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;

- a) to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority's functions; and
- b) to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.”

### **3. Planned Admission Numbers**

- 3.1 The PAN is set for each 'relevant age group' and is the maximum number of pupils that can be admitted to the school.
- 3.2 The planned admission numbers for all community secondary schools covered by this policy are listed at appendix A.

### **4. Application Process**

- 4.1 Oldham residents will apply for a secondary school place by using the on-line facility. The application period will run from 1 August 2019 to 31 October 2019.
- 4.2 Applications received after the closing date will be regarded as late unless, in Oldham Council's judgment, there are significant and exceptional reasons for the lateness. Proof of exceptional circumstances will be required.
- 4.3 Late applications are not considered until all on-time applicants have been allocated places.
- 4.4 A child's name will be automatically placed on the waiting list for any school where they have been refused a place in the allocation round. The waiting list will only be maintained by the Local Authority for the Autumn Term (until 31 December 2020).
- 4.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2020, or to any other age group at any time, will apply for an in year transfer (this application is done online).

### **5. Oversubscription criteria for community secondary schools**

- 5.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies.
- 5.2 If the number of applications exceeds the admission number it will be

necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

5.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with an Education, Health and Care (EHC) Plan that names the school. This is not an oversubscription criterion and all children with EHC Plans naming a school will be admitted before other children are offered places.

5.4 For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled secondary schools:-

**Criterion 1**

Looked after children or children who have previously been looked after will be given the highest priority for admission.

**Criterion 2**

Those children who are considered to have exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned. Parents must submit evidence to support their application under this criterion (see note (a) below).

**Criterion 3**

Those children who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

**Criterion 4**

Children of staff at the school (where the member of staff has been employed at the school for two or more years at the time at which the application is made and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage).

**Criterion 5**

Those children living within the geographical priority area of the school who are eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c and d) below).

**Criterion 6**

Those children living within the geographical priority area of the school who are not eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below).

**Criterion 7**

Those children living outside the geographical priority area of the school who are eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c and d) below).

### **Criterion 8**

Those children living outside the geographical priority area of the school who are not eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below).

Notes;

(a) Exceptional medical reasons must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

Exceptional welfare considerations must be supported at the time of application by a letter from a supporting agency (social worker, family support worker) indicating how the circumstances relate to the school preference. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

(b) Siblings – A sibling is defined as a brother or sister, step-brother or step-sister and half-brother or half-sister. A sibling must be living at the same address and not be a cousin or other relative. This criterion will apply to children who already have a sibling currently in attendance at the preferred school and also to children who have a sibling applying for a place at the preferred school that can be offered a place but are not currently on roll.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, children will be prioritised in proximity order, with those living nearest the school being admitted first. The distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school post code. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

(d) Pupil Premium – Those children receiving pupil premium on a date specified by the LA, 15 November 2019 will be eligible to be prioritised in the relevant criteria above. Any children allocated pupil premium after this date will not qualify for the pupil premium criteria of the oversubscription criteria.

## **6. Permanent Address**

6.1 The only address the LA can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

6.2 If a childminder, grandparents or another member of the family cares for

the child on a daily basis at another address, the LA cannot consider this address for the purpose of its admission process to schools.

- 6.3 The LA will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

## **7. Intention To Move House**

- 7.1 An intention to change address cannot be considered by the LA until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until 15 November 2019.

## **8. Twins or Triplets**

- 8.1 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number.

## **9. Flats and equal distances**

- 9.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

## **10. Unsuccessful Applications**

- 10.1 On completion of the allocation of places on 2 March 2020 there may be applications where none of the parent's preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent's preferences the LA will identify all the schools with vacant places and invite parents to submit a further preference.
- 10.2 The LA has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the LA will offer a place at a school that still has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school with vacancies closest to the home.

## **11. Appeals**

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Constitutional Services. Details of this process will be sent out with the offer of a school place e-mail.

<b>COMMUNITY SCHOOLS</b>			
<b>PLANNED ADMISSION NUMBERS FOR SEPTEMBER 2020</b>			
<b>Estab. Number</b>	<b>School</b>		<b>PAN Sept 2020</b>
	<b>SECONDARY</b>		
4026	Saddleworth School		<b>280</b>





## Report to Cabinet

# Northern Roots Project

**Portfolio Holder:**

Councillor Sean Fielding, Cabinet member for Economy and Enterprise

**Officer Contact:** Rebekah Sutcliffe, Strategic Director of Reform

**Report Author:** Jackie Wilson, Head of Strategy, Policy and Partnerships.

**Ext.** 5755

**Date:** 28th January 2019

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### Reason for Decision

To seek approval to take forward the development of the Northern Roots project, the proposed Alexandra Park Eco-Centre being the first phase. Under this project there will be consideration of opportunities to work with local communities to investigate ways that we can celebrate, protect and enhance our green spaces for the benefit of local people, the local economy and the planet.

Northern Roots will initially focus on the 160 acre Snipe Clough site adjacent to Alexandra Park investigating ways to enhance the sustainability and biodiversity of the site, to offer even greater opportunities for recreation and leisure for local people, and to promote growing and green enterprise projects.

### Executive Summary

The Northern Roots Project is an exciting opportunity for both Oldham and Greater Manchester and has become possible due to the work and achievements of the last six years of the co-operative agenda, working with communities and both celebrating and harnessing all the Borough has to offer as a green and growing town.

It will help make real and tangible the ambitions of the Oldham Plan for an inclusive economy, thriving communities and co-operative services; helping create great opportunities for residents, businesses and visitors.

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## **Background:**

Over the past six years, and as a tangible part of the co-operative borough ambition, community growing, horticulture skills and training, renewable energy and the local food economy have been developing. This is through a series of linked initiatives including Get Oldham Working, Get Oldham Growing, Growing Oldham, Feeding Ambition, Oldham Community Power and more recently the work on Thriving Communities.

When combined with proposals for the Alexandra Park Eco-centre, Northern Roots presents a significant opportunity to work with local communities to investigate ways that we can celebrate, protect and enhance our green spaces for the benefit of local people, the local economy and the planet.

This can be a positive new vehicle for change in Oldham and has the potential to be a powerful brand, pulling together existing and developing new initiatives around food, growing, sustainability and wellbeing in the borough, as well enabling community engagement on opportunities and sites across the Borough.

## **Recommendations:**

Cabinet is recommended to:

1. Agree that a Northern Roots project should be developed to support and complement the Eco-Centre on the Depot site at Alexandra Park which will be Phase 1.
2. Approve further work on delivering, developing and communicating the Northern Roots project, including early phase projects, community engagement, stakeholder/investor engagement and developing options for opportunities/potential sites identified and within the scope of the project.
3. Delegate approvals for initial development of the Northern Roots project to the Leader and Strategic Director of Reform, with reports for decisions coming forward for approval as required.

**The Northern Roots opportunity**

**1. Alexandra Park Depot - Oldham's Eco-Centre (Northern Roots Phase 1)**

As referenced in a report elsewhere on the agenda, Alexandra Park is one of Oldham's greatest assets for residents and also provides a Depot facility which is in urgent need of replacement and directly adjacent to Snipe Clough. Already operating from the site and park are a depot facility, at scale growing, community growing, training, bio-mass; the proposed replacement facility will build on these activities.

This would be a facility in its own right but also has the opportunity to provide a place for a wide range of activities, enterprises and community engagement.

**2. The potential of Northern Roots**

Oldham's successful track-record around food and community growing, energy, low-carbon, parks and green spaces provides a strong platform on which to build the Northern Roots project. There is the ambition for Oldham to become known as a green and growing town and for that to deliver real benefits for local people, the local economy and the planet.

More work is needed to further develop ideas and interest in the project, as well as identifying other sites and opportunities for events, investment and activities. Getting communities involved is key to the success of this project as well as seeking engagement and interest from other organisations, investors and experts.

To enable development work to be taken forward, the Council has identified revenue funding for two years (included under Part B on this Cabinet agenda by virtue of Paragraph 3 of Part 1 of Schedule 12A)

**3. Financial Implications**

The financial implications in relation to the Northern Roots Project have been provided in the report in the confidential part of this agenda. (Sam Smith)

**4. Legal implications**

The legal implications in relation to the Northern Roots Project have been provided in the report in the confidential part of this agenda. (Elizabeth Cunningham-Doyle)

**5. HR / People implications**

N/A

**6. Links to Co-operative Values**

The project is rooted in social value and making tangible the co-operative values. This is reflected throughout the project with a strong emphasis on community engagement, tangible opportunities benefits to residents and seeking to establish and support local businesses and enterprises.

**7. Strategic Links**

The plans for an Eco-Centre and Northern Roots project are aligned with the ambitions set out in the Oldham Plan and fully support delivery of the Oldham Model.

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There are strong interdependencies with plans for the town centre regeneration and the opportunity to build and scale activities already underway around the food economy, growing, low carbon and renewable energy, sustainable transport etc

**8. Communications**

Northern Roots has the potential to further establish Oldham as a green and growing city. Known for its environment, leading on sustainability, food economy and natural capital it will support the delivery of the Oldham Model supporting an inclusive economy, thriving communities and co-operative workforce.

Development of the project will need to work with and complement the work of the Council, and other partners, in terms of developing visitor, retail and enterprise offers across Oldham.

**9. Key Decision**

Yes

**10. Key Decision Reference**

ECEN-20-18

**11. Background Papers**

None

**12. Appendices**

None

## Report to CABINET

# Alexandra Park Depot Site

### **Portfolio Holder:**

Councillor Sean Fielding, Cabinet member for Economy and Enterprise

**Officer Contact:** Brian Enright, Principal Regeneration Officer

**Ext.** 4298

**Report Author:** Helen Lockwood, Deputy Chief Executive – People and Place

**Date:** 28<sup>th</sup> January 2019

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### **Reason for Decision**

To seek approval for funding for the Alexandra Park Depot Site Project.

### **Executive Summary**

This report presents a summary of the detailed work carried out to date in bringing forward the Alexandra Park Depot Site Project to ensure effective service delivery and support the Council's ambition to make Oldham a green and growing place. This investment, and the delivery of an eco-centre, marks the first step for Oldham's innovative Northern Roots project which will work with local communities to investigate ways that we can celebrate, protect and enhance our green spaces for the benefit of local people, the local economy and the planet.

Northern Roots will initially focus on the 160 acre Snipe Clough site adjacent to Alexandra Park investigating ways to enhance the sustainability and biodiversity of the site, to offer even greater opportunities for recreation and leisure for local people, and to use the space for growing and green enterprise projects.

Finally, the report makes recommendations for capital funding for the project.

### **Recommendations**

It is recommended that Cabinet approves the recommendations as set out in the report in the confidential part of this agenda.

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**Alexandra Park Depot Project****1 Background**

- 1.1 Alexandra Park is a 25Ha Grade 2\* listed park that was created in 1865 to provide employment and alleviate gross deprivation arising from the cotton famine in the 19th century. The park is situated in the inner urban area of the town and serves the wards with some of the greatest social need in the borough.
- 1.2 Over the last 15 years Environmental Services has consolidated the majority of its working at Alexandra Park. There is no other Council site suitable or large enough within the borough to accommodate the services wide range of storage requirements, over 100 vehicles and operational buildings needed. As such, Alexandra Park is the main depot for Environmental Services providing a base for approx. 205 staff including 30 office based staff.
- 1.3 As well as being the main service depot for the borough as a whole, it is also the focal point for environmental programmes and excellence. The depot and park are already host to a wide variety of environmental activities, several of which secure funding through public health. These include: the Community Growing Hub; biomass manufacturing and storage; staff training as part of an agreement with Oldham College and Get Oldham Working; production of floral containers for civic functions/Bloom and Grow; and the production of bedding plants (130,000 summer bedding, 111,000 bulbs and spring bedding).
- 1.4 The existing depot is coming to the end of its working life, with the glasshouses, frames and Gardener's Lodge all now in need of significant investment to ensure that they remain fit for purpose.
- 1.5 The redevelopment of the depot site, the rationalisation of the many structures and replacement of older poor condition structures with fit for the future, energy efficient and sustainable facilities, will assist the economic position of the service. On-going maintenance liabilities will be reduced, and opportunities provided for external trade. The high standards that will be achieved by this redevelopment will make it an exemplar for sustainable development.
- 1.6 The new depot site will not only meet the needs of the above, it will also allow for flexibility and sustainability and for the facility to become a centre of excellence where the following will be included:
- Green wall technology for the new office and stores accommodation to complement the surroundings of the Grade2\* listed park and minimise the impact on local residents.
  - State of the art glasshouses (Multispan) that allow for maximum growing capacity and the flexibility to change from hot to cool to enable the hardening off process to be achieved without the major movement of plants.
  - Biomass heating sitting alongside a more conventional heating system, the latter of which may be required from time to time as a back-up.
  - Retention of the Gardener's Lodge (built in1865) to ensure that this complements the park whilst providing a creative future that will ultimately benefit the park and its users.
  - Solar power to provide light for the glasshouses, offices and yard areas.
  - Water harvesting with a filtration system that will allow for the recycling of water for use in the glasshouses and provide water for bowsters used across the borough.pport education, onsite training initiatives and the continuing development of the Council's

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progressive relationship with Oldham College in respect of the delivery of environmental qualifications.

- Provision of a growing hub that will be publically accessible.
- The refurbishment of the listed Messenger Glasshouse, stables and frames located on site.
- The ultimate aim of a cost neutral service for the entire project.

- 1.7 This investment and the delivery of this eco-centre marks the first step for Oldham's innovative Northern Roots project which will work with local communities to investigate ways that we can celebrate, protect and enhance our green spaces for the benefit of local people, the local economy and the planet.
- 1.8 Northern Roots will initially focus on the 160 acre Snipe Clough site adjacent to Alexandra Park investigating ways to enhance the sustainability and biodiversity of the site, to offer even greater opportunities for recreation and leisure for local people, and to use the space for growing and green enterprise projects.
- 1.9 The creation of the Alexandra Park depot site as an eco-centre offers the opportunity to realise significant financial/non-financial benefits that are outlined below.

**Increased economic activity** – The project will provide opportunities for external trade and will provide the capacity for potential commercial sales of plants to other neighbouring local authorities who no longer grow their own. The conversion of the lodge building will also provide income generating opportunities.

**Civic pride and sense of identity/Place Vitality** – This exemplar project for sustainable development will contribute to Oldham's reputation as a destination for tourism, education and environmental enterprise. It will provide an anchor site for any future developments at Snipe Clough.

**Social interaction** – The provision of a publicly accessible community growing hub will benefit the communities in and around Alexandra Park.

**Education and Learning** - Provide a base for education with Oldham College and other educational establishments and will enhance the provision of training opportunities for residents to assist in improving their life chances in line with corporate objectives.

**Risk Removal** - Removing risk from unsafe building conditions and non-compliance with health and safety legislation.

**Energy Efficiency** - The new depot is an opportunity to provide fit for purpose energy efficient modern buildings capable of generating a significant quantity of their own power and water requirements...

**Service Efficiency** - The new depot will enable Environmental Services to further streamline and rationalise services and save money, by operating in a more efficient manner whilst continuing to maintain and enhance the greenspaces of the borough.

## 2 **Current Position**

- 2.1 A series of ground investigations and structural surveys (including a drainage/sewer survey) have been undertaken and concept design options have been developed. A heritage report has been completed and this report indicates that the Gardener's Lodge building has significant heritage value and should be retained.
- 2.2 A series of options have also been considered as summarised below:
- Option 1 Retain the existing facilities and carry out any necessary repairs.



- Option 2 New glass houses, stores, workshop and offices. Gardener's Lodge to be demolished.
- Option 3 Retain the Gardener's Lodge as office and build an extension. Retain the Messenger Shed and create a new biomass store.
- Option 3a Move the biomass store next to glass houses and relocate all offices into the new office building. Stores relocated to the western side of the complex. Gardener's Lodge extended and used for functions. Public and works areas clearly separated.
- Option 4 Retain existing biomass store and messenger sheds. The lodge retained as offices.

2.3 Following consultation with staff at Alexandra Park, and taking into account the heritage value of the Gardener's Lodge, the layout of facilities, traffic flow and the need to separate the public from the park's works functions, the preferred option is Option 3A.

2.4 In order to progress the concept design, a multidisciplinary design team will be commissioned following a procurement exercise. The procurement exercise will request tenderers to submit proposals for developing the design through all RIBA Stages with full costs broken down for each stage. The initial appointment will be to develop the design up to RIBA Stage 3 with a decision being made at its conclusion around progressing through the remaining RIBA Stages, or alternatively, breaking from the agreement.

2.5 Subject to final consideration, the following disciplines will be sought: architect, heritage consultant, structural engineer, environmental & building services engineer, mechanical and electrical engineer, fire engineer, landscape architect, cost consultant, sustainability consultant, ecologist and planning consultant, BIM consultant and project manager. It is expected that the design team will be initially appointed in February 2019 (i.e. to complete the RIBA Stage 3 designs).

### 3 Strategic Alternatives

#### 3.1 Alternative 1 – Do nothing.

3.2 **Alternative 2 – carry out piecemeal projects** to bring the existing depot up to standard. This option does not offer opportunities for expansion, increased income generation or service change, nor does it reduce the running costs of the site. Although an option, this would only result in the existing facilities being refurbished and will not offer the benefits mentioned above. It would also limit the service's ability to provide seasonal plant material whilst work is being undertaken. It is unlikely, that there would be any significant savings in ongoing running costs as a result of this approach.

3.3 **Alternative 3 – Create a new depot area.** Following their appointment via Unity Partnership, Kier has carried out a feasibility study for this and confirm that it is possible to develop a phased major redevelopment of the depot. This will allow the service to continue operating, but importantly introduce fit for purpose energy efficient facilities enabling service reconciliation and rationalisation and expansion of activities. There will also give the service the ability to generate a significant quantity of its own power and water requirements with the introduction of solar panels, biomass boilers and water harvesting. The depot will act be Phase 1 of the Northern Roots project. This alternative allows for the biomass store, which is currently located at Alexandra Park, to remain on site and thereby avoiding the Council paying back funding specifically allocated to the project. As such, this is the preferred option.

3.4 **Alternative 4 – Relocate Environmental Service operations to other site(s) around the borough.** Doing this would reverse the efficiency savings already achieved and developmental potential resulting from a purposeful withdrawal from other key sites across the town. There is no other single site within the borough which is capable of accommodating the service, its vehicles and facilities. To decentralise would require major



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investment in providing mess, storage and vehicle secure sites across the town, and this is not deemed practicable. It is also not good practice to have managers who directly manage staff to be co-located at other sites leaving their staff unsupervised and without clear work instructions etc.

#### **4 Preferred alternative**

4.1 Alternative 3. The preferred alternative is Alternative 3 – i.e. construct a new depot area. Delivering this alternative will not only enable service rationalisation, it will also create an exemplar of how a modern sustainable urban park can be run for the benefit of the wider community and be a Phase 1 of the Northern Roots project supporting Oldham’s ambitions to become a green and growing place for the benefit of its residents, the town and the environment.

#### **5 Consultation**

5.1 Consultation has been carried out with staff from Environmental Services, and those departments below that have supplied comments (as set out in Part B of this report). Ward councillors and other stakeholders will be consulted at relevant points in the project’s design.

#### **6 Financial Implications**

6.1 As set out in the report in the confidential part of this agenda.

#### **7 Legal Services Comments**

7.1 As set out in the report in the confidential part of this agenda.

#### **8. Co-operative Agenda**

8.1 As a co-operative Council, the Council is committed to supporting local community organisations and charities to ensure they are able to make the most of the parks and green spaces within their communities. This project will form an important part of that commitment.

#### **9 Human Resources Comments**

9.1 As set out in the report in the confidential part of this agenda.

#### **10 Risk Assessments**

10.1 A risk register has been developed identify potential risks, risks owners, and any mitigation steps; this will be monitored and updated throughout the project.

#### **11 IT Implications**

11.1 As set out in the report in the confidential part of this agenda.

#### **12 Property Implications**

12.1 As set out in the report in the confidential part of this agenda.

#### **13 Procurement Implications**

13.1 As set out in the report in the confidential part of this agenda.

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- 14      **Environmental and Health & Safety Implications**
- 14.1    As set out in the report in the confidential part of this agenda.
- 15      **Equality, community cohesion and crime implications**
- 15.1    As set out in the report in the confidential part of this agenda.
- 16      **Equality Impact Assessment Completed?**
- 16.1    No.
- 17      **Key Decision**
- 17.1    Yes.
- 18      **Key Decision Reference**
- 18.1    ECEN-18-18.
- 19      **Background Papers**
- 19.1    None.
- 20      **Appendices**
- 20.1    As set out in the report in the confidential part of this agenda.

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